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MESSAGE FROM THE DEAN AND CHANCELLOR

Welcome to Ross University School of Medicine (RUSM). As a student doctor at RUSM, you will receive a dynamic and comprehensive medical education in which your professional success is our top priority. Your professors and other staff are deeply committed to teaching and are recognized scholars in the needed disciplines for your development as a physician. We celebrate that your paths to this milestone of professional success have been varied. The richness of your different life experiences will not hinder your academic success as a student doctor at RUSM. Rather, it will enhance your learning opportunities.

As a RUSM student doctor, you will begin your training by mastering the intensive Medical Sciences curriculum, which provides comprehensive knowledge of human health and disease at the cellular, whole organ, individual, and societal levels. Using a carefully constructed and integrated mix of didactic lectures, small group learning sessions, and exposure to clinical cases, we will intellectually challenge you to progressively acquire the knowledge in the medical sciences needed for the next phase of your training – immersive clinical clerkships in the locale of your choice in the US, Canada, and the UK. Clinical clerkships are closely overseen by RUSM and similarly taught by selected, skilled practicing physicians in venues of medical practice ranging from high performing hospitals with rich patient exposures to top notch private practices. Again, your academic and professional success is paramount. Your journey as a RUSM student doctor is completed by our guidance and assistance helping you to obtain postgraduate training in your preferred medical specialty.

The years ahead to become a practicing physician are academically and emotionally challenging. We recognize this reality and that your learning styles differ. Therefore, we have tremendous academic support services at RUSM. Please take advantage of them and heed the sound advice given you by the RUSM faculty and staff. Their uniform passion for student success is shown by their commitment to teaching, advising and finding innovative ways to assist you.

I look forward to observing your professional development over the ensuing years, evolving from a high performing student doctor to become a skilled, humanistic physician whom I will proudly embrace as a peer colleague.

Welcome and warm regards,

Bill

William F. Owen, Jr., MD, FACP
Dean and Chancellor

ROSS UNIVERSITY
SCHOOL OF MEDICINE
An Adtalem Global Education Institution
USING THE STUDENT HANDBOOK

Overview
This Student Handbook is effective as of February 18, 2019. Its contents apply to all students, including those on semester break, Approved Absence (AA), suspension, probation or Temporary Withdrawal, and those visiting other medical schools or clinical affiliates. As these policies govern your time as a student at RUSM, we expect you to be familiar with the content of both this Student Handbook and the Academic Catalog. Any student who receives financial aid should also read the “Financial Planning Guide”, since only general aspects of financial aid are included here.

Current Policies
Please be aware that this edition of the Student Handbook, effective February 18, 2019, supersedes all prior editions, online or in hard copy. From time to time, updates to policies will be made to both the Student Handbook and Academic Catalog. RUSM reserves the right to change the rules, regulations, course offerings, degree requirements, academic calendar, and other material contained in this Student Handbook or the Academic Catalog at any time. We will make every attempt to notify students in advance of significant changes in policy, but we recommend you refer to these documents frequently. It is the student’s responsibility to keep current on all University policy.

Addendums to the Student Handbook begin on page 113 of the PDF version.
PROFESSIONALISM AND CONDUCT

STANDARDS OF EXPECTED CONDUCT AND BEHAVIOR

Purpose
RUSM respects the strong work ethic and vision that motivates students to join our school. We know the commitment required to navigate the road ahead of you, and recognize the crucial role that a safe, productive academic environment plays in the pursuit of a medical career. We have established this Code of Conduct to promote a healthy learning environment, and expect you to become familiar with the code, through study and through close observation of these ethics in action among your colleagues and teachers.

Use this as a professional tool to guide you in beginning your career as a trusted member of the medical community. As with physicians, RUSM students are expected to display the highest standards of ethical and professional behavior. This extends to all aspects of your life, requiring conduct that displays honesty, maturity and respect for others. The Dean and the Dean's designees developed and enforce these policies and procedures both to promote an atmosphere conducive to active learning, and to preserve the educational mission of RUSM.

By applying, accepting admission, enrolling in and attending classes at RUSM or using the many services at your disposal, you indicate your acceptance of these standards of conduct. Adherence to the Code of Conduct, together with the Honor System, the Technical Standards, and the AMA Guidelines in effect at any time, will contribute to your credibility and success as a medical professional and are essential to your successful completion of the RUSM program.

Not only students, but their guests, partners, family members, and former students granted temporary access and any person authorized to act on a student's behalf, are also required to comply with the Code of Conduct. Students, partners, family members, former students with temporary access or their guests or agents who fail to do so will be subject to disciplinary action. Students are responsible for their guests, partners, family members or agents and their compliance with the Code of Conduct and all policies set forth in this Student Handbook and on the RUSM student Portal, as well as all other published RUSM policies. Students may be held accountable for the actions of their partners, family members, guests or agents.

These standards of conduct govern your actions at all times during your educational career with RUSM, regardless of when or where such conduct occurs. These standards apply to student conduct occurring on or off campus and during periods of active enrollment, semester break, AA, emergency or short-term personal leaves or while suspended or withdrawn from RUSM. There are several sets of standards you will be expected to meet throughout your tenure as a medical student and during your career as a physician; students must also be capable of meeting all levels of proficiency and ethical conduct defined in the following standards.

- **Technical Standards:** These define a basic level of proficiency in medical science and application that students are required to obtain during their schooling in order to demonstrate a capacity to serve competently as a physician.
- **American Medical Association Code of Ethics:** The AMA Code of Ethics defines the essentials of honorable behavior for the physician. RUSM relies on the AMA Code of Ethics, among other sources, when evaluating whether a student’s conduct befits that expected of a medical professional and, thus, students should familiarize themselves with the AMA Code of Ethics.
- **Honor System:** Part of acceptance as a student at RUSM includes signing the Honor Pledge, indicating acceptance of the standards of conduct and acknowledgement that each student will conduct themselves honorably at all times and in all dealings with others.
- **Code of Conduct:** The Code of Conduct is set forth below.

Knowing and following these standards will provide a basis of understanding the capabilities, character and demeanor of the qualified, ethical physician. Any behavior in conflict with the tenets of these documents may
result in disciplinary action (see Sanctions listed in the Code of Conduct section of this Student Handbook). In addition to taking appropriate disciplinary measures, RUSM also may report illegal or criminal conduct to appropriate law enforcement authorities.

**RUSM TECHNICAL STANDARDS**

Qualifications for Doctor of Medicine Degree Candidates

**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*, contains RUSM technical standards, based on guidelines produced by the Association of American Medical Colleges. All applicants will be required to read the Technical Standards and to sign a copy of this document to indicate that they understand the Technical Standards as part of the application process. 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. RUSM has a responsibility to society to train physicians who are prepared 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 RUSM, 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 the following defined areas: Observation, Communication, Motor, Strength and Mobility, Cognitive, and Social.

**A. Observation**
Candidates must be able, with or without reasonable accommodation, to observe and participate in experiments. In order to make proper clinical decisions, candidates must be able to accomplish the following, with or without accommodation: (i) observe a patient accurately using all necessary senses, (ii) acquire information from written documents, films, slides or videos, and (iii) interpret X-ray and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGS.

**B. Communication**
Candidates must be able to accomplish the following, with or without reasonable accommodation: (i) communicate effectively, sensitively, and rapidly with patients and members of the health care team (both verbal (spoken) and written), (ii) understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion in emergency situations, and (iii) relate information to and receive information from patients in caring and confidential manner. Candidates must be fluent in English. All coursework and instruction is provided in English.

**C. Motor**
Candidates must possess the motor skills necessary to themselves accomplish the following, with or without reasonable accommodation: (i) perform palpation, percussion, auscultation, and other diagnostic maneuvers, (ii) perform basic laboratory tests (urinalysis, CBC, etc.), (iii) carry out diagnostic procedures (proctoscopy, paracentesis, etc.) and (iv) 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.
D. Strength and Mobility
Candidates must have sufficient posture, balance, flexibility, mobility, strength, and endurance, with or without reasonable accommodation, for necessary standing, sitting, and participating in the laboratory, classroom, and clinical centers. They must have sufficient dexterity to perform examinations and procedures as required on their clinical clerkships.

E. Cognitive
In order to solve clinical problems effectively, 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.

F. Social
Candidates must demonstrate throughout their medical education compassion, integrity, concern for others, necessary and appropriate interpersonal skills, interest and motivation. 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, for the development of effective relationships with patients and for effective functioning as a member of the health care team. 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.

AMA ETHICAL PRINCIPLES
American Medical Association Principles of Medical Ethics Preamble
The medical profession has long subscribed to a body of ethical statements developed primarily for the benefit of the patient. As a member of this profession, a physician must recognize responsibility to patients first and foremost, as well as to society, to other health professionals, and to self. The following principles adopted by the American Medical Association are not laws, but standards of conduct which define the essentials of honorable behavior for the physician.

Principles of medical ethics:
1) A physician shall be dedicated to providing competent medical care, with compassion and respect for human dignity and rights.
2) A physician shall uphold the standards of professionalism, be honest in all professional interactions, and strive to report physicians deficient in character or competence, or engaging in fraud or deception, to appropriate entities.
3) A physician shall respect the law and also recognize a responsibility to seek changes in those requirements which are contrary to the best interests of the patient.
4) A physician shall respect the rights of patients, colleagues, and other health professionals, and shall safeguard patient confidences and privacy within the constraints of the law.
5) A physician shall continue to study, apply, and advance scientific knowledge, maintain a commitment to medical education, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated.
6) A physician shall, in the provision of appropriate patient care, except in emergencies, be free to choose whom to serve, with whom to associate, and the environment in which to provide medical care.
7) A physician shall recognize a responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.
8) A physician shall, while caring for a patient, regard responsibility to the patient as paramount.
9) A physician shall support access to medical care for all people.

Adopted June 1957; revised June 1980; revised June 2001
**HONOR SYSTEM**

**The Concept of Honor at RUSM**

The Honor System at RUSM is a deeply cherished obligation founded upon the personal integrity of each individual member of the RUSM 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 Code of Conduct is delegated directly by the Board of Trustees to the students through the Dean with concurrence of the faculty. It is the conduct administrator’s responsibility to determine or appoint a student body to determine when a breach of honor has been committed, and it is the students who are entrusted with helping to enforce the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Code of Conduct, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to RUSM includes the explicit agreement to abide by the provisions of the Code of Conduct.

The presence of the Code of Conduct 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 RUSM.

**THE HONOR SYSTEM**

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

"As a student at RUSM, I, (student name), do hereby accept the Honor System. I have received the Student Handbook and am fully aware of the Code of Conduct contained within. I agree to read and become familiar with the Code of Conduct.

Accordingly, I resolve to 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 Code of Conduct. I understand that with any violation of the Code of Conduct, a plea of ignorance will not be acceptable, and the violation may result in my permanent non-academic dismissal from RUSM.

I pledge that I shall endeavor at all times to create a spirit of honor of my chosen profession by upholding the Honor System myself and helping others to do the same."

Registration as a student at RUSM 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 may be cancelled and all fees paid will be forfeited in accordance with the withdrawal policy described in the Academic Catalog. The ultimate responsibility for signing the Honor Pledge rests with each individual student. During orientation, students receive a link to the Student Handbook and this pledge by incorporation. The most up to date version of the student handbook along with this pledge is available online at https://medical.rossu.edu/.

**CODE OF CONDUCT**

The Code of Conduct applies to any covered person as that term is defined in the Code.

**TERMINOLOGY**

1) The terms “University” or “RUSM” means Ross University School of Medicine.

2) The term “covered person” includes any person taking courses (either full-time or part-time, either onsite or online, and including but not limited to students who take time off between terms), receiving or
seeking to receive services from the University, or otherwise pursuing undergraduate, graduate or professional studies at the University.

3) The term “faculty member” means any person hired by or contracted with the University to conduct instructional activities.

4) The term “Staff” means any person employed by the University.

5) The term “member of the RUSM community” includes students, faculty members, or staff, and any other individuals associated with the University. The conduct administrator shall determine a person’s status in a particular situation.

6) The term “Complaint,” shall mean a written statement submitted by a member of the RUSM community alleging misconduct by an RUSM student that purportedly violates the RUSM Student Handbook, or other published rule or regulation.

7) The term “RUSM premises” include all land, buildings, facilities, student housing and other property in the possession of or owned, used, or controlled by the University (including parking lots, adjacent streets and sidewalks).

8) The term “conduct panel” means any person or persons authorized by the conduct administrator or authorized designee to determine whether a respondent has violated the Code of Conduct and to impose sanctions. For students in the Medical Sciences curriculum, the conduct panel is the Grievance Committee, composed of appointed faculty. For students in clinical semesters, the only conduct panel is the Grievance Committee.

9) The term “conduct administrator” means an RUSM official authorized by the University to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent the University from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.

10) The term “policy” is defined as the policies, rules and procedures of the University including, but not limited to, those found in this Student Handbook, and academic catalogs.

11) The term “organization” means any number of persons who have complied with the formal requirements for University recognition/registration as an organization.

CONDUCT ADMINISTRATOR AND CONDUCT PANEL

1) The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panels shall include, at minimum, three eligible members of the RUSM community.

a. The Honor Council may review Complaints between students or by administration that occur either on or off campus.

b. The following types of complaints may not be referred to the Honor Council:
   i. Complaints that arise under the Non-Discrimination policy;
   ii. Complaints that allege any violations of the Sexual Misconduct Policy; or
   iii. Complaints concerning acts of academic misconduct.

c. The Honor Council may facilitate mediation on covered matters and issue non-binding resolutions that have been mutually agreed upon by the Parties.
   i. All Parties to the Complaint must agree in order for the resolution to be implemented and as such is not subject to appeal.

d. The Honor Council may not impose disciplinary actions.

e. At its sole discretion, the Honor Council may also determine at any point in the process of hearing a Complaint, that the Complaint should be referred to a Grievance Committee or conduct administrator.
   i. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel, referred to as the Grievance Committee, shall be considered by the conduct administrator. Following the hearing, the conduct administrator or designee
shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures.

f. The Grievance Committee may hear any type of matter and may impose any type of disciplinary action, up to and including non-academic dismissal from RUSM.

g. The decision of the Grievance committee is binding, unless overturned on appeal.

2) The conduct administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct.

3) Decisions made by a Grievance Committee and/or conduct administrator shall be final, pending the appeal process.

4) In appropriate situations, the Grievance Committee and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate their conduct to prevent further violations of the Code of Conduct.

PROSCRIBED CONDUCT

Scope or Purview
The Code of Conduct applies to behavior that affects the RUSM community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations (including but not limited to off-campus activities, events, and housing) when the actions in question adversely affect the RUSM community and/or pursuit of its objectives.

Conduct – Rules and Regulations
Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Sanctions.

1) Acts of dishonesty including, but not limited to, the following:
   a) Furnishing false information to any University official, faculty member or office.
   b) Forgery, alteration or misuse of any University document, record or instrument of identification.
   c) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.

2) Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on RUSM premises.

3) Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off RUSM premises or at any University-sponsored activity.

4) Bullying and cyberbullying, which is using one’s power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager) whether it be a single incident or a series of incidents.

5) Attempted or actual theft of and/or damage to property of the University or property of a member of the RUSM community or other personal or public property.

6) RUSM specifically prohibits any organization, chartered or otherwise, officially or in fact, from participating in the activity of “hazing,” defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to University rules, policies and regulations; will unreasonably or unusually impair an individual’s academic efforts, and/or occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense
that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.

7) Violation of conduct guidelines, including those in student leases and housing handbooks, applicable to University-controlled housing.

8) Gambling on RUSM premises, at University functions or through the use of University equipment.

9) Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

10) Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.

11) Violation of published University policies, procedures, rules or regulations.

12) Violation of any applicable federal, state or local law.

13) Use, possession or distribution of narcotics or other controlled substances, except as expressly permitted by a valid doctor’s order, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana or other psychotropic substance use, possession, or influence on University premises, at University events, or that adversely affects the RUSM community, is prohibited.

14) Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication. Use, possession or distribution of alcohol on any RUSM premise is prohibited.

15) Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.

16) Participation in a demonstration that disrupts normal operations of the University or infringes on rights of other members of the RUSM community; leading or inciting others to disrupt the scheduled and/or normal activities within any University building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.

17) Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.

18) Aiding, abetting, or inducing another to engage in behavior prohibited by the Code of Conduct.

19) Theft or other abuse of computer time, including but not limited to:
   a) Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
   b) Unauthorized transfer of a file.
   c) Unauthorized use of another individual’s identification and password.
   d) Use of computing facilities to interfere with work of another student, faculty member or University official.
   e) Use of computing facilities to send obscene or abusive messages.
   f) Use of computing facilities to interfere with normal operation of the University computing system.
   g) Introduction, reproduction and/or promulgation of any computer virus.

20) Abuse of the disciplinary system, including, but not limited to:
   a) Falsification, distortion or misrepresentation of information before a conduct administrator and/or conduct panel.
   b) Disruption or interference with orderly conduct of a conduct proceeding.
   c) Knowingly instituting complaint or conduct proceedings without good cause.
   d) Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
   e) Harassment (verbal or physical) and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
   f) Failure to comply with sanction(s) imposed under the Code of Conduct.
   g) Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.
21) Cheating: Any 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 the violation of any academic and Exam Center policies pertaining to the exam process.

22) Toleration: Failure of a student to report acts of dishonesty, cheating or other proscribed conduct may be viewed as a violation of the Code of Conduct.

23) Conduct unbecoming of a medical professional: Any behavior deemed inappropriate of a medical professional that would otherwise reflect poorly upon RUSM and its representatives. This violation includes, but is not limited to, behavior in contradiction to the Technical Standards, behavior in contradiction to the AMA Code of Ethics, illegal use/possession/distribution/sale of drugs, public intoxication to a gross extent and public indecency. This is not an exhaustive list and may be evaluated on a case-by-case basis.

Involvement of Law Enforcement or External Judicial Authorities
Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual misconduct) may notify and seek assistance from the University, local law enforcement and/or other community resources concurrently. The conduct administrator can provide information about how to contact local law enforcement or other local community resources.

The University is committed to maintaining an environment that is safe for all members of the RUSM community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the campus incident commander or the conduct administrator for evaluation of any appropriate measures to be taken by the University to promote security. Complainants may also seek protective, restraining, or “no-contact” orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator or campus incident commander so that the University can cooperate as appropriate in the observation of the order.

The University may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. If a code of conduct violation is also a civil violation (e.g. rape), we may be obligated to report it to civil authorities, regardless of the victim’s preference.

If the alleged violation of law is also the subject of Code of Conduct proceedings, the University may advise external authorities of the existence and status of the Code of Conduct proceedings. The University cooperates fully with law enforcement and other agencies in enforcing law on University property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

CONDUCT COMPLAINT AGAINST STUDENT – POLICY & PROCEDURES
Complaint and Hearings
1) Any member of the RUSM community or the University itself may make a report against any covered person alleging misconduct. Notice of a possible violation may result in complaints being filed by the University whether or not the impacted community member wishes to proceed. Complaints shall be prepared in writing and directed to the conduct administrator at the appropriate University location. Any complaint should be submitted as soon as possible after the event takes place.

2) Once complaints have been filed, the conduct administrator will investigate to determine if any of the allegations have merit.
   a) If a complaint is found to not have merit it may be dismissed.
   b) If a complaint is found to have merit the conduct administrator may either:
      i) Attempt to resolve the complaint by mutual consent of the complainant and the respondent on a basis acceptable to the conduct administrator (such as Honor Council mediation, Restorative Justice
or other form of alternative dispute resolution). Mediation will not be used for complaints involving alleged sexual misconduct.

ii) The conduct administrator may also issue a conduct warning to a respondent or complainant where a complaint is resolved by mutual consent.

iii) The conduct administrator may hold a hearing individually or refer the complaint to a conduct panel.

3) All complaints shall be presented to the respondent in writing. A hearing before a conduct panel (Honor Council or Grievance Committee) will be scheduled after receipt of the answer from the Respondent. If no answer to the complaint is submitted, the hearing will be scheduled following the deadline for submission (five [5] business days). The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.

4) The conduct administrator may choose to hold the hearing him/herself, or may require a hearing by a conduct panel. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator to the attention of the location’s conduct administrator’s manager.

5) Hearings shall be held according to the following guidelines:
   a) Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator or conduct panel chairperson.
   b) In advance of the hearing, both the complainant and respondent will be given access to the identified information that is available before the hearing which will be considered by the conduct administrator or conduct panel.
   c) The complainant and respondent have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and respondent are responsible for presenting their own case and, therefore, advisors are not permitted to participate directly in any hearing before a conduct administrator or conduct panel.
   d) The University, the complainant, the respondent and the conduct administrator or conduct panel shall be allowed to present witnesses, subject to the right of cross-examination by the conduct administrator or conduct panel.
   e) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator or conduct panel chairperson.
   f) All procedural questions are subject to the final decision of the conduct administrator or conduct panel chairperson.
   g) After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
   h) The conduct administrator or conduct panel’s determination shall be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.

6) There shall be a single record of all hearings before a conduct panel or conduct administrator. The record shall be the property of the University. Suspensions and non-academic dismissals will be noted in the respondent’s academic file.

7) No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the evidence in support of the complaints shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.

8) The conduct administrator or designee shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In specific types of cases, such as those of sexual misconduct allegations, the complainant and respondent will be informed simultaneously. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

Sanctions
Sanctions are determined by the conduct administrator or the Grievance Committee following the final outcome of a conduct complaint.
The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply the covered person are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question.

There follows a list of the most commonly imposed sanctions, but RUSM may also choose to impose other sanctions, not listed here, depending on the severity of the misconduct.

a. Warning – A verbal or written notice that the respondent has not met the University’s conduct expectations.

b. Non-academic Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent does not comply with University policies or otherwise does not meet the University’s conduct expectations during the probationary period.

c. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

d. Housing Suspension – Separation of the respondent from their University-controlled housing for a defined period of time. Conditions for returning to housing may be specified.

e. Housing Expulsion – Permanent separation of the respondent from University-controlled housing.

f. RUSM Suspension – Separation of the respondent from the University for a defined period of time, after which the respondent may be eligible to return. Conditions for readmission may be specified.

g. RUSM Non-Academic Dismissal – Permanent separation of the respondent from RUSM.

h. Suspension of Services – Ineligibility to receive specified services or all RUSM services for a specified period of time, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.

i. Ineligibility for Services – Permanent ineligibility to receive specified or all RUSM services, and services from other RUSM Education Group institutions.

j. Remediation – Such as counseling and education in the area of noncompliance. Participation in psycho-educational groups and/or assigned educational initiatives designed to assist the student towards compliance.

k. Limiting Order – Restriction on a respondent’s permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by the University (e.g., for use with allegations of sexual or other misconduct).

More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or Grievance Committee determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall be considered by the conduct administrator and the decision should be made by majority vote. Following the hearing, the conduct administrator or designee shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g., allegations involving certain types of sexual misconduct), the conduct administrator, or designee will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.

**Interim Measures**

In certain circumstances, the University may impose a RUSM and/or housing interim suspension or No Contact Order (NCO) prior to a hearing.

1) Interim suspension may be imposed:

   a. to ensure the safety and well-being of members of the RUSM community or preservation of University property; or
b. if the University deems that the respondent poses a threat of disruption of or interference with
the normal operation of the University

2) During the interim suspension, the respondent may be denied access to RUSM premises (including online
and onsite classes) and/or all other University activities or privileges for which the respondent might
otherwise be eligible, as the University may determine to be appropriate. In appropriate cases, the
University may notify the complainant of a respondent’s interim suspension status.

3) A NCO can be put in place by the conduct administrator, or designee, between covered persons involved
in a conduct investigation in order to:
   b. Assist covered persons in refraining from actions that could be considered a violation of the Code
      of Conduct.
   c. Address concerns raised as part of a sexual misconduct investigation.
   d. NCO shall not be lifted on the request of the complainant and/or respondent. However, a NCO
      may be lifted with mutual consent by the complainant and the respondent.
   e. If any party (complainant or respondent) is found to be in violation of “No Contact Order”, it will
      be considered as breach of code of conduct and appropriate disciplinary sanction, up to, but not
      limited to, suspension/dismissal from the University will be imposed.

Lifting of Non-academic Probation: Non-academic probation is lifted after the time period specified, when a) no
further violations are committed; and, b) all terms specified in the disciplinary decision have been successfully
completed.
   • Student file: This period of non-academic probation is documented in the student file as Disciplinary
     Probation. Upon completion of the terms of this probationary period, a student may request that the non-
     academic probation be noted as successfully completed. Students are encouraged to document all efforts
     taken to address any cited violation, and confirm that this documentation is preserved in their student
     files.
   • Financial Aid: Unlike Academic Probation, periods of Non-Academic Probation will not impact a student's
     eligibility for or status regarding financial aid.

Lifting of Interim Sanctions: Interim Sanctions are lifted following the issuance of a formal or informal disciplinary
decision (which may result in a further Suspension sanction) or a successful appeal to a decision. An interim
sanction may also be lifted following the assessment of new information. Where conditions are placed upon a
student’s return, those conditions must be approved and verified as fully completed before the student will be
allowed to register for a future semester.
   • Student File: An Interim Sanction may impact the student’s transcript. The designation for the missed
time on the transcript is determined by the conduct administrator in consultation with the Office of the
Registrar on a case by case basis, following the determination reached by an informal resolution or formal
hearing. If designated as a suspension, it will appear in the student’s educational file as non-academic
suspension. Students are encouraged to document efforts taken to address a cited violation.
   • Financial Aid: Eligibility for financial aid may be impacted depending upon the length of an Interim
Sanction, and whether it transitions to a suspension sanction following disciplinary action. Students are
required to comply with all financial aid repayment obligations during a suspension.

Lifting of Suspension: Where conditions are placed upon a student’s return, those conditions must be certified as
fully completed before the student will be eligible to register for a future semester. The completion/fulfillment of
conditions shall be verified and approved by Associate Dean of Student Affairs or their designee. A suspended
student, upon return to campus, will be on automatic disciplinary probation for either a designated period of time,
identified at the time the original sanction is issued, or until graduation from RUSM.
   • Student File: A suspension will appear in the student’s educational file as Non-academic Suspension.
     Students are encouraged to document efforts taken to address a cited violation.
   • Financial Aid: Students are required to comply with all financial aid repayment obligations during a
     suspension.
• **NOTE:** Failure to comply with the limitations of any suspension or disciplinary probation may result in extended suspension or permanent non-academic dismissal.

**Non-Academic Dismissal:** Non-academic dismissal means permanent termination of student status. A dismissed student is no longer permitted to attend RUSM or any of its affiliated institutions. A student dismissed on disciplinary grounds is not eligible for re-admission.

- **Student File:** A record of this disciplinary action will be placed in the student’s file.
- **Financial Aid:** All financial aid repayment obligations apply.

**Records of Sanctions**
Any sanctions imposed are recorded in the student’s disciplinary file, and, where appropriate, also noted in permanent educational records. Information regarding probations, suspensions and non-academic dismissals are readily available to RUSM officials as needed to assure administrative compliance with those sanctions.

In the event a student withdraws or is dismissed prior to the disposition of a disciplinary action, documentation of a pending disciplinary case without final determination will be included as part of the student's educational record.

**Notifications during Suspensions/Non-Academic Dismissals**
RUSM may be obligated to take into account the interest of the following parties when resolving a disciplinary matter:

1. **Immigration:** In those situations in which a student is not a citizen of the country where the study of medicine is occurring, RUSM may be obligated to inform immigration authorities of changes to a student's enrollment status following a non-academic dismissal or suspension. A student who has been suspended or dismissed may no longer be entitled to the status of a legal resident.

2. **Complainants and Victims:** Regarding access to sensitive information during a disciplinary action, RUSM will balance the interests of privacy and other legal rights of the accused student with those of victims and complainants.

3. **Legal Authorities:** RUSM may be obligated to disclose information as required to legal authorities, when disciplinary action uncovers evidence of conduct in violation of the law.

4. **State Medical Boards, ECFMG, FCVS, Government Agencies, and Employers:** RUSM may be called upon to report unusual circumstances that may have occurred during the course of a student's medical education.

**Appeals**

1) A decision of a violation of the Code of Conduct and the sanctions reached by the Grievance Committee or imposed by the conduct administrator may be appealed by the respondent or complainant when applicable (see SEX AND GENDER-BASED MISCONDUCT RESPONSE AND PREVENTION policy) to the person identified in the determination letter within 7 calendar days of the date of the appealing party’s receipt of the determination letter. Such appeals shall be sent via email to ConductAppeals@Rossu.edu. The results of the appeal to the person identified in the determination letter shall be final.

2) Except as required to explain the basis of new evidence, an appeal shall be limited to review of the hearing record of the initial hearing and documents considered by the conduct administrator or Grievance Committee for one or more of the following purposes:
   a. To determine whether the original hearing was administered fairly in light of the complaints and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that a violation of the Code of Conduct occurred.
c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed.

d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the appeal is granted, the matter can be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) or the conduct administrator for action to be taken in response to the appeal findings.

If the appeal is denied, then the decision of the original conduct proceeding is upheld and final.

CONFIDENTIALITY AND PROHIBITION ON RETALIATION

Confidentiality

RUSM wishes to foster an environment in which individuals feel free to raise and discuss concerns. RUSM understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, RUSM may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with RUSM’s obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate. In particular, when possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in the University’s publicly available record-keeping.

Retaliation

RUSM prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedure available in this Student Handbook. If following the student complaint procedure would result in the student being required to submit their complaint to the person whom they believe is retaliating against him or her, the student may submit the retaliation complaint to the location leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant’s future grades, learning, or academic environment. RUSM will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

Campus Safety and Security

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to the Department of Security and Emergency Management. Students who witness or are victims of a crime affecting the RUSM community should immediately report the incident to local law enforcement in the community, in which the campus is located, and to the Office of Student Affairs or to the chief location administrator. RUSM will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other University officials such as the Title IX Coordinator.
Given public concern about escalating incidents of school violence, the University will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the Interim Suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual non-academic dismissal may result for students who:

- Possess, sell or otherwise furnish a firearm illegally or on RUSM premises
- Brandish a knife at another person
- Sell, purchase or otherwise attempt to obtain a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife (excludes pen knives or nail files) or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing the University’s discretion to take other action which, in the University’s sole discretion is necessary or advisable to promote campus safety and security.

RUSM takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct, and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the University may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person’s welfare. The University may also work with the person to determine available resources and appropriate next steps.

ALCOHOL AND SUBSTANCE ABUSE POLICY

Overview
All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the University’s purpose. To mitigate abuse, the University has established regulations and policies governing the use of alcohol and other substances to all students, guests, and visitors on University property or as part of any University activity. Additionally, these regulations and policies govern the use of alcohol and other substances for off campus activities. The responsibility for knowing and abiding by the provisions of these policies rests with each individual.

Medical students are held to the same ethical and behavioral standards as physicians during both the pre-clinical and clinical years of medical school. Untreated abuse and/or dependence are unacceptable to the school and are cause for disciplinary action up to and including dismissal. Both for reasons of personal well-being and because of the nature of the profession, students are expected to show restraint and responsibility regarding the use of any substance. Students are also expected to seek help for alcohol or substance abuse problems if they are aware of them. Possession or use of illegal substances or unlawful use of lawful controlled substances could result in a criminal conviction, which could preclude licensure to practice.

Applicable Law
All members of the University community shall abide by the laws of the US Federal Government, state and any local laws, ordinances and regulations where the student is located at any time during which he or she is affiliated with or represents RUSM relative to the possession, consumption, distribution, transportation, manufacture, and sale of alcoholic beverages or products.
Conviction for the possession or distribution of illegal drugs, alcohol may result in various penalties according to the nature of the offense. Please note that even where otherwise permitted under federal, state, and local laws, marijuana use or possession as a student is prohibited.

Prohibited Activities
RUSM strictly prohibits the unlawful manufacturing, distribution, dispensing, use or possession of alcohol, illegal drugs and controlled substances or the misuse of prescription medications/drugs at any time during which a student is affiliated with or representing RUSM. Please note that even where otherwise permitted under federal, state, and local law, marijuana use, possession, or influence on University premises, at University events, or that adversely affects the RUSM community, is prohibited.

Any violation of the Policy on Substance and Alcohol Abuse is considered a violation Code of Conduct and is subject to the penalties of the school in addition to local, state and federal jurisdictions.

Penalties/Sanctions
All students are expected to be familiar with and to adhere to federal, state, and local laws and university policies with regard to the use and possession of drugs or alcohol. The University will impose sanctions for violation of the standards of behavior (on and off campus) consistent with local and federal laws, and University policies. Violations will result in disciplinary action, up to and including dismissal, and referral for possible prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Applicable sanctions include, but are not limited to, probation, probation and referral for treatment and rehabilitation (without adjudication), suspension, or non-academic dismissal. 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 procedures.

Persons convicted of drug possession under US Federal law are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, ten years after the second, permanently after the third conviction.

The University sanctions imposed under the Policy on Substance and Alcohol Abuse neither diminish nor replace the penalties available under generally applicable civil or criminal laws. Violations of University standards may also violate federal, state and local laws, or other appropriate governance body. Violators will be subject to all appropriate penalties within the jurisdiction of the offense.

Prevention & Assistance
The University recognizes alcohol and drug abuse and dependency as clinical disorders defined in the current version of the Diagnostic and Statistical Manual (DSM-5) of the American Psychiatric Association.

Excessive drinking and drug use will lead to a wide variety of health problems and professional difficulties. The use of any amount of drug prescription, illicit or legal (including alcohol), will alter the chemical balance of the body. Misuse or compulsive use of alcohol and other drugs can often cause serious damage to major body organs such as the brain, stomach, lungs, liver, kidneys, heart, as well as, the immune and reproductive systems. Pregnant women put the fetus at risk for serious birth defects and complications at birth, as well as the possibility of delivering a baby with a drug dependency who may exhibit withdrawal signs. Other health problems include sleep disturbances, malnutrition, convulsions, delirium and greater risk for life threatening accidents and events such as traffic deaths and suicides. Intravenous drug users, who share needles, are at high risk for contracting HIV/AIDS. Use and/or withdrawal from a substance can also create mental problems including, but not limited to depression, anxiety, paranoia, and delusions.
The use of drugs and alcohol can cause physical and psychological dependence and can interfere with memory, sensation and perception. Drugs impair the brain’s ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms. The psychological dependence occurs when the drug taking becomes central to the user’s life. Medical students who are aware of or suspect a colleague of abusing alcohol or drugs are encouraged to intervene and provide assistance, or to refer the matter to the medical education administration.

RUSM will facilitate substance abuse prevention through general promotion of a substance-free educational environment. In addition to the active enforcement of the Policy on Substance and Alcohol Abuse, students will be informed of any current and subsequent changes to the Policy on Substance and Alcohol Abuse. Additionally, the medical school curriculum incorporates information on the effects that alcohol and drugs have on both mental and physical health. At RUSM, an atmosphere will exist wherein individuals with alcohol and/or drug problems are encouraged to seek help.

For information or assistance with substance and/or alcohol abuse matters, or for information on programs such as Alcoholics Anonymous, an individual can confidentially contact RUSM Counseling Services.

Modeled upon the principles of the AMA’s Council on Ethical and Judicial Affairs (CEJA), RUSM offers services that are geared toward ensuring the personal health of students by providing support and avoiding punitive measures. RUSM, through Student Affairs and the Counseling Services, helps coordinate intervention services, conduct screening assessments, make appropriate referrals for comprehensive assessment and treatment, provide case management services for those with continuing problems, and encourage a collegial supportive environment. Moreover, they help promote students’ overall health and wellness as a priority for the profession. Students are encouraged to seek guidance from these programs at the earliest sign of need. To further utilization, help will be provided through a system that remains separate albeit appreciated by the University’s disciplinary system. Consideration will be given to students who identify themselves and are seeking assistance for a substance abuse problem proactively and not as a result of an identified violation or random screening.

If a student reports to school or to a clinical setting under the influence of alcohol or drugs, they will be immediately suspended and subject to additional disciplinary action including dismissal from the University.

A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs is available at RUSM Counseling Services. Any student, spouse, or faculty member can confidentially contact Counseling Services for additional referral information.

**CONTROLLED DRUGS PRESCRIPTION POLICY**

The policy for the acquisition and possession of prescription/controlled drugs by RUSM students as advised by the Counseling Services of RUSM in conjunction with federal, state, and local laws is as follows: any student of RUSM who requires a prescription for a controlled substance will need to present to his or her physician adequate proof or evidence that he or she has the diagnosed condition for which the drug is indicated as a pharmacological treatment.

**DRUG TESTING**

RUSM students may be selected for a random drug screening at any time throughout their enrollment. The practice of random drug testing was established at RUSM to encourage student engagement in responsible lifestyle choices for not only their personal wellbeing but for the public in which they serve. As with physicians, students are expected to show restraint regarding the use of any substance and seek help for any alcohol or substance abuse problems.

Any actions that violate the Alcohol and Substance Abuse Policy and Controlled Drugs Prescription Policy may result in disciplinary action including sanctions outlined in the Code of Conduct. Additionally, possession or use of
illegal substances or unlawful use of lawful controlled substances could result in a criminal conviction, which could preclude licensure to practice.

The personal nature of drug testing, in particular random testing of bodily secretions arguably raises extraneous risks of contravening the students' rights to their bodily integrity. It must therefore always be made clear to the students that they are entitled to refuse to be tested, but that such refusal would amount to a breach of discipline, and adverse consequences may be drawn from such information as the University possesses apart from testing.

Types of Testing

- **Random Testing** – Students will be selected at random for drug testing. The frequency, percentage of students and intervals will be determined by the Associate Dean of Student Affairs or designee.

- **Probable Cause Testing**—Students may be asked to submit to a drug testing if there is suspicion that a student may be under the influence of drugs. Unusual conduct that may suggest impairment or influence of drugs and any adverse performance patterns, may constitute as probable cause.

- **Compliance Testing** – students participating in a rehabilitation program prescribed by the University will be required to submit to drug testing as determined by the University to ensure compliance.

Collection Process

1) The student will receive a notification from the Conduct Administrator of selection for drug testing and will need to report to a collection/laboratory site designated by the University. Students are required to report to the designated laboratory within 48 hours of the date of the notification.

2) To ensure the integrity of the process, students must comply with all collection procedures of the designated laboratory (i.e. provide identification, completion of forms, no items permitted in testing area). Failure to comply with the directives, policies, and procedures of the designated laboratory will result in disciplinary action.

3) RUSM will be responsible for any and all lab cost related with the random testing.

4) A copy of the results from the designated laboratory will be sent to the University. The Conduct Administrator will notify the student of their results and next steps if necessary.
   a) Negative Test – the student will be notified of their negative test results and clearance.
   b) Positive Test – the Medical Review Officer (MRO) of the respective collection/laboratory site will be notified to investigate for other factors that may contribute to the “non-negative” results (i.e. prescribed medication).

Positive Test Verification

If the initial specimen result is positive, it will be sent for confirmation testing. If the results remain positive, the results will be sent to the MRO of the respective collection/laboratory site. The MRO will review any disclosed medications or prescriptions submitted by the student prior to the initial test. If the information provided confirms the positive results, the MRO will report it as a negative. If the information provided is not sufficient to override the positive results, the positive results will remain as is and be reported out to the Conduct Administrator. The Conduct Administrator will notify the student of the next steps. Please see “Results of a Positive Test” for more information.

Results of a Positive Test

Any student receiving a verified positive test will be placed on interim suspension immediately and referred to the conduct administrator for further disciplinary action, up to and including, dismissal from RUSM.

Drug Testing Expenses

RUSM will be responsible for any and all lab cost related with the random and probable cause drug testing. Students are responsible for any and all cost related to compliance drug testing and participation in any rehabilitation programs as recommended.
Confidentiality
RUSM will treat all information obtained throughout this process as confidential and will ensure access to this information is given to individuals who have a need to know. Please note this information will remain separate from students’ academic record except when disciplinary action occurs. RUSM may be called upon by the NRMP, State Medical Boards, ECFMG, FCVS, Government Agencies, and Employers to report disciplinary action that may have occurred during the course of your medical education.

SEX AND GENDER-BASED MISCONDUCT RESPONSE AND PREVENTION
This policy applies to complaints or reports of alleged sex and/or gender-based misconduct. Ross University School of Medicine (“RUSM”) expressly prohibits sex and/or gender-based misconduct which includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation, and gender-based harassment. Any acts that meet this policy’s definitions of sex and/or gender-based misconduct are a violation of RUSM’s policy, and potentially applicable state and federal law. RUSM is committed to fostering an environment where any alleged violation of this policy is promptly reported and complaints are resolved in a fair and timely manner.

Creating a safe environment is the responsibility of all members of the community. Regardless of the definitions provided below, anyone who believes they are a victim of sex and/or gender-based misconduct should report the incident as soon as possible to the Title IX Coordinator (See “Coordinator” under “Definitions” below for contact information) or the campus complaint administrator in addition to seeking immediate medical and/or safety assistance.

This policy applies to all members of the RUSM community, and includes, but is not exclusive to faculty, staff, students, RUSM visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services, or otherwise pursuing studies with the organization. It also applies, as appropriate, to any alleged act of sex and/or gender-based misconduct that adversely impacts the RUSM community, whether those acts occur on or off campus.

Definitions
“Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires that institutions annually disclose certain crimes which have occurred within a geography that includes campus buildings and adjacent locations. Annual disclosures are released on or by the 1st day of October each year.

“Colleague Code of Conduct” refers to the “ATGE Code of Conduct and Ethics” (https://www.adtalem.com/content/dam/atge/www_adtalem_com/documents/organizational-governance/code_of_conduct.pdf) which is applicable to colleagues at all Adtalem Global Education institutions and offices and outlines colleagues’ rights and responsibilities.

“Colleague complaint procedure” is the vehicle by which colleagues can bring to the administration’s attention any complaint relating to their experience with RUSM or a member of the RUSM community. It is the mechanism for investigating and trying to resolve complaints raised by colleagues and can be found in the Commons Portal > Quick Links > Policy Central.

“Complaint administrator” is a RUSM colleague or Adtalem Global Education representative responsible for conducting an investigation when a complaint of sex and/or gender-based misconduct is raised. To find the complaint administrator at any given location or for a particular complaint, consult the location’s student handbook, Student Conduct & Integrity on Barbados, Consultation and Support Services in the US or the Title IX Coordinator.

“Conduct administrator” is an official authorized to administer disciplinary proceedings for respondents who may have violated the Code of Conduct applicable to students. A conduct administrator may serve as the sole member
or as a participant in the conduct panel. Nothing shall prevent RUSM from authorizing the same conduct administrator to impose sanctions in all cases at a single or multiple locations.

“Conduct panel” means any person or persons authorized by the conduct administrator to determine whether a respondent has violated the Code of Conduct applicable to students and to determine appropriate sanctions.

“Consent” is a voluntary, conscious, affirmative agreement to engage in a specific sexual act. Consent can only exist free from force, threat of force or coercion. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but voluntary, conscious, affirmative consent to any sexual activity is equivalent to “no” for purposes of this policy. While the legal definition of consent varies by jurisdiction (See “Related Information” for link to consent statutes by state), the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed. Consent cannot be implied from either the lack of explicit consent or the lack of explicit dissent.
- Where there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent.
- The manner of dress of the victim does not constitute consent.
- Past consent to sexual contact and/or a shared sexual history does not imply consent to future sexual contact.
- A person who initially consents to sexual contact including penetration may withdraw continued consent at any time during the course of that interaction.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- Intoxication due to use of alcohol or drugs may impair an individual’s capacity to consent freely and may render an individual incapable of giving consent.
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g. the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction).

“Coordinator” refers to the Title IX Coordinator. Dwight K. Hamilton, J.D., Title IX Coordinator (TitleIXCoordinator@RossU.edu or 630-829-0233) is responsible for overseeing compliance with all aspects of this policy and designated to receive and monitor resolution for all Title IX reports.

“CRC” refers to the Coaching Resource Center which is available to managers to assist in addressing colleague relations concerns including complaints about colleague or vendor conduct.

“Dating violence” means sex or gender-based violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. While no form of violence is ultimately desirable, a distinction should be made between violent acts representing an effort to exert power and control within a dating relationship and defensive acts taken in response to ongoing verbal, psychological or physical abuse by a dating partner.

“Domestic violence” refers to sex or gender-based violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person’s acts under the jurisdictional domestic or family violence laws. Based on jurisdictional definitions, domestic violence may constitute a felony or misdemeanor crime. While no form of violence is ultimately desirable, a distinction should be made between violent acts representing an effort to exert power and control within a domestic relationship and defensive acts taken in response to ongoing verbal, psychological or physical abuse by a domestic partner.
“FERPA” means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99. FERPA sets certain limits on the disclosure of student records. This policy is designed to work in tandem with FERPA, and nothing in this policy is intended to require or encourage non-compliance with FERPA.

“Gender-based misconduct” refers to unwelcome conduct, including harassment, of an unacceptable nature based on actual or perceived biological sex including behaviors based on gender identity, expression and nonconformity with gender stereotypes.

“Member of the RUSM community” includes students, faculty members or staff, and any other individuals associated with RUSM. The conduct administrator or complaint administrator shall determine a person’s status in a particular situation.

“Notice” refers to any information regardless of whether it is direct, indirect, partial or complete received by a colleague that indicates possible sex or gender-based misconduct. When notice is received, colleagues are required to inform the Title IX Coordinator or their supervisor who in turn must make a report to the Title IX Coordinator.

“One-up manager” is a colleague’s manager’s manager. It is the person responsible for receiving a colleague’s complaint when his/her direct manager is implicated in that complaint.

“Policy” is defined as a general administrative or operational direction with broad application throughout Adtalem Global Education and/or one or more of its institutions.

“Rape” is any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim and/or by force. Rape may involve strangers or people who know one another (e.g. friend, classmate, relative, spouse or co-worker). In these instances, rape is often referred to as “acquaintance rape.” Rape is a crime regardless of a relationship or lack thereof between individuals.

“Sexual assault” is non-consensual sexual contact defined as physical contact of a sexual nature against the victim’s will or without the victim’s consent. It includes any intentional sexual touching, however slight, by direct physical contact or by use of any object, by a person upon another person, without consent and/or by force. Rape is a severe form of sexual assault.

“Sexual contact” means the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause self-touching by another person of intimate body parts.

“Sexual exploitation” occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of themselves or any other person that is not the person being exploited by the behaviors. Examples include but are not limited to: invasion of sexual privacy; prostitution; non-consensual recording of nudity or sexual activity; voyeurism; knowingly exposing someone to an STI, STD or HIV; intentional exposure of genitals in non-consensual circumstances; and sex- based stalking or bullying.

“Sexual harassment” refers to unwelcomed sex or gender-based advances, requests for favors or other verbal, written, online and/or physical conduct. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education or colleague’s employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct is sufficiently severe or persistently pervasive and objectively offensive thereby having the purpose or effect of unreasonably interfering with a person’s ability to participate in or benefit from RUSM’s educational, employment, social or other related programs.
“Sex and gender-based misconduct” is a broad term used to refer to all conduct prohibited by this policy. This encompasses sexual harassment, gender-based harassment, dating violence, domestic violence, rape, sexual assault, sexual exploitation and stalking. Sex and gender-based misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sex and gender-based misconduct can be committed by any person regardless of sex, gender or sexual orientation of the victim or perpetrator.

“Stalking” is a course of behavior directed at a specific person that would cause a reasonable person to feel fear for personal safety, or repetitive, menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

“Code of Conduct applicable to students” refers to the policy titled “Code of Conduct” which is accessible in the student handbook. It outlines students’ rights and responsibilities, as well as the process by which action may be taken against a student for Code violations.

“Student complaint procedure” is the vehicle by which students can bring to RUSM’s attention any complaint relating to their experience with RUSM or a member of the RUSM community. It is the mechanism for investigating and attempting to resolve complaints raised by students. The student complaint procedure can be found in the student handbook (http://medhandbook.rossu.edu/).

“Speak Up” refers to SpeakUp Adtalem Global Education, a reporting system managed by a third party vendor (Navex Global), which encourages members of the Adtalem community to come forward with questions or concerns, including allegations of sex and/or gender-based misconduct. Reports can be made anonymously or reporters can provide their name and contact information. All Colleagues are encouraged to reach out to askHR to escalate concerns, but if they do not feel they can do so, they can report the matter anonymously through SpeakUp. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the SpeakUp program by phone at 1-866-421-0617 or on-line at www.speakupadtalem.ethicspoint.com. Matters are then assigned to appropriate members of the Adtalem Home Office or Institutional Leadership for review.

“Title IX” is a federal law which prohibits sex and gender discrimination in U.S. education. Under Title IX, sex and gender-based misconduct are forms of discrimination that require investigation and appropriate remediation when students, colleagues, or other members of the educational institution’s community are impacted. Title IX is enforced by the U.S. Department of Education.

“VAWA” refers to the Violence Against Women Act, 34 CFR Part 668. VAWA supports community resources for victims of rape, sexual assault, stalking, dating violence and domestic violence and articulates expectations regarding the management of related concerns when a report is made to representatives of U.S. colleges and universities.

“RUSM” means Ross University School of Medicine.

Prevention and Awareness
Acts that are deemed to fall within the scope of this policy are violations of the Codes of Conduct, as well as the expectations of members of the RUSM community. These acts may also be crimes. In an effort to increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, RUSM is committed to providing primary and ongoing awareness and prevention programming.

Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this policy. Themes will include situational awareness and prevention strategies such as bystander intervention and other forms of risk reduction. While bystander intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, risk reduction also encompasses
various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable.

**Awareness programs** are events that occur online or in person that request active engagement of community members. It is the expectation and responsibility of each member of the RUSM community to participate in programming which will assist with ongoing prevention efforts, as well as effective and efficient identification and response when sex and/or gender-based misconduct does occur.

**Primary prevention and awareness programming** will include a comprehensive online education platform intended for viewing by all colleagues and students, as well as student-facing vendors if necessary and appropriate. The program will be completed by:

- New students and transfer students: Within three weeks of formal enrollment.
- Returning and continuing students who did not take the training as a new or transfer student: No later than the first day of classes for the semester when they are scheduled to return or continue.
- Colleagues by the date stated in email notification.
- Specific vendors by the date stated in email notification

Access to the primary prevention program and its contents will be ongoing throughout the participant’s relationship with RUSM. Members of the RUSM community are encouraged to visit this resource regularly for personal, professional and academic purposes.

**Ongoing prevention and awareness campaigns** are public service announcements and campaigns, as well as messages and activities integrated into the day-to-day fabric of the academic community. These initiatives are intended to reinforce increased awareness regarding sex and/or gender-based misconduct and prevention strategies throughout the year. RUSM will continually seek formal and informal ways to incorporate additional awareness and prevention strategies, e.g., active and passive educational campaigns such as social norms poster campaigns, newsletter articles, presentations and volunteerism with local community resource agencies. When additional ongoing education is provided, the organizer will report that event, activity, or effort to the Title IX Coordinator for recordkeeping and quality assurance purposes. Toolkits including ideas and resources that support ongoing efforts and are related to the primary prevention and awareness programming will be made available to any campus upon request.

**Additional training** will be delivered to colleagues responsible for responding to reports of sex and/or gender-based misconduct, including but not limited to complaint administrators, conduct administrators, conduct panelists, and appeal reviewers. These colleagues should complete the primary prevention and awareness programming described above, as well as remote or live training and/or consultation with the Title IX Coordinator before and during management of an allegation within the scope of this policy.

**Reporting**

Victims may file a formal complaint with a designated local campus administrator or through the Title IX Coordinator.

Dwight K. Hamilton, J.D.
Director of Equity and Access
TitleIXCoordinator@adtalem.com
312-651-1458

Reports can also be made anonymously through the SpeakUp program (1-866-421-0617).

If a victim wishes to access local community agencies and/or law enforcement for support, RUSM will assist the victim in making these contacts.
Anyone may make a report regarding any information pertaining to violations of this policy. All RUSM colleagues (faculty, staff, administrators, and student workers) are required to immediately provide any information received about any actual or suspected sex and/or gender-based misconduct impacting the RUSM community to appropriate officials with some very narrow exceptions discussed elsewhere in this policy (see “Confidentiality”). Regardless of how notice is received, reports may prompt a need for RUSM to investigate.

Any individual wishing to discuss a situation within the scope of this policy without triggering an immediate investigation should seek referral to mental health counseling services. Stateside students may seek referral from the Office of Consultation and Support Services RUSM Counseling: Barbados – on call counsellor – 246-245-1622. RUSM Miramar - Office of Counseling Consultation and Support Services at 754-208-4706.

U.S. colleagues may seek support 24 hours a day, seven days a week through GuidanceResources, the Employee Assistance Program (EAP), at 1-877-623-3879. General hotline and other resource information can be found at the end of this policy. Focused support services can be obtained at the above numbers; and in either location through the CRC, local human resources, or the Title IX Coordinator.

Individuals experiencing misconduct in violation of this policy are also always free to notify the U.S. Department of Education:

Office of Civil Rights (OCR) - Headquarters 400 Maryland Avenue, SW
Washington DC 20202-1100
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr
Regional Offices: http://www2.ed.gov/about/offices/list/ocr(addresses.html

Support and Resources
The RUSM official who receives notification of alleged sexual and/or gender-based misconduct will offer appropriate support or refer the victim directly to immediate assistance. Assistance may initially require supported access to local medical, mental health, legal or law enforcement resources and could include academic accommodations, changes in housing for the victim or a respondent student, changes in working situations and other arrangements as may be appropriate and available (such as limiting orders, campus escorts, transportation assistance, or targeted interventions). No victim is required to take advantage of these services and resources, but RUSM provides them in the hope of offering help and supporting minimal disruption to access to academic programming or the workplace. If circumstances related to an incident change over time, these and other supportive accommodation options may be revisited. RUSM may also provide referrals to counseling services, at the victim’s option, including but not limited to the confidential colleague and student support services outlined above (See “Reporting”). Local resource lists can also be found through Office of Student Affairs on Barbados at 246-245-1622. A brief list of national and international referral sites can be found at the end of this policy.

Disciplinary Review and Action
Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary action is not intended to determine criminal responsibility. Rather it is intended to identify and respond to violations of RUSM policy and community standards.

When the victim chooses, or RUSM believes it is necessary, a prompt, fair and impartial investigation will be initiated. If allegations appear to be substantiated based on the totality of the circumstances, a respondent student may be subject to the Code of Conduct process, which will determine any violation of this policy based upon a preponderance of evidence (what is more likely than not). The student complaint procedure which details the investigation and resolution processes, and the Code of Conduct applicable to students, which details the
student disciplinary hearing process, can be found in the student handbook or online here: http://medhandbook.rossu.edu/

If allegations of colleague misconduct are substantiated to the preponderance of evidence standard through the investigation, colleague discipline may be imposed. The colleague complaint procedure, which details the investigation and resolution processes and prohibited colleague conduct, can be found on the Commons Portal > Quick Links > Policy Central.

The Title IX Coordinator will monitor the investigation and resolution of reports of sex and/or gender-based misconduct and facilitate compliance with this policy. Furthermore, the Title IX Coordinator will work with campus administration to identify and initiate strategies intended to remedy the effects on the victim and the RUSM community to the extent practicable and reasonable to prevent the recurrence of similar misconduct.

Privacy of the records specific to sex and/or gender-based misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim’s identification. In appropriate instances, pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of misconduct will be disclosed to the alleged victim and/or complainant. Confidentiality will be maintained whenever possible, however RUSM reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

It is RUSM’s policy to hold perpetrators of sex and/or gender-based misconduct accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. Internal mediation between the alleged victim and respondent will not be used to resolve an allegation of sexual misconduct.

In any complaint of sex or gender-based misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for a support person or advisor of their choice throughout the process, consistent with any guidelines set forth applicable to students or colleagues. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the findings, as well as the sanctions/discipline (if any) to the degree possible and always when the sanction/discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party, and should occur in the same form and format and as near to simultaneously as possible.

Sanctions for student misconduct
Appropriate disciplinary sanctions for substantiated violations of this policy by students, up to and including expulsion, will be imposed in accordance with the Code of Conduct applicable to students found here: http://medhandbook.ROSSU.EDU/CODE-OF-COUNT-AND-DISCIPLINARY-ACTIONS/. The full list of available sanctions is provided in the Code of Conduct applicable to students. This policy statement is not intended to replace or substitute for the Code of Conduct applicable to students. This policy is a supplement to the community standards that the Code of Conduct applicable to students sets forth. Alleged violations of this policy will be referred to the applicable complaint administrator and/or conduct administrator for appropriate review. All parties in a student conduct proceeding will be informed at the same time and in the same manner of any final determinations, as well as RUSM’s appeal process, and their rights to request an appeal. Should any change in outcome occur prior to finalization (e.g., a re-hearing ordered upon appeal), all parties will be informed at the same time and in the same manner, and will be notified when the results of the conduct process is finalized. In addition, violations of this policy may trigger application of sanctions to a student imposed under local, state, or federal law.

Sanctions for colleague misconduct
Alleged violations of this policy by colleagues will be referred to the CRC for appropriate review. Disciplinary sanctions for a colleague’s violation of this policy may include written reprimand, warning, probation, suspension, housing suspension, housing expulsion, limiting order, change in job assignment, office relocation, reduction of awards under the management incentive plan, or termination of employment or contract, and will be imposed in
accordance with applicable RUSM policies and procedures. RUSM reserves the right to impose further and/or
different sanctions appropriate to an individual situation. In addition, violations of this policy may trigger
application of sanctions to a colleague imposed under local, state, or federal law.

Reporting by colleagues to external authorities
Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-
up manager and also the Title IX Coordinator. Colleagues can also submit named or anonymous reports of sexual
and/or gender-based misconduct by utilizing the ATGE “Speak Up” hotline at
http://www.speakupadalem.ethicspoint.com/. Colleagues should contact the Title IX Coordinator with any
questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or
colleague from reporting a crime directly to local authorities.

Disciplinary procedures are independent of any and all procedures and proceedings under local, state, or federal
criminal or civil law. In all cases, RUSM reserves the right to refer cases for parallel criminal prosecution or to
pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, vendor, agents,
or other third parties affiliated with RUSM may also result in the termination of pre-existing or future relationships.

Victim Rights
RUSM will take interim steps to protect victims of sex and gender-based misconduct and maintain a positive
learning and working environment by minimizing or eliminating contact between a complainant and a respondent
and providing reasonable academic, employment, and administrative accommodations in accordance with the
Clery Act and Title IX. Students who are victims of sex and/or gender-based misconduct may request a change in
their academic arrangements by contacting student services, the Title IX Coordinator, or local leadership.
Colleagues who are victims of sex and/or gender-based misconduct may request a change in their employment
arrangements by contacting their one-up manager, the CRC, the Title IX Coordinator, or local leadership.

Victim’s rights include:

1. Upon notifying RUSM of alleged incidents of sex or gender-based misconduct, victims will be
   informed of available options including the necessary steps and potential consequences of
each option.
2. Where applicable, victims will be informed of the institution’s role regarding orders of
   protection, no contact orders, restraining orders, or similar lawful orders issued by a civil,
criminal, or tribal court.
3. Victims have the right to be free from undue coercion from RUSM to pursue or not pursue
   any course of action.
4. Victims have the right to be advised of their option to notify appropriate law enforcement
   authorities, and be informed about how to receive assistance from RUSM in notifying these
   authorities, if requested.
5. Victims who have not yet reported to a colleague required to notify the Title IX Coordinator
   may request and receive information on how to make a confidential report for the purposes
   of tracking campus crime without otherwise divulging details that would require or permit
   RUSM to investigate and respond.
6. Victims have the right to be fully informed of any applicable disciplinary conduct process and
   procedures.
7. Victims have the same right as the accused to attend and have a support person of their
   choice and/or witnesses present at student conduct hearings.
8. Victims have the right to be informed of the outcome of any student or colleague conduct
   process involving alleged sex or gender-based misconduct. In the case of student conduct
   proceedings, victims have the right to appeal the outcome.
9. Victims have the right to request a change in academic, on-campus employment, or on-
campus living arrangements after the alleged sex or gender-based misconduct and to be
informed of the reasonably available options for those changes.

10. Victims will be informed about campus and/or community resources for counseling, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.

For all colleagues: In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options and a copy of this policy. For more specific instructions on how to properly comply with this policy, please consult the Title IX Coordinator.

Amnesty for Victims and Witnesses
RUSM encourages the reporting of sex and gender-based misconduct by victims and witnesses who are sometimes hesitant to report to RUSM officials or participate in the resolution processes because of concern that they may be accused of policy violations, such as underage drinking or drug use at the time of the incident. It is in the best interest of the community that victims and witnesses come forward to share what they know regarding violations of this policy. To encourage reporting, victims and witnesses may be provided with educational options, rather than punitive sanctions, for minor policy violations.

Similarly, RUSM encourages direct assistance to those in need as a result of sex or gender-based misconduct. In instances where minor policy violations are revealed as a result of a person providing assistance to a victim, policy violations should not be overlooked, however the RUSM may provide educational options, rather than punitive sanctions, to those who offer their assistance.

Retaliation
RUSM prohibits retaliation against anyone who reports an incident of sex and gender-based misconduct or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations. Any allegation of retaliation related to the investigation or resolution of a sex or gender-based misconduct allegation will be treated as an independent Title IX complaint requiring consideration of appropriate reparative interim action, as well as investigation and resolution as described in this policy.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with RUSM’s complaint procedures. If RUSM’s procedures would result in students or colleagues being required to submit a complaint to the person whom they believe is retaliating, students or colleagues may submit the retaliation complaint directly to the Title IX Coordinator, or to the campus or location leader or one-up manager, who should also inform the Title IX Coordinator.

Submission of a good-faith complaint or report of sexual or gender-based misconduct will not adversely affect the complainant’s future academic or work environment. RUSM will discipline or take other appropriate action against anyone who retaliates against any person who reports an incident of alleged sexual or gender-based misconduct or who retaliates against any person who assists or participates in a proceeding, investigation or hearing related to such allegations.

Confidentiality
RUSM wishes to create an environment in which individuals feel free to discuss concerns and make complaints. RUSM understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, RUSM may be obligated to take action when it becomes aware of information relating to a complaint.

Confidentiality in cases of sex and/or gender-based misconduct will be maintained to the extent permissible by law and consistent with RUSM’s obligations in investigating complaints. Once an individual discloses identifying information to RUSM through the processes described above and in the applicable complaint procedures, that person will be considered to have filed a complaint with RUSM. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.
If students or colleagues wish to speak with someone who can assure confidentiality, they are encouraged to
access counseling services available by referral through RUSM’s third party providers: ASPIRE (for students) at 1-
888-480-1531, info@myASPIREonline.com, or http://myaspireonline.com; and GuidanceResources (for colleagues)
at 1-877-623-3879. Barbados campus Counseling Center: DMcounseling@rossu.edu.

Risk Reduction Tips
Responsibility for sexual misconduct rests with those who commit such acts. Risk reduction tips are not intended
to blame the victim. There are precautions we all can take which may limit our exposure to situations which may
result in non-consensual sexual acts.

- Communicate limits/ boundaries and respect the limits/ boundaries of others.
- Clearly and firmly say “No” to a sexual aggressor.
- If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive
  person.
- If someone is nearby, ask for help.
- Take responsibility for your alcohol/ drug use. Acknowledge that alcohol/ drugs lower sexual
  inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual
  opportunity.
- Do not take advantage of someone’s intoxication or altered state even if alcohol or drugs were
  consumed willingly.
- If you choose to share intimate images, pictures, videos or content with others, even those you
  trust, be clear about your expectations regarding how the information may be used, shared or
  disseminated. If such information is shared with you, do not share it with others.
- Take care of friends and ask that they take care of you.
- As a sexual initiator, clearly communicate your intentions and give your sexual partner the
  opportunity to clearly communicate the same.
- Do not make assumptions about consent, sexual availability, sexual attraction, how far an
  interaction can go, or about physical and/or mental ability to consent.
- Remember that consent should be affirmative and continuous. If there is any question or
  ambiguity, you should proceed as if you do not have consent.
- Consider mixed messages from a partner to be an indication that sexual conduct should stop so
  that better communication can occur.
- Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a
  power advantage, your gender, your demeanor or your physical presence. Do not use or abuse
  that power.

Bystander Intervention Strategies
Intervention by classmates, colleagues and others within proximity to the precursors or signs of possible sexual
assault, sexual exploitation, dating violence, domestic violence or stalking can significantly impact the course of an
interaction between a latent perpetrator and victim. Bystanders may also encourage friends, classmates and
colleagues who are already experiencing victimization to seek assistance sooner than they may have without
encouragement, support, or acknowledgement. Community members are encouraged to recognize warning signs
and to consider possible methods of interference in various scenarios before opportunities to intervene arise. By
planning ahead, we all maximize the likelihood of being empowered to take safe actions to either prevent sexual
misconduct or offer paths to eliminate ongoing victimization.

When a member of the RUSM community observes threatening, coercive, forceful, aggressive or harassing
behavior, it is important to assess the situation to determine the best possible course of action for all concerned.
Some forms of intervention are direct, while others will be less apparent to the perpetrator or others within range
of the interaction. Examples include but are not limited to:

- Making up an excuse to get someone out of a dangerous situation.
- Stepping in to change the course of an interaction.
• Warning potential or perceived perpetrators that their actions may lead to severe consequences.
• Refusing to leave the company of a potential victim despite efforts by an aggressor or pursuer to get the potential victim alone.
• Remaining on the scene of observed misconduct and offering to make a statement or act as a witness subsequent to intervention by security, administration or the police.
• Taking steps to reduce alcohol or drug consumption within a potentially dangerous social situation.
• Calling and cooperating with security, administration, the police or others to assist with intervention and accountability.
• Expressing concern or offering resources when you notice someone with unexplained or frequent injuries.
• Refusing to consider sex and/or gender-based misconduct a personal or private matter between the victim and the perpetrator.

**Procedures to Follow After a Sexual Misconduct Incident**

Victims of any sexual misconduct that might constitute a crime, including domestic violence, dating violence, sexual assault, stalking, and rape (including acquaintance rape) that impacts the RUSM community have the option and are encouraged to contact local law enforcement authorities.

Whenever possible, victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault, or stalking occurred, or to obtain a protection order. Victims of sexual assault or rape are strongly encouraged to report the incident as described in this policy to deter future assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. If requested, RUSM will assist with notification.
3. Report the misconduct to student affairs, student services, one-up manager, campus incident commander, local RUSM leadership, Title IX Coordinator, or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual assault. The Campus Health Clinic will arrange for a medical examination at no charge. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet.
5. Even after the immediate crisis has passed, consider seeking professional counseling and the support of local and specialized support agencies such as sexual assault recovery centers and domestic violence safe houses. This can help to recover from psychological effects and provide a safe environment for recovery.
6. Contact the student affairs, one-up manager, Title IX coordinator, or the CRC if you need assistance with RUSM related concerns, such as implementing no-contact orders or other protective measures. RUSM may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.

Victims are not required to report an incident to law enforcement authorities, but campus authorities will assist victims who wish to do so. Anyone with knowledge about a sexual assault or other sex or gender-based misconduct is encouraged to report it immediately to the Title IX Coordinator in order to permit a coordinated report to the applicable law enforcement authorities when appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.
Please refer to the “Related Information” section of this document for a link to local resources for advice and assistance to victims.

Related Information
Resources for Victims of Sexual Misconduct
Local Resources can be found in the Annual Disclosure reports distributed to each campus community and posted on the Student Consumer Information page of RUSM’s web site. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually.

To access this information, go to:
https://medical.rossu.edu/student-consumer-information.html

Additionally, the following resources exist to provide information and links to local assistance:

**National Sexual Assault Hotline**
1-800-656- HOPE (4673)
https://rain.org

**National Suicide Prevention Hotline**
1-800-273-TALK (8255)
https://suicidepreventionlifeline.org

**National Domestic Violence Hotline**
1-800-799-7233
TTY 1-800-787-3224
http://theline.org

**Americans Overseas Domestic Violence Crisis Center**
1-866-USWOMEN (International Toll Free)
crisis@866uswomen.org

**National Network to End Domestic Violence**
https://nnedv.org
https://womenslaw.org/ [Legal information and resources]

**National Teen Dating Abuse Helpline**
1-866-331-9474
1-866-331-8453 (TTY)
https://loveisrespekt.org

**The Center for Changing our Campus Culture**
http://changingourcampus.org/about-us/not-alone/

**Stalking Resource Center**
https://victimsofcrime.org/our-programs/past-programs/stalking-resource-center

**Ross University School of Medicine**
Title IX coordinator: Dwight.Hamilton@adtalem.com
RUSM Counseling: 1-246-627-8016/245-1622
RUSM University EMT: 1-246-266-3342
Sandy Crest Medical Centre, St. James: 1-246-419-4911
Queen Elizabeth Hospital: 1-246-436-6450
Coverley Medical Centre: 1-246-627-1000
Ministry of Health, Bridgetown: 1-246-467-9300
COMMITMENT TO NON-DISCRIMINATION AND NON-HARASSMENT

RUSM is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, political affiliation, genetic information, gender identity, status as a parent, marital status and any other legally protected classes in the relevant jurisdiction that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, and the local law. RUSM will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty colleagues.

What is Discriminatory Harassment?
Examples of words or conduct that may violate this policy are:

- Verbal abuse, slurs, derogatory comments or insults, about, directed at or made in the presence of an individual or group based on protected status. This could include telephone calls, emails, instant messages, Facebook, Twitter, Instagram, or any form of electronic or written messages etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on protected status;
- Damage to trespass to, or unauthorized use or property, such as spraying or scratching a motor vehicle, damage or theft of property, based upon the protected status of an individual or group;
- Physical contact or verbal threats based upon the protected status of an individual or group.

What is Sexual Harassment?
Sexual harassment means unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, submission to which is made a condition of a person’s participation in their education. Sexual harassment occurs when a student is the recipient of conduct of a sexual nature where:

- Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s enrollment;
- Submission to or rejection of such conduct by an individual is used as a the basis for academic decisions about the student; or
- Such conduct has the purpose or effect of unreasonably interfering with the student’s welfare or academic performance, or creates an intimidating, hostile, offensive or demeaning academic environment.

Whom to Contact if You Think That You Have Been Discriminated Against or Harassed
The Associate Dean of Student Affairs is available to serve as a resource to any student, non-faculty colleague or faculty member who has a sexual harassment inquiry or complaint. A representative in the Human Resources office is another available resource. These resource persons have information about applicable laws, RUSM rules and procedures, options available for resolution of complaints, and confidentiality requirements. Individuals with a sexual harassment inquiry or complaint may be more comfortable speaking with someone of the same gender, and either the Associate Dean of Student Affairs or the Human Resources representative can assist in finding a resource person of the preferred gender.

Title IX Compliance
RUSM’s Title IX coordinator is responsible for RUSM’s overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and RUSM’s compliance with it should be directed to the Title IX coordinator, whose contact information is available below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in this Student Handbook.

Title IX Coordinator
Adtalem Global Education
TitleIXCoordinator@adtalem.com
STUDENT COMPLAINT AGAINST UNIVERSITY – POLICY & PROCEDURES

RUSM is deeply committed to creating a productive learning environment free from harassment or discrimination and which provides students appropriate resources and support. In keeping with that commitment, RUSM has developed this Student Complaint Against University, which is intended to advise students on how to raise and resolve any complaints or issues with RUSM, including (by way of illustration only) such diverse topics as dissatisfaction with services provided at a campus or clinical location, or discrimination or harassment in violation of RUSM’s policies. Students are expected to adhere to this policy when raising complaints against RUSM or any RUSM colleague.

Students who wish to file a complaint regarding a fellow student’s conduct should consult the Code of Conduct section found in this Student Handbook and may file a complaint by contacting the conduct administrator within the office of Student Affairs.

RUSM takes complaints very seriously and expects students to use good judgment in raising and attempting to resolve a complaint. Students are expected to adhere to the Conduct at all times; raising a complaint that contains false allegations or for an improper purpose, such as to gain an unfair advantage academically, will be deemed a violation of the Honor Code and/or Code of Conduct and may subject the student to disciplinary action.

RUSM also reminds students that, as physicians in training, they are expected to adhere to a set of Technical Standards, which includes social skills such as problem solving and the ability to work as an effective member of a team. Accordingly, RUSM expects that students will attempt to resolve conflicts in a mature and appropriate manner, while being respectful of, and attempting to maintain a collegial relationship with, those involved. In most circumstances, and in keeping with the Technical Standards, RUSM expects students to attempt to resolve their complaints informally and through respectful discourse as outlined below. RUSM acknowledges, however, that not all complaints are amenable to informal resolution, including but not limited to complaints involving sexual harassment, discrimination or other serious allegations of misconduct by an RUSM colleague. Further, because no policy is one-size-fits-all, though, RUSM reserves the right to deviate from this policy if the circumstances of a particular complaint call for additional flexibility.

Informal Complaint Process

This initial process is followed to attempt to resolve the matter orally or in writing with the individual(s) most directly connected to the student’s complaint. If the student is not comfortable discussing the matter with the individuals most directly involved, the student may take his or her informal complaint to a liaison not directly involved, such as the Assistant Director for Student Conduct and Integrity & Academic Accommodations for students in the Medical Sciences semesters and the Assistant Director for Clinical Student Conduct and Development for students in the Clinical Sciences semesters. If a complaint pertains to the Assistant Director for Student Conduct and Integrity & Academic Accommodations or the Assistant Director for Clinical Student Conduct and Development, contact the Associate Dean of Student Affairs on the medical sciences campus or the Associate Dean of Student Affairs in Miramar.

A complainant pursuing informal resolution of their complaint usually is not required to submit a written complaint to initiate the process. Under these informal procedures, the student may, at any time, elect to stop further action by withdrawing the complaint, subject to the confidentiality provisions noted below, and with the understanding that, depending on the nature of the allegations, RUSM may be obligated to investigate the complaint with or without the complainant’s involvement.

Complaints addressed informally may not be investigated to the same degree as formal complaints. Mediation may be used as a method for resolving the complaint informally, but not all complaints are appropriate for mediation; for example, allegations of sexual assault typically are not appropriate for mediation.

Adopting informal procedures for addressing complaints does not mean that RUSM does not take these complaints seriously. Informal procedures simply provide an alternative method for addressing complaints, which are in
keeping with RUSM’s Technical Standards. The complainant can also decide to file a formal complaint as described below at any time.

**Formal Complaint Process**

If the informal procedure is not appropriate or does not yield a successful resolution, the student can file a formal complaint in the following manner:

**When to File a Complaint**

Complaints should be filed by the student as soon as possible and, in any case, within 15 days after the end of the semester or clerkship in which the concern arose. There is no deadline if the complaint stems from an act of sexual misconduct. It is the student’s responsibility to raise a complaint in a timely manner such that corrective action, if appropriate, can be taken before the student suffers an adverse consequence such as a poor grade.

**What to File**

A formal complaint must be in writing and include the following:

1) The complainant’s name, student ID#, address, email address, and phone number.
2) A complete description of the concern/issue – including date, location, and all individuals involved, or who witnessed or otherwise have knowledge of the events and circumstances giving rise to the complaint.
3) A description of what efforts have been made to resolve the issue informally. *(Optional)*
4) A statement of the resolution requested.
5) Any reference to external source documents (security reports, police reports, physician notes, etc.)

If a student is hesitant or unwilling to put a complaint alleging discrimination, harassment (including sexual misconduct) or other unlawful conduct in writing, he or she is encouraged to discuss his or her concerns with the Assistant Director for Student Conduct and Integrity & Academic Accommodations, the Assistant Director for Clinical Student Conduct and Development, the Associate Dean of Student Affairs on the medical sciences campus, or with the Associate Dean of Student Affairs in Miramar. Students may also contact Adtalem Global Education Title IX Coordinator directly regarding matters involving sexual harassment or sexual violence including relationship and domestic violence.

**Where to File Complaint**

The complaint shall be filed with the Assistant Director for Student Conduct and Integrity & Academic Accommodations, if pertaining to the Medical Sciences semesters, or the Assistant Director for Clinical Student Conduct and Development if pertaining to the Clinical Sciences semesters. The written complaint can be submitted electronically or in person.

If a complaint pertains to the Assistant Director for Student Conduct and Integrity & Academic Accommodations or the Assistant Director for Clinical Student Conduct and Development, contact the Associate Dean of Student Affairs on the medical sciences campus or the Associate Dean Student Affairs in Miramar.

**Notice of Receipt**

Upon receipt of the formal complaint, the designated point of contact (Assistant Director for Student Conduct and Integrity & Academic Accommodations or Assistant Director for Clinical Student Conduct and Development in Miramar), alternate (Associate Dean of Student Affairs on the medical sciences campus or the Associate Dean of Student Affairs) or his or her designee will identify the appropriate party to investigate and resolve the matter; typically this will be a reported parties manager or the Human Resources Department. Through the course of the investigation, the designated point of contact or alternate may facilitate, for the investigating party, interviews, consultation and requests for information regarding issues from the complaining student and any other individuals believed to have relevant information, including faculty, staff, and other students.
**Findings and Notification**

Upon completion of the investigation, the designated point of contact will report the findings of the investigation as deemed appropriate and any proposed resolution to the complainant.

**Appeal**

Within 7 calendar days of the issuance of the final report, the complainant may appeal to the Associate Dean of Student Affairs on the medical sciences campus or the Associate Dean of Student Affairs in Miramar. If an RUSM colleague is involved, the appeal will be to the Campus Dean or the Assistant Dean for Clinical Sciences. Appeals must be submitted in writing and must state a basis for the appeal. The basis on which a student may appeal are:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the complaint process that affected the outcome.
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

The decision of the Associate Dean of Student Affairs on the medical sciences or the Associate Dean of Student Affairs in Miramar or authorized designee on the appeal is final.

**Confidentiality Policy for Student Complaints**

RUSM wishes to create an environment in which individuals feel free to discuss and redress concerns and complaints. RUSM understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of information they are sharing. In some cases, however, RUSM may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with RUSM’s obligations in investigating complaints.

Once an individual discloses identifying information to RUSM through the processes described above, they will be considered to have filed a complaint with RUSM. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

In the event that a student wishes to discuss a matter with greater assurances of confidentiality, they are encouraged to contact the RUSM Counseling Center on the medical sciences campus or to seek referral to location specific mental health services stateside.

**Retaliation Policy Regarding Student Complaints**

RUSM prohibits retaliation, in all its forms and manifestations, against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the complaint procedures outlined above. If the procedures outlined above would result in the student being required to submit his or her complaint to the person whom he or she believes is retaliating against him or her, the student may submit the retaliation complaint to the campus or location leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant’s future grades, learning, or academic environment. RUSM will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a proceeding, investigation or hearing related to such allegations.
ACADEMIC

TERMINOLOGY
The following terms are used throughout this Student Handbook. These are relevant in the guidelines that govern a student’s progress at RUSM, prior to joining a residency program. The Dean of RUSM determines these guidelines, with assistance from RUSM’s Promotions Committee and other faculty committees.

Following the terms, we have provided a list of acronyms and associated website links. This will be a convenient reference for students as they navigate the many aspects and programs involved in their academic success.

Definitions of Academic Terms

Academic Amnesty/Grade Replacement: Students completing semester one in May 2013 and beyond will be able to replace failing (F/NP) grades in their grade point average (GPA) after repeating the course and receiving a passing grade.

Academic Probation: A student on academic probation must improve his or her academic performance during a specified timeframe or be subject to dismissal and/or loss of Title IV funding.

Administrative Withdraw: The discharge of a student from RUSM due to failing to comply with academic and administrative requirements.

Approved Absence: A student in good academic standing who wishes to temporarily interrupt his or her studies (AA).

Clinical Sciences: Refers to the clinical education semesters completed by medical students. Commonly referred to years three and four in a US medical program.

Conduct Violation: Action by a student that is in direct violation of RUSM policies and recorded in student’s academic file.

Core Clerkship: A required clinical course that introduces students to the discipline and to develop their expertise and knowledge base (i.e. Internal Medicine, Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry or Surgery).

Dismissal: The discharge of a student from RUSM.

Dismissal Appeal: A student may appeal a decision resulting in dismissal. If this appeal is approved and the student returns to matriculation, he or she is then put on academic probation for a defined period of time (e.g., the following enrolled semester). The student must improve academic performance during this timeframe as specified in the approval or be subject to dismissal.

Elective Clerkship: A clinical course that varies in duration and specialty. Students select elective clerkships to develop and expand their knowledge in a specialty and/or improve their expertise in cores.

Emergency Leave of Absence: A period during which a student is temporarily excused from classes during a Foundation of Medicine semester for up to two weeks.

Gap Disclosure: A brief summary submitted by the student describing the period(s) of temporary withdrawal (non-enrollment) that is longer than 31 calendar days in duration.
**Good Standing:** A student maintains good standing by complying with all academic policies and procedures, and by remaining current with financial obligations. For students not in good standing, RUSM reserves the right to withhold services, transcripts, grades and certifications.

**Independent Study Period:** A required period of time without active enrollment to allow students to prepare for exam retakes.

**Involuntary Leave of Absence:** A period of time when a leave of absence is imposed by the University to address concerns regarding the academic performance, health and welfare and/or a student’s ability to meet the technical standards.

**Involuntary Temporary Withdrawal:** A period of time when a temporary withdrawal period is imposed by the University to address concerns regarding a student’s for poor academic performance, violations of the Code of Conduct, or for disruptive or unprofessional behavior.

**Medical Sciences:** Also known as basic sciences, this refers to the foundational education semesters completed by medical students. Commonly referred to years one and two in a US medical program.

**Promotion:** A student’s advancement to the next level in his or her academic program.

**Satisfactory Academic Progress (SAP):** Satisfactory academic progress indicates that a student has met degree requirements to acceptable levels within a specified time period. Your SAP standing is important during academic evaluation and determination of eligibility for financial aid. Students who do not meet SAP requirements are subject to dismissal and/or loss of Title IV funding.

**Timeframes:** To maintain SAP, students who matriculated into first semester prior to May 2013 must complete the Medical Sciences portion of the curriculum within 75 instructional weeks (five semesters) or fewer, and complete the clinical portion within 135 instructional weeks; and have 210 instructional weeks to finish the entire program. To maintain SAP, students who matriculated into first semester on or after May 2013 must complete the Medical Sciences portion of the curriculum within 90 instructional weeks (six semesters) or fewer, and complete the clinical portion within 135 instructional weeks; and have 225 instructional weeks to finish the entire program.

**Short-Term Personal Leave of Absence:** A period during which a student is temporarily excused due to extraordinary personal circumstances for up to one week.

**Temporary Withdrawal:** A period during which a student is not currently enrolled for more than 31 calendar days in duration.

**Withdrawal:** A student initiated request to discharge him/her from RUSM.
Academic Acronyms
The field of medicine is full of acronyms. The chart below serves as a convenient reference for students in navigating through medical education. Please notice that this chart also includes links to websites that offer further information.

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Application</th>
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<tbody>
<tr>
<td>AA</td>
<td>Application</td>
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<tr>
<td>Approved Absence</td>
<td>A student who wishes to temporarily interrupt his or her studies may apply for an Approved Absence (AA).</td>
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<tr>
<td>AAMC</td>
<td>Association of American Medical Colleges</td>
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<tr>
<td>The AAMC is a not-for-profit association representing all 141 accredited U.S. and 17 accredited Canadian medical schools; nearly 400 major teaching hospitals and health systems, including 51 Department of Veterans Affairs medical centers; and 90 academic and scientific societies. <a href="http://www.aamc.org">www.aamc.org</a></td>
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<tr>
<td>ACGME</td>
<td>Accreditation Council for Graduate Medical Education</td>
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<tr>
<td>ACGME is a private professional organization responsible for the accreditation of about 9,200 residency education programs in the U.S. <a href="http://www.acgme.org">www.acgme.org</a></td>
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<tr>
<td>AMA</td>
<td>American Medical Association</td>
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<tr>
<td>Unites physicians nationwide to address the most important professional and public health issues. <a href="http://www.ama-assn.org">www.ama-assn.org</a></td>
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<tr>
<td>CBSE</td>
<td>Comprehensive Basic Science Exam</td>
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<tr>
<td>The National Board of Medical Examiners Comprehensive Basic Science Exam (a.k.a. COMP). This exam is taken at the end of the Medical Sciences curriculum.</td>
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<tr>
<td>CCSE</td>
<td>Comprehensive Clinical Science Exam</td>
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<tr>
<td>The National Board of Medical Examiners Comprehensive Clinical Science Exam. This exam is taken prior to sitting for the USMLE Step 2 CK and CS exams.</td>
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<tr>
<td>CK (USMLE Step 2 CK)</td>
<td>Clinical Knowledge</td>
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<tr>
<td>A portion of the USMLE Test, Step 2 CK focuses on the principles of clinical science deemed important for the practice of medicine under supervision in postgraduate training. <a href="http://www.usmle.org/step-2-ck/">www.usmle.org/step-2-ck/</a></td>
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<tr>
<td>CS (USMLE Step 2 CS)</td>
<td>Clinical Skills</td>
</tr>
<tr>
<td>A portion of the USMLE Test, Step 2 CS measures students’ and graduates’ ability to gather information from patients, perform physical examinations, and communicate their findings to patients and colleagues. <a href="http://www.usmle.org/step-2-ck/">www.usmle.org/step-2-ck/</a></td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>CSGA</td>
<td>Clinical Student Government Association</td>
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<tr>
<td>ECFMG</td>
<td>Educational Commission for Foreign Medical Graduates®</td>
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<td>ERAS</td>
<td>Electronic Residency Application Service®</td>
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<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
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<tr>
<td>FSMB</td>
<td>Federation of State Medical Boards (Step 3)</td>
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<tr>
<td>GPA</td>
<td>Grade Point Average</td>
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<td>IMF</td>
<td>Internal Medicine Foundations</td>
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<td>IMG</td>
<td>International Medical Graduate</td>
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<td>ISP</td>
<td>Independent Study Period</td>
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<td>LCME</td>
<td>Liaison Committee on Medical Education</td>
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<tr>
<td>LOE</td>
<td>Letter of Eligibility</td>
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<tr>
<td>LOR</td>
<td>Letter of Reference or Letter of Recommendation</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>MD</td>
<td>Doctor of Medicine (Medical school graduate.</td>
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<tr>
<td>MMR</td>
<td>Measles, Mumps, Rubella (Three titers that are required for clearance into clinical clerkships (including IMF).)</td>
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<tr>
<td>MPS</td>
<td>Minimum Passing Score (Lowest score required in order to pass a certain test or exam.</td>
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<tr>
<td>MSPE</td>
<td>Medical School Performance Evaluation/Dean’s Letter (Comprehensive evaluation letter that documents a student’s medical school performance.</td>
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<tr>
<td>NBME</td>
<td>National Board of Medical Examiners® (Provides online services for students and graduates of U.S. and Canadian medical schools, including application for USMLE Step 1, Step 2 CK, Step 2 CS, provision of score documents, certificates and/or confirmation letters. <a href="http://www.nbme.org">www.nbme.org</a>)</td>
</tr>
<tr>
<td>NRMP</td>
<td>National Resident Matching Program® (NRMP facilitates the placement of applicants for postgraduate medical training positions into residency programs at teaching hospitals throughout the United States. <a href="http://www.nrmp.org">http://www.nrmp.org</a>)</td>
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<tr>
<td>NYSED</td>
<td>New York State Education Department (NYSED is the governing body of the state of NY that approves IMG students to rotate within the state of NY.</td>
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<tr>
<td>OASIS</td>
<td>Online Applicant Status and Information System (Provides general information and the status of items related to ECFMG Certification. <a href="https://oasis2.ecfmg.org">https://oasis2.ecfmg.org</a>)</td>
</tr>
<tr>
<td>RUSM</td>
<td>Ross University School of Medicine (<a href="mailto:ContactAppeals@rossu.edu">ContactAppeals@rossu.edu</a>)</td>
</tr>
<tr>
<td>SAP</td>
<td>Satisfactory Academic Progress (SAP represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in determination of financial aid eligibility. Students maintain SAP at RUSM by meeting the requirements listed under the Promotions Policies section of this Student Handbook.</td>
</tr>
<tr>
<td>SCE</td>
<td>NBME Subject Clerkship Exams (An exam RUSM students must take at the end of each required core clerkship.</td>
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| **SGA** | **Student Government Association** | Association on the medical school campus representing students in the Medical Sciences curriculum that focuses on increasing the quality of campus life for RUSM students. |
| **USMLE** | **U.S. Medical Licensing Examination®** | Exam that medical doctors are required to pass before being permitted to practice medicine in the U.S. [www.usmle.org](http://www.usmle.org) |
CURRICULUM OVERVIEW

The Doctor of Medicine (MD) degree is awarded upon successful completion of the following:

- Medical Sciences curriculum – 64 credit hours
- Clinical Science curriculum (including Internal Medicine Foundations (IMF)) – 90 credit hours
- United States Medical Licensing Examination (USMLE) Step 1
- USMLE Step 2 Clinical Knowledge (CK)
- USMLE Step 2 Clinical Skills (CS)
- Removal of all administrative holds

To be eligible for graduation, students must successfully complete all coursework (154 credit hours) and USMLE requirements within seven calendar years of their matriculation date. If at any point it becomes clear that a student is unable to meet all graduation requirements within seven years, they will be subject to dismissal.

Students graduating may do so on one of three graduation dates each academic year. RUSM has three graduations per academic year: 11/30, 3/31 and 4/30. Students are strongly encouraged to complete all degree requirements 60 days prior to their scheduled graduation date to ensure timely processing of clinical evaluations. Requests for special graduation dates will be reviewed on a case-by-case basis. See the Special Graduate Date Request policy in the Policies and Administrative Procedures Section of this Student Handbook. All graduation requirements must be satisfied prior to the student being cleared for graduation (degree conferral) and ECFMG certification.

The MD degree program is designed to meet the core competencies established by the Accreditation Council for Graduate Medical Education (ACGME). ACGME competencies are discussed throughout the program, and will be identified as applying to the following categories of competency:

- Patient care
- Medical knowledge
- Practice-based learning and improvement
- System-based practice
- Professionalism
- Interpersonal skills and communication

RUSM is currently adopting changes in the Medical Sciences curriculum; not all changes will affect every student currently enrolled. There follows a brief overview of the Medical Sciences and Clinical Science curricula and associated programs in this context. Both curricula are covered in more detail further in this section.

Medical Sciences Overview

The Medical Sciences curriculum is designed to:

- Offer an in-depth, comprehensive program of biomedical sciences for medical practitioners.
- Provide supporting patient case correlations and clinical competency experience.
- Present a physical diagnosis course to prepare students for clinical clerkships.
- Two tracks are offered for completion of the Medical Sciences curriculum:
  - Standard Accelerated Curriculum: This offers completion of the same prescribed coursework within four semesters (consisting of 64 credit hours).

<table>
<thead>
<tr>
<th>Standard Accelerated Curriculum Track</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 1</td>
<td>13</td>
</tr>
<tr>
<td>• Clinical Skills 1</td>
<td>2</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 2X</td>
<td>13</td>
</tr>
<tr>
<td>• Clinical Skills 2X</td>
<td>4</td>
</tr>
<tr>
<td>Semester 3</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 3X</td>
<td>13</td>
</tr>
</tbody>
</table>
Ross+: This offers completion of the prescribed coursework within five semesters (consisting of 64 credit hours).

**Ross+ Curriculum Track**

<table>
<thead>
<tr>
<th>Semester/Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 1</td>
<td>13</td>
</tr>
<tr>
<td>• Clinical Skills 1</td>
<td>2</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 2</td>
<td>10</td>
</tr>
<tr>
<td>• Clinical Skills 2</td>
<td>4</td>
</tr>
<tr>
<td>Semester 3</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 3</td>
<td>10</td>
</tr>
<tr>
<td>• Clinical Skills 3</td>
<td>2</td>
</tr>
<tr>
<td>Semester 4</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 4</td>
<td>9</td>
</tr>
<tr>
<td>• Clinical Skills 4</td>
<td>2</td>
</tr>
<tr>
<td>Semester 5</td>
<td></td>
</tr>
<tr>
<td>• Foundations of Medicine 5</td>
<td>10</td>
</tr>
<tr>
<td>• Clinical Skills 5</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

64

Eligibility for the Standard Accelerated Curriculum: The first semester for the Standard Accelerated Curriculum and the Ross+ Curriculum are identical. Beginning in May 2016, first semester (FM01) students who have earned a 70% on their first attempt at semester 1 or 75% on their second attempt at semester 1 will be eligible to register for the Standard Accelerated Curriculum. Students earning less than 70% (or 75% for repeaters) in FM01 will be enrolled in the five semester Ross+ curriculum for the remainder of the Medical Sciences curriculum. The eligibility criteria are determined considering the potential of the students and cannot be appealed to the RUSM administration.

Passing Courses: Students are required to pass all courses in a semester to maintain Satisfactory Academic Progress (SAP). Should a student fail one course in a semester, the student must repeat the entire semester (regardless of performance in other courses). A student will not be allowed to proceed with subsequent semesters until the student has successfully completed each prior semester’s study. A student who repeats is required to have a signed appeal and Academic Plan on file outlining the requirements of satisfactory academic performance and the consequences of failure to meet the plan. Please note that no semester may be repeated more than once.

Grade Point Average:
Students must maintain a cumulative grade point average (cGPA) of 2.00 or higher for advancement to Internal Medicine Foundations (IMF). If a student earns a cGPA of 1.99 or lower, the Promotions Committee will carefully review the student’s complete academic record and either permit the student to begin IMF on academic probation or recommend the student for dismissal. If the student is permitted to advance to IMF, RUSM must develop an academic plan outlining the specific steps the student must take in order to achieve a cumulative GPA of 2.00 upon completion of the term.

Clinical Sciences Curriculum Overview
The Clinical Sciences curriculum consists of 90 weeks of clinical training, although students may be granted additional time upon request and with the permission of the school.
**Internal Medicine Foundations Clerkship**
This Clinical Sciences portion of study begins with the first clerkship, Internal Medicine Foundations (IMF). IMF is a required clinical clerkship that provides students with clinical experience in the principles and practice of Internal Medicine.

Students spend two-thirds of their scheduled time in physician-supervised patient care and one-third in hands-on learning of clinical skills. Emphasis is placed on techniques of the physical examination, patient-centered communication, diagnostic skills, and formulating an initial assessment and plan.

Beginning in March 2019, IMF will extend from six weeks to eight weeks and will be offered five times during each academic year at Cleveland Clinic Florida in Weston, Florida.

**Requirements for IMF:**
- Beginning March 1, 2019, passing the National Board of Medical Examiners (NBME) Comprehensive Basic Science Exam (CBSE) is required to register for IMF.
- Students are required to register for the next available IMF upon passing the NBME CBSE.
  - For students who completed medical sciences at the end of the Fall 2018 term; passed the NBME CBSE and have a USMLE Step 1 sitting date prior to March 1, 2019 will be scheduled for the March 2019 IMF session.
- Students who wish to defer IMF can withdraw or be subject to administrative withdraw (AW).
- Students must provide all required immigration health and clearance documents to RUSM no later than 45 calendar days prior to IMF starting. Students who do not comply will be reported to the Office of Student Conduct and may be subject to AW.
- Students who enter IMF will be tentatively scheduled for a track program that is part of IMF.
- Students must sit and pass USMLE Step 1 before starting track program.
- Sitting for the USMLE Step 1 examination will not be required prior to enrollment in IMF, but students will be required to pass step 1 before continuing beyond week 12 of their third year.

**Core Clerkships and Elective Clerkships**
IMF is the first required clerkship. The balance of the Clinical Sciences curriculum consists of required core clerkships and elective clerkships. During this phase, students receive hands-on training in patient care while rotating through various medical specialties with teaching hospitals and other approved healthcare facilities in the U.S. or other countries. In addition to core clerkships and elective clerkships, students are required to pass the USMLE Step 2 Clinical Knowledge (CK) and the USMLE Step 2 Clinical Skills (CS) to pass this phase of training.

Upon completion of IMF, and prior to starting the remaining core clerkships, students may request permission to complete up to eight weeks of special elective clerkships. Students should contact their clinical advisor for more information.

Students beginning a core clerkship track must complete their entire core clerkship track prior to completing any elective clerkships outside of their initial track schedule (unless approved for up to eight weeks of special electives). Once students begin a track, they may not exit the track for any reason until all six core clerkships are completed.

The total number of clinical credit hours required for graduation will remain unchanged, however, the distribution of the required clerkships and electives are dependent on when the student successfully completes IMF and the required core Surgery clerkship as outlined in the tables below:
Clinical Science Curriculum Requirements*:

**For students who complete IMF on or after 9/1/2014 and Surgery Core prior to 1/1/2017**

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine Foundations Clerkship</td>
<td>6</td>
</tr>
</tbody>
</table>

**Required Core Clerkship Clerkships (44 weeks)**

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>12</td>
</tr>
<tr>
<td>Surgery</td>
<td>8</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>6</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>6</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>6</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>6</td>
</tr>
</tbody>
</table>

**Electives (40 weeks) – must include:**

- Medicine Electives (minimum 8 weeks)
- 10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)

**Total: 90 Weeks**

**For students who complete IMF on or after 9/1/2014 and Surgery Core after 1/1/2017**

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine Foundations Clerkship</td>
<td>6</td>
</tr>
</tbody>
</table>

**Required Core Clerkship Clerkships (48 weeks)**

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>12</td>
</tr>
<tr>
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<td>12</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>6</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>6</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>6</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>6</td>
</tr>
</tbody>
</table>

**Electives (36 weeks) – must include:**

- Medicine Electives (minimum 8 weeks)
- 10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)

**Total: 90 Weeks**

**For students who complete IMF on or after 3/1/2019**

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine Foundations Clerkship</td>
<td>8</td>
</tr>
</tbody>
</table>

**Required Core Clerkship Clerkships (48 weeks)**

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Weeks</th>
</tr>
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<tbody>
<tr>
<td>Internal Medicine</td>
<td>12</td>
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<tr>
<td>Surgery</td>
<td>12</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total: 90 Weeks**
<table>
<thead>
<tr>
<th>Psychiatry – 6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obstetrics/Gynecology – 6 weeks</td>
</tr>
<tr>
<td>Family Medicine – 6 weeks</td>
</tr>
</tbody>
</table>

**Electives (34 weeks) – must include:**

- Medicine Electives (minimum 8 weeks)
- 10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)

**Total: 90 Weeks**

*For students who completed AICM, please refer to Appendix A to review the Clinical Science Curriculum Requirements.*

**Timeframes:** To maintain Satisfactory Academic Progress, students must complete the Medical Sciences portion of the curriculum within 90 instructional weeks (six semesters) or fewer, and complete the clinical portion within 135 instructional weeks; and have 225 instructional weeks to finish the entire program. Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams.

**STUDENT GRADING AND PROMOTIONS POLICIES**

**Grades**

For coursework begun during or after the January 2012 semester, grades are interpreted and GPAs are determined as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Percentage Range</th>
<th>Quality points per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>85-100</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>80-84</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>75-79</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>71-74</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>MPS - 70</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>Fail (below MPS)</td>
<td>0.00</td>
</tr>
<tr>
<td>HP</td>
<td>High Pass 85 - 100</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass MPS - 84</td>
<td>0.00</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</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>
<tr>
<td>WF*</td>
<td>Withdrawn Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>R</td>
<td>Course repeated in subsequent semester</td>
<td>0.00</td>
</tr>
<tr>
<td>RR</td>
<td>Course requires remediation</td>
<td>0.00</td>
</tr>
<tr>
<td>M</td>
<td>Missing Grade/Grade Not Submitted</td>
<td>0.00</td>
</tr>
<tr>
<td>UP</td>
<td>Unsatisfactory Progress</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Withdrawal from a single course during a Medical Sciences semester is not permitted. However, if a student withdraws from the term, a grade may be given for any courses that have been fully completed.*

**Calculation of semester GPA and cGPA**

- Semester GPA is calculated by dividing the total quality points “earned” by the total amount of credit hours “attempted” in that semester.
- Calculation of cGPA is based on the total of quality points divided by the total credit hours. In calculating both GPA and cGPA, RUSM does not round to the nearest hundredth (two decimal places).
• Grades of High Pass, Pass or No Pass for the first semester courses do not count toward the cGPA. Courses in remaining semesters will receive an A, B+, B, C+, C or F grade and will impact the cGPA.

All students must have a minimum cGPA of 2.00 in order to advance to IMF. Students with a cGPA lower than 2.00 are subject to dismissal.

Recognition of Exemplary Grades
Students earning exemplary grades are recognized as follows:
• **Dean’s Honor Roll:** Students who earn a High Pass in Foundations of Medicine course and a Pass in Clinical Skills course of Semester 1 qualify for the Dean’s Honor Roll.
• **Dean’s List:** During Medical Sciences semesters, students who have maintained a 3.50 GPA in two successive Medical Sciences semesters qualify for the Dean’s list. They remain on the Dean’s list as long as they maintain a 3.50 GPA (and above) each semester. The Dean’s list is posted at the beginning of each semester, as soon as grades are available. Semester 2 students are eligible to be on the Dean’s List if they have a 3.50 GPA for semester 2 and earned a HP during semester 1.
• **Distinguished Scholar:** Students maintaining a 4.00 GPA during the Medical Sciences semesters are designated as Distinguished Scholars.
• **Graduation with Honors:** Honors will be printed on those graduates’ diplomas. To be eligible for Honors status, students must do the following:
  • Be a student in good standing,
  • Have not received an UP, NP, F, WF, or R in any course,
  • Have a 3.00 cumulative GPA through the Medical Sciences semesters,
  • Students who matriculated into RUSM prior to 9/1/18 must have passed USMLE Step 1 with a score of 210 or higher on first their attempt. Students who matriculated into RUSM on or after 9/1/18 must have passed USMLE Step 1 with a score of 212 or higher on their first attempt.
  • Have passed USMLE Step 2 CK with a score of 200 or higher on their first attempt, (for students who completed first semester prior to May 2013) or with a score of 220 or higher on their first attempt (for students who completed first semester after May 2013),
  • Passed USMLE Step 1, USMLE Step 2 CK, and/or CS in no more than 1 attempt, and
  • Meet one of the following combined Medical Sciences and Clinical Sciences cumulative GPA requirements:
    o 3.50 – 3.59 Honors
    o 3.60 – 3.79 High Honors
    o 3.80 – 4.00 Highest Honors
    o Transfer students who did not complete the Medical Sciences curriculum at RUSM must have maintained the RUSM grade point averages listed above plus earned a score of at least 230 on USMLE Step 1.

Academic Amnesty/Grade replacement policy:
Students completing semester one in May 2013 and beyond will be able to replace failing (F/NP) grades in their GPA after repeating the course and receiving a passing grade. The course with the F or NP grade will be removed from the GPA calculation, but the attempted hours will still count in the calculation of Satisfactory Academic Progress (SAP).

Minimum Passing Score (MPS) Requirement for Medical Sciences Courses
Cumulative Scores
The academic content in Medical Sciences courses is presented in lectures, anatomy lab and small group sessions. This content is assessed by mini-examinations, laboratory examinations, and final examinations. The contribution of each laboratory examination, mini-examination and final examination are weighted to contribute to the determination of the overall cumulative score for each Medical Sciences course. Additionally, each mini-examination and final examination assessment contributes to the calculation of discipline scores within each
The course syllabi will provide further information regarding the weighting of exams specific for each course.

**Minimum Passing Score (MPS) and Minimum Performance Level (MPeL)**

Grades in the semester 1-5 Medical Sciences courses are set by using a MPS as calculated by using the Hofstee method. The end of semester MPS is assigned to the complete set of compiled scores for the exams and labs in each course. The MPS score is determined by the academic administration using the Hofstee method. It is this final MPS assignment which is utilized for determination of a student’s final grade in the Medical Sciences and Clinical Sciences courses. Scores are rounded to two decimal places with 0.50 rounded up. In addition to using MPS to calculate the final grade, minimum performance levels (MPeLs), found in the course syllabus, will be determined for each discipline block within the course. These MPeL scores are determined by the academic administration using the Hofstee method. Students must achieve the MPeL for each discipline block to be eligible to pass the course. All grades are posted on myRoss at the end of each semester.

**Promotion Policies: Medical Sciences Semesters**

Students who receive passing grades and are otherwise in good standing are promoted to the next semester.

Students who fully complete (i.e. miss no mandatory activities including exams) and fail any semester for the first time will be allowed to repeat the failed semester on academic probation.

Students failing two semesters will be subject to dismissal.

Students who have been dismissed for failing two semesters have the right to appeal a dismissal. If a student successfully appeals a dismissal and is allowed to return, the student will be placed on Academic Probation until the student fully remediates the failure.

**Repeating, Return from Approved Absences and Readmitted:**

- Students who began first semester before May 2013 are required to pass all blocks in a semester to maintain SAP.
- Students who began first semester in May 2013 or after are required to pass all courses in a semester to maintain SAP.

**Failing Grades: Medical Sciences**

Should a student fail one course in a semester, the student must repeat the entire semester (all courses) and will be enrolled in the Essential Lifelong Learning Skills (ELLS) course.

For students who matriculate into RUSM on or after September 1, 2018 and fail only one course in the Medical Sciences curriculum will receive a failing (or no pass) grade for both the Foundations of Medicine and Clinical Skills courses regardless if the student received a passing grade in the other course. A grade of “RR” (Required Remediation) will be assigned to the non-failing course. Upon successful remediation, a grade of “R” will be assigned.

Students repeating a semester will be placed on Academic Probation.

Students will not be allowed to proceed with subsequent semesters until they have successfully passed each prior semester’s study.

Students who failed in the Standard Accelerated Curriculum and repeat in the Ross+ curriculum will be required to remediate all curricular content before the Grade Amnesty (grade replacement) policy will be applied.

Students who repeat are required to have an Academic Plan on file with the Office of the Registrar outlining the requirements of satisfactory academic performance signed by the student and the Associate Dean of Student Affairs or authorized designee. Please note that no semester may be repeated more than once.
1) A student repeating the previous semester will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
2) Students who are returning from an AA and have successfully passed the previous semester will be enrolled in Foundations of Medicine and Clinical Skills.
3) Students returning after being readmitted due to failing two semesters or successfully appealing their dismissal will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
4) Students who withdrew with W/WP and were readmitted will be enrolled in Foundations of Medicine and Clinical Skills.
5) For students who withdrew with a WF and were readmitted will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.

**Foundations of Medicine & Clinical Skills Course Grade Appeal Policy**

Students may appeal a Foundations of Medicine or Clinical Skills course assessment score or final grade within 3 business days of being posted if it is believed a grading error has been made. The **first** appeal must be written and submitted from the student’s RUSM email account to Studentaffairs@rossu.edu with the subject line “Grade Appeal.” The appeal must include the student’s name, ID #, semester/track, course, score or final grade in question, and a concise (less than 500 words) written statement of the rationale for the appeal. A written response to uphold or overturn the original grade/score will be sent within 3 business days of receipt unless otherwise notified.

Students may appeal the outcome of the above decision (first appeal) to the Associate Dean of Student Affairs by submitting the Foundations of Medicine & Clinical Skills Grade Appeal Policy form (found on MyRoss) and supporting documentation to Studentaffairs@rossu.edu, within 3 days of the decision. Appeals to the Associate Dean must meet one of the below criteria to be considered:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the process that affected the outcome.
- The grade was not reasonable based on the evidence compiled during the investigation.

**Promotion Policies: Clinical Science Semesters**

**Clinical Sciences Clerkship Eligibility**

In order to be eligible to begin the remainder of the clinical core clerkships, students must meet all of the following prerequisites:

- Successfully complete all the requirements of the Medical Sciences curriculum;
- Pass the USMLE Step 1 and submit USMLE Score Report;
- Successfully complete the IMF clerkship;
- Approved Health Clearance; and
- Complete background checks.

**Clinical Sciences Clerkships**

Passing the USMLE Step 1 and IMF clerkship are required for continuation into the remaining clerkships. Students who have completed these steps may begin clerkships at any time during this period. Beyond this timeframe, students who have not resumed clinical training enter their grace period or repayment status on their student loans and must be reported as withdrawn, for most purposes, to outside agencies.

For students who completed AICM prior to September 2014, RUSM requires 57 instructional weeks of core clerkships (including 9 weeks of AICM) and 33 instructional weeks of electives, for a total of 90 instructional weeks of clinical training.
For students beginning IMF on or after September 2014, RUSM requires 54 weeks instructional weeks of core clerkships (including six (6) weeks of IMF) and 36 instructional weeks of electives, for a total of 90 instructional weeks of clinical training.

The entire clinical segment, currently 90 instructional weeks, must be successfully completed within 135 instructional weeks of attendance. Students must take all core clerkships at clinical sites affiliated with RUSM.

**Note:** These requirements may be subject to change in the future depending on regulatory and other academic requirements.

**Clinical Sciences Grading**

Students must take and pass all core and elective clinical clerkships. Each of the six core clerkships provides curricular guidelines that students must follow. At the conclusion of the core clerkship, students must pass the appropriate NBME Subject Clerkship Examination (SCE). The SCE policy can be found in the Policies and Administrative Procedures section of this Student Handbook.

**Core Clerkships – General Expectations**

1) Study Hours
   a) Reading/Case assignments are outlined and organized by week. Students should set aside time in review and preparation for the NBME subject exam. Case reviews and formative questions are great tools for surface learning, but the textbook and articles give comprehensive review of topics. In-depth understanding fosters greater retention.

2) Duty hours
   a) Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
   b) Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Students may be on site for up to 4 additional hours in order to participate in didactic activities.

3) Patient Interaction
   a) Students are expected to interact with and be responsible for an adequate number of patients at any given time. Under the supervision of residents/faculty members, and in conjunction with the interdisciplinary team, robust clinical experiences and learning opportunities are assured.

4) Case Presentations
   a) Students are expected to present cases and receive feedback of their presentation skills, medical reasoning, differential diagnosis and management plans. Formal didactic presentations may also be required.

5) Patient Notes
   a) Clerkship students must follow the procedures and qualifications for both paper chart and electronic medical record patient notes as detailed by the hospital to which they are assigned.

6) Essential Patient Encounters / Procedures (EPE/EPP)
   a) A list of the types of patients to be seen during a clerkship is provided. All EPEs and EPPs must be recorded in the Patient Log as either a real patient or if needed, a Complementary Case. Although the sequence of each encounters will vary by location and assignment during a clerkship, we encourage students to log each encounter soon after the interaction.

Letter grades are assigned at the conclusion of each clerkship. The final grade for a clinical core clerkship is based on the Clinical Clerkship Assessment of Medical Student Performance (CCAMSP), SCE and the online curriculum content and weighted as follows:

<table>
<thead>
<tr>
<th>Clinical Core Clerkship starting before January 1, 2017</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Clinical Core Clerkship Grade Calculation</td>
<td></td>
</tr>
<tr>
<td>CCAMSP*</td>
<td>70%</td>
</tr>
<tr>
<td>Subject Clerkship Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Online Clinical Curriculum</td>
<td>5%</td>
</tr>
</tbody>
</table>
Clinical Core Clerkship starting on or after January 1, 2017

<table>
<thead>
<tr>
<th>Final Clinical Core Clerkship Grade Calculation</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCAMSP*</td>
<td>65%</td>
</tr>
<tr>
<td>Subject Clerkship Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Online Clinical Curriculum</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Weight of Clinical Clerkship Assessment is calculated on letter grade value assigned based on the overall score and not on the overall score itself.

Please also note the following:

- If a student fails an elective clerkship, that student must successfully repeat the same number of weeks as the failed elective.
- Students who fail a required core clerkship for any reason and repeat the rotation will be required to remediate the entire core, including the NBME SCE. For the NBME SCE, the highest score a student can receive on the exam for a core remediation is a “C”.
- Student who wishes to be eligible for Grade Amnesty for a failed elective clerkship must repeat the same elective clerkship. The remediation does not have to be at the same clinical site but must have the same number of weeks as the failed elective clerkship.
- Students who receive two F or R grades during the Clinical Sciences (IMF, core clerkships, or electives) are subject to dismissal.

**Clinical Grade Appeals**

Students may appeal the grade and/or comments on the CCAMSP and logs of patient encounters and procedures within 15 days of the grade being posted.

**First Appeal:** Appeals must be submitted using the Clinical Grade Appeal form. The form and a copy of the assessment must be emailed to GradeAppeals@RossU.edu within 15 days of the grade being posted. The clinical preceptor or grade appeal administrator will investigate, as appropriate, and decide to change or uphold the original grade.

**Second Appeal:** In cases of procedural irregularity, inappropriate decisions, or where additional data has become available that was not considered by the clinical preceptor or grade appeal administrator, the student may appeal the decision to the Associate Dean of Student Affairs or authorized designee. Appeals must be submitted using the Clinical Grade Appeal form. A new form must be completed and submitted with a copy of the assessment to GradeAppeals@RossU.edu within 15 calendar days of the date from the decision notification email. The decision of the Associate Dean of Student Affairs, or authorized designee, on the appeal is final.

Students may not discuss their grade appeal with their preceptor, grade appeal administrator, or the Associate Dean of Student Affairs. Failure to follow the Clinical Grade Appeal process outlined above will result in a denied appeal and no changes will be made to the grade.

The [Clinical Grade Appeal](#) form can be found on the student timeline.

**Failing Grades: Clinical Sciences**

A student receiving an “F” in any portion of the Clinical Sciences curriculum will be subject to review by Associate Dean of Student Affairs or authorized designee. Students on Academic/Financial Aid Probation may be allowed to continue clinical clerkships at the discretion of Associate Dean of Student Affairs or authorized designee. Students will be subject to additional tuition expense if they exceed the 92 weeks covered by the standard tuition rates.
Students who fail a required core clerkship are required to remediate the entire core, including the rotation, the NBME SCE and online clinical curriculum requirements. For the NBME SCE, the highest score a student can receive on the exam for a core remediation is a “C”.

Students remediating any clerkship will be placed on academic probation until they successfully remediate and meet SAP.

If a student is dismissed for unsatisfactory progress and successfully appeals, they may be allowed to repeat the semester on probation. However, including instructional weeks of repeated semesters, maximum timeframe limits for entire completion of the curriculum must not be exceeded.

ACADEMIC STANDING & PROGRESS

Good Standing: Students maintain good standing by displaying SAP as defined below, complying with all other academic rules and regulations, and by remaining current with financial obligations. RUSM reserves the right to withhold services, transcripts and certifications from students who are not in good standing.

Satisfactory Academic Progress: SAP represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in determination of financial aid eligibility. Students maintain SAP by meeting the requirements listed under the Promotions Policies as well as the qualitative and quantities measures described below.

SAP is evaluated at the end of the student’s academic year (normally two semesters) according to the following criteria:

- Qualitative and Quantitative Measures
  At the end of each semester, each student’s academic progress is evaluated by RUSM. This evaluation involves two metrics, one quantitative and one qualitative.
  - The quantitative measure evaluates the student’s Pace of Progression (PoP) through the medical education program with the maximum timeframe. The PoP is calculated by dividing the cumulative course credits or clinical weeks that the student has successfully completed by the cumulative course credits or clinical weeks that the student has attempted.
  - Students in their first academic year are subject to a pace of progression rate of 50%. Students in their 2nd year or higher are subject to a pace of progression of 67%. Please note that courses with a grade of “W”, “WP”, “WF”, “R”, “RR” and “I” are not counted in the cumulative GPA but are counted in the total attempted credits. Transfer credits accepted will count as attempted and completed credits for the calculation.
  - The qualitative measure evaluates the student’s cumulative GPA. Students are required to maintain a 2.00 cumulative GPA in order to meet the qualitative measure at the time of review.
  - Students completing semester one in May 2013 or later, may receive academic amnesty for “NP” and “F” grades that are repeated and passed. Classes that are replaced as part of academic amnesty are counted in the quantitative measures (PoP) but are not counted in the qualitative measure (cGPA).
  - Students repeating semester one will not have a calculated GPA at the end of the academic year. SAP will only be measured based on the progression rate as specified above.

- Failure to meet the SAP criteria
  Academic and Financial Aid Probation
  If the results of the SAP evaluation indicate that a student has not met either one of the qualitative or quantitative measures, the student will be notified in writing that they are not eligible for federal financial aid and is subject to dismissal from RUSM. A student receiving such notification will be placed on
academic/financial aid probation and will be required to complete an academic plan with an advisor and/or complete an appeal, based on RUSM’s guidelines.

**Medical Sciences:**
Students on academic/financial aid probation are required to complete an academic plan with an advisor from the Office of Student Affairs. The academic plan will include:

- A written personal statement including information on why they failed to make SAP and what changes will be made that will allow him/her to demonstrate SAP at the next evaluation (i.e. student habits, unusual circumstances encountered, etc.)
- A written academic plan will be completed by the student and advisor. This plan will include specific terms and conditions, designed to improve performance (i.e. academic RUSM activities), as well as academic standards the student must meet during the subsequent(s) term(s) of enrollment to meet RUSM’s SAP standards within the proposed timeframe. The student will remain on academic/financial aid probation until they meet RUSM’s SAP standards.

**Clinical Sciences:**
- Students making a SAP appeal must submit complete the SAP form including information on why they failed to make SAP and what changes will be made that will allow him/her to demonstrate SAP at the next evaluation (i.e. student habits, unusual circumstances encountered, etc.)
- Students should submit their appeal to PromotionAppeals@RossU.edu.
- If the student appeals the adverse SAP determination and Associate Dean of Student Affairs or authorized designee determines that the student should be able to make SAP during the subsequent(s) term(s) of enrollment and meet RUSM’s SAP standards as stated in the academic plan developed for that student, that if followed, will ensure that the student is able to meet RUSM’s SAP standards by a specific point in time, then RUSM may place the student on academic/financial aid probation.
- A student whose appeal/plan is approved and is reinstated on academic/financial aid probation may receive federal financial aid for an additional term of enrollment or timeframe as stated on the academic plan. While a student is on academic/financial aid probation, RUSM will require the student to fulfill specific terms and conditions in accordance with the academic plan, such as engaging in certain recommended RUSM activities designed to improve performance.
- At the end of the one term of enrollment while on academic/financial aid probation, in order to remain enrolled at RUSM and qualify for future federal financial aid funds, the student must meet RUSM’s SAP standards OR must meet the requirements of the academic plan developed by RUSM. 
- A student on academic/financial aid probation may still be dismissed if they fulfill the criteria for academic dismissal (See the Academic Disciplinary Actions section)

**Additional Standards of Academic Progress Information for Students Receiving Veterans Education Benefits**
RUSM notifies the Department of Veterans Affairs (VA) of those students who are receiving veterans’ education benefits and whose status is academic warning, which is considered the first probationary period.

Students are placed on academic warning for failure to meet minimum cGPA, pace of progress toward graduation and other minimum requirements outlined in Satisfactory Academic Progress. Students on academic warning are eligible to receive veterans’ education benefits for their academic warning semester. If at the end of the academic warning semester such students do not return to good standing, they are dismissed. Students who are dismissed may appeal. Those with approved appeals may continue on probation for another semester and remain eligible for veterans’ education benefits. Students who do not successfully appeal their dismissals are dismissed and have their veterans benefits terminated for unsatisfactory progress. The VA is notified of such dismissals. After the second probationary period, veterans’ education benefits are terminated for students who fail to meet the minimum cGPA required for graduation, pace requirements and other RUSM standards noted in Standards of
Academic Progress. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress is made. Veterans’ education benefits may resume if students meet the minimum cGPA required for graduation and pace requirements, as well as return to good academic standing, at the end of the third probationary semester.

Veteran students must notify the chief location administrator/academic advisor immediately upon withdrawal from school or from a course. For students receiving veterans education benefits, RUSM notifies the VA of changes in student status within 30 days of the date of determination of the withdrawal.

RUSM notifies the VA of those students who are receiving Veterans education benefits and whose status is academic probation, which is considered the first probationary period. Students are placed on academic probation for failure to meet minimum cGPA, pace of progress toward graduation, and other minimum requirements outlined above.

Academic Progress. Students on academic probation are eligible to receive Veterans education benefits for their academic probation semester. If at the end of the academic probation semester such students do not meet their academic plan or return to good standing, they are dismissed. Students who are dismissed may appeal. Those with approved appeals may continue on probation for another semester and remain eligible for Veterans education benefits. Students who do not successfully appeal their dismissals are dismissed and have their Veterans benefits terminated for unsatisfactory progress. The VA is notified of such dismissals.

After the second probationary period, Veterans education benefits are terminated for students who fail to meet the minimum cGPA required for graduation, pace requirements and other RUSM standards noted in Standards of Academic Progress. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress is made. Veterans’ education benefits may resume if students meet the minimum cGPA required for graduation and pace requirements, as well as return to good academic standing, at the end of the third probationary semester.

Veteran students must notify the chief location administrator/academic advisor immediately upon withdrawal from school or from a course. For students receiving Veterans education benefits, RUSM notifies the VA of changes in student status within 30 days of the date of determination of withdrawal.

Special Note:
- Students that fail semester 1 and repeat it will have not earned a GPA for the academic year as all of the courses are Pass/Fail courses. These students will not be considered to be failing the quantitative component (GPA). These specific sets of students are expected to have a GPA of 0.0.
- Students withdrawing in the second half of the academic year will not be measured for SAP until they complete the 2nd full semester. A full academic year history is needed to evaluate SAP criteria.

Academic Progress Standards for Clinical Students
In addition to the SAP criteria above, the following are additional required criteria for measuring good academic standing for students in the clinical phases of their training:
- Passing the NBME CBSE in no more than three consecutive attempts and within the prescribed timeframe for each attempt.
- For students passing NBME CBSE on or before March 31, 2019, taking the USMLE Step 1 within six months. Students who pass the NBME CBSE on or after April 1, 2019 will have three (3) months to take USMLE Step 1.
- Passing the USMLE Step 1 in no more than six (6) attempts for students who matriculated into RUSM prior to September 1, 2018
- Passing the USMLE Step 1 in no more than four (4) attempts for students who matriculated into RUSM on or after September 1, 2018.
- Passing all clinical core NBME Subject Clerkship Exams
- Taking the USMLE Step 2 CK exam within six (6) months of passing the NBME CCSE.
• Taking the USMLE Step 2 CS exam within one (1) year of passing a Becker Professional Education (Becker) or RUSM Clinical Skills Assessment (CSA).
• Passing the USMLE Step 2 CK and CS in no more than six (6) attempts each for students who matriculated into RUSM prior to 9/1/18.
• Passing the USMLE Step 2 CK and CS in no more than four (4) attempts each for students who matriculated into RUSM on or after 9/1/18.

Maximum Timeframe for SAP
Students who completed their first semester prior to May 2013 must complete the entire MD program in a maximum of 210 instructional weeks of attendance. Students who completed their first semester on or after June 2013 must complete the entire MD program in a maximum of 225 weeks. Any student who does not complete the program within the appropriate timeframe will no longer be eligible to receive federal financial aid. Once it becomes mathematically impossible for a student to complete within the maximum timeframe, the student will be subject to dismissal.

Note: This refers to actual attendance in regular or remedial semesters, as well as actual instructional weeks of attendance in the clinical training segment. It does not include the following:
• Periods when the student is on an AA for preparation and time needed to schedule and take the USMLE Step 2 CK and 2 CS; or
• The time of regularly scheduled breaks between semesters; or
• While pending assignment to a scheduled clinical clerkship; or
• A semester during which an AA is taken, or in which the student withdraws prior to the end of week two of the semester, will not be counted toward the limit for meeting the above requirements.

Students who do not meet the standards for SAP are subject to dismissal. However, under very unusual circumstances, the Student Promotions Committee may determine, on an individual basis, that a student may continue at RUSM for one more semester (on Probationary status).

Probation
Students may be placed on academic probation for academic issues. Academic Probation is based on both course work and professional behavior, and is recommended by the Promotions Committee to the Dean. Academic Probation may be imposed in any semester, including clinical semesters.

RUSM grants professional degrees, and thus professional behavior is as important as academic performance. Students may also be placed on Non-Academic Probation for professionalism or behavioral problems. Non-Academic Probation is based on a student’s behavior which does not meet one or more of the requirements in this Student Handbook (See Code of Conduct), and can be imposed in any semester, including the clinical semesters.

ELECTRONIC BOOKS
Medical Sciences and Clinical Sciences
Ross University School of Medicine uses electronic books (eBooks) for all of their semesters in Medical Sciences. Students are charged for the cost of their eBooks within the Educational Resource fee students pay every semester. In addition to the eBooks, the Educational Resource fee also includes additional course materials used throughout the student experience, online study materials, and covers fees required for background checks needed before students participate in clinical training. RUSM has developed relationships with the publishers of the books to offer the eBooks at a reduced price.

Students are given the ability to opt out of using eBooks by logging onto the myRoss website and completing the opt-out form, but will need to independently purchase the complete list of all required books. Students will only be able to opt out during a 2 week period at the start of the Medical Sciences curriculum in semester 1 and at the start of the Clinical Sciences curriculum in semester 5, the week prior to the start of classes and during the first week of classes. After the form is received by the Office of Student Accounts, it will be reviewed and a credit will
be issued to the student’s account. The credit will be the total cost of the books offered in the time period the student has decided to opt out in one sum. The student will continue to be required to pay the Educational Resource Fee.

Please note to students that decide to purchase their books from other providers; not all vendors offer all the required books as new, used, for rent or electronic; thus students may have to purchase books from several vendors. The cost of the books often exceeds the cost of the RUSM eBook option. Students will be required to pay sales tax, value added tax (VAT tax) and international shipping charges. The cost of the taxes and shipping alone can exceed the total cost of the books. Books may need to be shipped by the student and personally cleared by customs, as these options on vendor sites may not be available to ship to the Caribbean islands (i.e. Amazon®).

Books are required and essential for learning the material needed for the curriculums. A faculty member may request to review that a student has purchased all required materials.

**EXAMINATIONS**

*Medical Sciences Examinations*

**Locations of Exams**
All examinations in the Medical Sciences semesters are taken on campus or at other RUSM approved setting.

**Examination Protocol**
All students must bring their official RUSM identification card to all exams, and be at their assigned locations 15 minutes prior to the beginning of an examination.

Students are required to attend the exam groups and sequestration groups to which they are assigned.

Students, who arrive late for an exam will be subject to a 25% point reduction in their exam score for the 1st offense, and a 50% reduction for a 2nd offense. More than two instances of lateness to an exam or sequestration, in a semester, will result in an exam score of “0”. Students, arriving no more than 15 minutes late, for the 1st exam group, will be sent to sequestration, if scheduled, with a point reduction. They will take their exam with the 2nd group. Students, assigned to the 1st exam group, who arrive more than 15 minutes late, for the 1st exam group will be considered as an unexcused absence and will not be allowed in sequestration, nor allowed to take the exam.

Students, who arrive late for sequestration will be subject to a 25% point reduction in their exam score for the 1st offense, and a 50% reduction for a 2nd offense. More than two instances of lateness to an exam or sequestration, in a semester, will result in an exam score of “0”. Students, arriving no more than 15 minutes late, for sequestration will take their exam with the 2nd group. Students, assigned to the sequestration group, who arrive more than 15 minutes late for sequestration will be considered as an unexcused absence and will not be allowed in sequestration, nor allowed to take the exam.

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. Further, a student found cheating on an examination may be subject to dismissal following a conduct hearing. No bags, books, electronic devices, or cellular phones may be brought into the examination room.

During electronic examinations, if there are unavoidable human/technical difficulties that occur, the Executive Chief Proctor may offer student(s) a choice of accepting the results of the exam(s) or immediately retaking the exam. Make-up exams are not conducted after scheduled exam dates; therefore, student(s) who choose to re-test will re-test immediately upon conclusion of the scheduled exam and after a 15 minute supervised break.
Mid-term and Final Examinations Scheduling
Students are required to complete all exams as scheduled. There are no make-up exams. A student may be excused from one mid-term examination per semester in an emergency. In the case of a single approved absence from a mid-term exam, the student’s scores on their Final exam will be substituted for those on the missed mid-term exam. In cases where there are local and NBME sections on the Final exam, the student’s scores on the entire Final exam will be substituted.

Students who are unable to complete all mid-term exams, with the exception of a single approved absence, may be administratively withdrawn. The student will receive a grade at the time of withdrawal which is based on a percentage of the weighted exams which the student has completed before withdrawal. Students with a cumulative weighted score of 70%, or higher, will receive a “WP”. Below 70% will receive a “WF”. RUSM will not modify exam group assignments, for either written or clinical exams, to accommodate a student’s travel itinerary booked in advanced. Do not book a flight on the same day as the exam.

In order to be excused from a mid-term examination, the student must present valid documentation prior to the exam describing the nature of the emergency to the Associate Dean of Student Affairs or authorized designee, and must include appropriate supporting documentation. Approval is at the discretion of the Associate Dean of Student Affairs or authorized designee. A mid-term examination missed without prior approval will be assigned a grade of zero. (See exceptions in Attendance section)

Medical Sciences final examinations must be taken as scheduled; failure to do so could result in a failing grade for the course. On the rare occasion a student is excused from taking a Medical Sciences final examination, a grade of “I” will be assigned for the course. The student will not be eligible for enrollment and will not be promoted to the next semester until the incomplete has been rectified and a passing final course grade is assigned. The “I” grade will revert to a No Pass/Failure (“NP” or “F”) if the final grade is not submitted within one year from the date of the “I” grade is assigned.

National Board of Medical Examiners® (NBME)

Comprehensive Basic Science Exam (CBSE)
The NBME CBSE exam has proven to be a good predictor of student performance on the USMLE Step 1 exam. In an effort to assess the readiness of RUSM students to pass the USMLE Step 1 on their ‘first attempt’, RUSM requires that students first pass the NBME CBSE.

Students are required to take the NBME CBSE at the end of their final Medical Sciences semester. An unexcused absence from the NBME CBSE will result in a failing grade for the Foundations of Medicine course. On the rare occasion a student may be excused from taking the first attempt as scheduled at the end of Medical Sciences, an excused absence will prevent the student from failing the FM course, but not prevent a “0” being recorded as their first attempt. Students must obtain a passing score, as determined by the Dean, prior to being verified to take USMLE Step 1.

Students are given a total three attempts to obtain a passing grade on the NBME CBSE and must pass:

- Within no more than three consecutive attempts
  1) Attempt dates are pre-established by the Office of the Registrar and are determined based on the date of the first attempt.
  2) No extensions are granted on the pre-defined exam windows.
  3) If a student does not sit for the exam during the designated exam window, it will count as a failed attempt towards the three attempts.
  4) If a student fails any exam attempt but scores within six points of the minimum passing score, the student will be granted an automatic fourth attempt.
Any student who is not prepared to sit for their final attempt has the option to personally withdraw from the university **prior** to the date of their scheduled exam. Requests to withdraw must be submitted directly to the Office of the Registrar at Registrar@Rossu.edu. Once the student feels they are prepared can apply for readmission. Readmission is not guaranteed. Students who are readmitted to sit for the NBME CBSE will be given a new deadline and will have a single attempt to pass the exam. Failure to pass the exam will result in the student being subject to dismissal.

Any student failing to pass the NBME CBSE within three attempts is subject to dismissal. Students who matriculate on or after 9/1/18 and are subsequently dismissed for failing NBME CBSE on their final attempt will not be eligible to appeal. Please refer to “Appeals Process for Academic Dismissals” section for more information.

**NBME Subject Clerkship Exam (SCE)**
The NBME SCE is required for each clinical core clerkship and the NBME SCE score is weighted (25%) into the overall clinical clerkship grade for the follow cores:

- Family Medicine
- Internal Medicine
- Obstetrics/Gynecology
- Pediatrics
- Psychiatry
- Surgery

**NBME Subject Clerkship Exam (SCE) Scoring and Grading:**
- The passing score for the SCE in each discipline will be equal to or greater than the 5th percentile on the NBME score report for that discipline/exam.
- The minimum passing scores will be reviewed and modified annually. The review will occur during March of each year for implementation on July 1.
- Students who fail (scoring below the minimum passing score) on any subject clerkship examination will receive a grade of “I” in the clerkship and will be required to retake the examination upon completion of the core clinical track schedule.
- Failure to sit for a SCE during the designated exam window/testing date will count as a failed attempt.
- Once the examination is successfully passed, the “I” grade will be replaced with the final grade in the clerkship.

**NBME SCE Scheduling – 1st Attempt**
NBME SCSes are scheduled during a two week exam window starting the Monday of the last week of the clerkship through the Sunday of the first week after the clerkship ends. Please note that some clinical sites requires RUSM to schedule the exam on the last Friday of the rotation.

**NBME SCE “No Show” Policy**
Students who fail to sit for their scheduled NBME SCE will receive a failed score and it will count as an attempt (i.e. a “No Show”). A “No Show” includes oversight on the day/time/location (i.e. showing up on the wrong date/time/location) or not allowed to sit due to insufficient identification (invalid/expired ID).

Students who experience a documented technology issue or are unable to sit for an exam due to an official closure of the exam center (i.e. due to weather) will be considered for an exemption from the “No Show” policy. Student must submit the "Prometric Care Card" or Prometric email notification that the site was closed. RUSM will review the documentation to make a decision to void the attempt. If granted, student will be rescheduled without penalty.

Student must provide official documentation to the Office of the Registrar for review and confirmation before the attempt will be voided. No other exemptions are permitted.
**NBME SCE Attempts**

Students have up to three attempts to pass the NBME SCE for each clinical core clerkship.

1) Student will sit for the NBME SCE at the conclusion of the clinical core clerkship.
2) If a student fails a NBME SCE in a different clinical core clerkship discipline, the student will be required to take an Independent Study Period (ISP) at the end of their clinical core track schedule.
3) If a student fails a NBME SCE on a second attempt, student will be required to take an ISP.
4) If a student fails a NBME SCE on a third attempt, the student will be required to remediate the entire clinical core clerkship, including a fourth attempt on the NBME SCE.
   a. Highest score a student can achieve on a NBME SCE retake in a core remediate is a “C”.
   b. Student will be placed on academic probation during a clinical core clerkship remediation.
   c. The clinical core clerkship remediation requires repeating the entire core clerkship, a fourth attempt on the NBME SCE, and completing the online clinical curriculum content.
   d. The “I” grade on the original clinical core clerkship will revert to a “F”.
   e. The “F” will revert to a grade of “R” upon successful completion of the clinical core clerkship remediation.
5) Students who fail the fourth attempt in the clinical core clerkship remediation is subject to dismissal.
6) Students who fail two (2) different NBME SCEs on the third attempt for each exam will be subject to dismissal since the student will have two clinical failures.
7) Students who fail two (2) or more NBME SCEs may not commence electives until all NBME SCEs are passed. If a student has started an elective clerkship when they are notified of their second failed NBME SCE, they will be permitted to complete the clerkship and be placed in TW status once the elective clerkship is completed.

**Multiple NBME SCE Failures & Required Independent Study Period**

ISP & NBME SCE Failures:

1) Failing 2 to 3 NBME SCEs on first attempt during clinical core clerkship track schedule:
   a) Students failing two to three (2 to 3) NBME SCEs are required to take at least six (6) consecutive weeks of an ISP at the end of their clinical core clerkship track schedule to prepare for and retake the failed NBME SCEs.
2) Failing 4 or more NBME SCEs on first attempt during clinical core clerkship track schedule.
   a) Students failing 4 or more NBME SCEs are required to take an ISP for at least 12 weeks to prepare for and retake the failed NBME SCEs.
   b) Students will be in a TW status during the ISP.
   c) All NBME SCE retakes during a 12-week ISP (or longer) are scheduled during a two-week exam window towards the end of the ISP (starting in Week 9). Students can request additional time for retakes by submitting a request 30 days prior to their scheduled exam window. Students who request additional time for exams will have their ISP extended and will remain in a TW status.

**Independent Study Period for NBME SCE Exam Retakes**

- The ISP is not a formal course, rather it is simply required time off from all other curricular requirements (i.e. clinical clerkships) to study for the failed NBME SCE(s).
- Students will be in a Temporary Withdrawal status during the ISP.
- Students in TW status are considered not enrolled and may be subject to repayment status depending on the policies of their lenders.
- Students in an ISP will not be eligible for Financial Aid. Students are not billed additional tuition for the ISP.
- Students who are required to take an ISP are highly encouraged to contact their Office of Student and Professional Development advisor to review and discuss the impact on the student’s graduation date and match year.
- Please note that an ISP will be reported on the student’s MSPE and to any state or government credentialing and/or licensing boards.
**NBME SCE Scheduling – Retakes**

1) All NBME SCE retakes during a 6-week ISP are scheduled during a two-week exam window at the end of the ISP (Week 5 and Week 6). Students can request additional time for retakes by submitting a request 30 days prior to their scheduled exam window. Students who request additional time for exams will have their ISP extended and will remain in a TW status.

2) All NBME SCE retakes during a 12-week ISP (or longer) are scheduled during a two-week exam window towards the end of the ISP (starting in Week 9). Students can request additional time for retakes by submitting a request 30 days prior to their scheduled exam window. Students who request additional time for exams will have their ISP extended and will remain in a TW status.

3) NBME SCEs retake scheduling during an ISP longer than 12 weeks will be determined on a case-by-case basis as determined by the Office of the Registrar.

Students who fail two (2) or more NBME SCEs may not commence electives until all SCEs are passed. If a student has started an elective clerkship when they are notified of their second failed SCE, they will be permitted to complete the clerkship and be placed in TW status once the elective clerkship is completed.

**Comprehensive Clinical Science Exam (CCSE)**

This is a formative exam to gauge a student’s readiness for USMLE Step 2 CK and to prepare every student to score their best possible score. The examination will be provided at no cost to students unless the student is a no-show or fails to cancel/reschedule within the time frame indicated by the Office of the Registrar.

Effective September 1, 2018, students are required to pass the NBME CCSE to be eligible to sit for the USMLE Step 2 CK. The current minimum passing score for the NBME CCSE is 74 and is subject to change.

**Eligibility:**

RUSM Students are eligible to sit for the NBME CCSE after receiving passing scores on four (4) NBME SCEs. Students are encouraged to successfully complete all clinical core clerkships prior to sitting for USMLE Step 2 CK.

**Timeframe:**

Students are required to sit for their first attempt on the NBME CCSE within 90 days from passing all six (6) NBME SCEs. Failure to sit by this deadline will count as a failed attempt and the student will be charged an exam fee of $145 USD. This fee is subject to change.

Please note that NBME CCSE exams are scheduled no earlier than 45 days in advance of the start of the two week exam window. Students must meet the eligibility criteria before submitting a request to schedule. To schedule the NBME CCSE, please send a request to ExamAdministration@RossU.edu.

**NBME CCSE Failures & “No Shows”:**

Students have up to three (3) consecutive attempts to pass the NBME CCSE. If a student fails any exam attempt, but scores between a 68 and 73 on any attempt, an automatic fourth attempt will be granted.

For NBME CCSE retakes, students may sit for their next attempt 90 days after the date of the previous attempt. However, the deadline to sit for the retake is 120 days from the date of the previous attempt.

Failure to sit by this deadline will count as a failed attempt and the student will be charged an exam fee of $145 USD. This fee is subject to change.

A student who fails on their last attempt will be referred to the Student Promotions Committee – Clinical Science subcommittee for review.
Clinical Skills Assessment (CSA)

Beginning September 1, 2018, RUSM will require students to pass a CSA, formerly referred to as a Mock Clinical Skills (CS) event, to be eligible to sit for USMLE Step 2 CS exam. The CSA is offered by both Becker and RUSM.

Eligibility

Students must pass four (4) NBME SCEs in order to sit and schedule a CSA (Becker or RUSM). Upon passing their fourth NBME SCE, students can schedule their CSA as follows:

- For RUSM CSA, please contact RUSMMockCS@RossU.edu.
- For Becker CSA, visit the website at http://www.becker.com/rossmed.

Timeframe

Students are required to sit for their first attempt on the CSA within 90 days from passing all six (6) NBME SCEs. Failure to sit by this deadline will count as an attempt but not a failure and the student will be charged an exam fee of $300 USD. This fee is subject to change.

CSA Failures & “No Shows”

Students have up to three (3) consecutive attempts to pass the CSA. If a student fails the CSA on any attempt, they are required to complete a mandatory advising session prior to scheduling their next attempt.

For CSA retakes, students may sit for their next attempt 60 days after the date of the previous attempt and contingent on completing the mandatory advising session. However, the deadline to sit for the retake is 120 days from the date of the previous attempt.

Failure to sit by this deadline will count as an attempt and the student will be charged an exam fee of $300 USD. This fee is subject to change.

A student who fails on their third attempt will be referred to the Student Promotions Committee – Clinical Science subcommittee for review.

United States Medical Licensing Examinations® (USMLE) – STEP Exams

USMLE STEP 1 EXAM

Overview

USMLE Step 1 assesses fluency in basic medical science. Students must sit and pass the USMLE Step 1 to start clinical core track program.

Eligibility

In order take USMLE Step 1, students must be ECFMG verified by the Office of the Registrar. Eligibility for verification includes the following:

1) Enrollment as a full-time student in good standing;
2) Have met all financial obligations; students with a Bursar hold will not be verified;
3) Passed all courses in the Medical Sciences curriculum;
4) Passed NBME CBSE; and
5) Completed ECFMG Form 186 and submitted to ECFMG. Applications and forms are available on the ECFMG website: www.ecfmg.org.

Timeframe

For students who pass the NBME CBSE on or before March 31, 2019 must sit for the first attempt USMLE Step 1 exam within six (6) months of passing the NBME CBSE. For students who pass the NBME on or after April 1, 2019 must sit for the first attempt on USMLE Step 1 exam within three (3) months of passing the NBME CBSE.
Students who fail to sit for their first attempt by the established deadline will be Administratively Withdrawn from RUSM.

**Step 1 Failures**

Students who fail USMLE Step 1 on or before March 31, 2019 will be required to sit for their retake within six (6) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Students who fail USMLE Step 1 on or after April 1, 2019 will be required to sit for their retake within three (3) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Please note that all USMLE scores (pass or fail) must be submitted to the Office of the Registrar within 30 days of receipt. Students who fail to submit their score reports will have a Registrar Hold placed on their account.

Students must submit their failing USMLE Step Score report to the Office of the Registrar prior to being verified for the retake.

Effective September 1, 2018, students who matriculate into RUSM on or after 9/1/18 will have up to four (4) attempts to pass USMLE Step 1. Students who matriculated into RUSM prior to 9/1/18 will have up to six (6) attempts to pass USMLE Step 1. Students who fail to pass USMLE Step 1 on their final attempt will be subject to dismissal.

Students who matriculate into RUSM on or after September 1, 2018 and are subsequently dismissed for failing to pass USMLE Step 1 on their final attempt are not eligible to appeal. These attempts must be in accordance with the requirement for the student to complete their degree requirements within seven (7) years of matriculation. If it is determined that the student will not be able to complete their degree requirements within the seven year timeframe, they will be dismissed from RUSM.

Please refer to “Appeals Process for Academic Dismissals” section for more information.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam. Students reinstated or readmitted for USMLE Step 1 will be given a deadline and will be required to submit:

- USMLE Step 1 sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

**USMLE STEP 2 EXAMS**

ECFMG Certification & Verification for the USMLE Step 2 CK and USMLE Step 2 CS

RUSM will automatically verify a student as eligible to sit for the USMLE Step 2 CK or CS as soon as all eligibility criteria are met.

**USMLE Step 2 CK**

*Overview*

USMLE Step 2 CK assesses the application of medical knowledge and clinical science in the care of patients. It specifically emphasizes health promotion and disease prevention. USMLE Step 2 CK is taken in a student’s clerkship years following completion of required clinical training.

*Eligibility*

Students are eligible to schedule and sit for the USMLE Step 2 CK after passing the NBME CCSE.
**Timeframe**

Students must sit for USMLE Step 2 CK within six (6) months of passing the NBME CCSE. Students need to plan accordingly and schedule the NBME CCSE in advance of the deadline but within the policy to sit for USMLE Step 2 CK. Students who fail to sit for their first attempt on the USMLE Step 2 CK by this deadline will be Administratively Withdrawn from RUSM.

Students must pass USMLE Step 2 CK in order to receive the MD degree. Students may request an AA for a period of up to ten weeks to prepare for USMLE Step 2 CK. Please note that taking an AA does not extend the deadline to sit for the exam.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam.

**USMLE Step 2 CK Failures**

Students who fail USMLE Step 2 CK will be required to sit for their retake within six (6) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 2 CK retake by this deadline will be administratively withdrawn from RUSM.

Students must submit their failing USMLE Step 2 CK Score report to Office of the Registrar prior to being verified for the retake.

Effective 9/1/18, students who matriculate into RUSM on or after 9/1/18 will have up to four (4) attempts to pass the USMLE Step 2 CK. Students who matriculated prior to 9/1/18 will have up to six (6) attempts to pass USMLE Step 2 CK. Students who fail to pass USMLE Step 2 CK on their final attempt will be subject to dismissal. Students who matriculate into RUSM on or after 9/1/18 and are subsequently dismissed for failing to pass USMLE Step 2 CK on their final attempt are not eligible to appeal.

These attempts must be in accordance with the requirement for the student to complete their degree requirements within seven (7) years of matriculation. If it is determined that the student will not be able to complete their degree requirements within the seven (7) year timeframe, they will be dismissed from RUSM.

Please refer to “Appeals Process for Academic Dismissals” section for more information.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam. Students reinstated or readmitted for USMLE Step 2 CK will be given a deadline and will be required to submit:

- USMLE Step 2 CK sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

Please refer to “Appeals Process for Academic Dismissals” section for more information.

**USMLE Step 2 CS**

**Overview**

USMLE Step 2 CS assesses a student’s ability to obtain a relevant medical history, perform a proper physical examination in a clinical setting, and compose a competent written record of the experience. It also evaluates a student’s ability to communicate effectively using the English language. The USMLE Step 2 CS is taken during the clinical clerkship portion of medical studies.

**Eligibility**

Students are eligible to sit for the USMLE Step 2 CS after passing the CSA (Becker or RUSM).
**Timeframe**

Students must sit for USMLE Step 2 CS within one (1) year of passing the CSA. Students who fail to sit for their first attempt by this deadline will be Administratively Withdrawn from RUSM.

Students must pass the USMLE Step 2 CS in order to receive the MD degree.

Students may request an AA for a period of up to ten weeks to prepare for the USMLE Step 2 CS. Please note that taking an AA does not extend the deadline to sit for the exam.

Students who are dismissed or administratively withdrawn will have their ECFMG status revoked. Students who are reinstated or readmitted will need to reapply to ECFMG.

**USMLE Step 2 CS Failures**

Students who fail USMLE Step 2 CS will be required to sit for their retake within one (1) year of their prior exam attempt. Any student who fails to sit for their USMLE Step 2 CS retake by this deadline will be administratively withdrawn from RUSM.

Students must submit their failing USMLE Step Score 2 CS report to Office of the Registrar prior to being verified for the retake.

Effective 9/1/18, students who matriculate into RUSM on or after 9/1/18 will have up to four (4) attempts to pass the USMLE Step 2 CS. Students who matriculated prior to 9/1/18 will have up to six (6) attempts to pass USMLE Step 2 CS. Students who matriculate into RUSM on or after 9/1/18 and are subsequently dismissed for failing to pass USMLE Step 2 CS on their final attempt are not eligible to appeal.

These attempts must be in accordance with the requirement for the student to complete their degree requirements within seven (7) years of matriculation. If it is determined that the student will not be able to complete their degree requirements within the seven year timeframe, they will be dismissed from RUSM.

Please refer to “Appeals Process for Academic Dismissals” section for more information.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam. Students reinstated or readmitted for USMLE Step 2 CS will be given a deadline and will be required to submit:

- Students are required to submit their USMLE Step 2 CS sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

**Early Verification Agreement (EVA) Form – USMLE Step 2 CS**

As a convenience to students, RUSM will permit students to register and be verified for the USMLE Step 2 CS exam prior to completing the eligibility requirements simply to help facilitate a students’ ability to obtain a sitting window for the USMLE Step 2 CS exam.

Formal requests to be verified before meeting all eligibility criteria must be submitted on the “RUSM Step 2 CS Early Verification Agreement” form, which is available online or provided once a student speaks with their advisor.

Please note that all students, regardless of whether they are verified early or not, are still required to follow the eligibility policies and may not sit for the USMLE Step 2 CS examination until meeting all eligibility requirements.

Sitting for the Step 2 CS exam prior to meeting all RUSM eligibility requirements is a violation of RUSM academic policy and will be considered a conduct violation that is not appealable. Conduct violations are reported on MSPEs and will be reported to state licensing agencies.
If a student requests early verification and is unable to sit for an examination in that window for any reason (fails the CSA, needs additional time to study, etc.), the student is responsible for any costs associated with moving the window or rescheduling the Step exam.

**USMLE Score Reports**

Students must submit USMLE Step 1, Step 2 CK, and Step 2 CS score reports to the Office of the Registrar – Exam Administration ([ExamAdministration@RossU.edu](mailto:ExamAdministration@RossU.edu)) within 30 days of receiving exam results.

For those seeking to start a clinical clerkship after IMF, score reports need to be submitted 30 days prior to the start of the clerkship.

Students who fail to submit their USMLE Step score reports within 30 days of receipt will have a Registrar Hold placed on their account.

**COMMENCEMENT**

Unless otherwise excluded pursuant to this Student Handbook, a student may participate in Commencement if the student:

1. Has an eligible graduation date of 11/30, 3/31, or 4/30 of that current academic year.
2. Approved for a Special Graduation Date for that academic year (Between 6/30 and 7/1).
3. Slated for an 11/30 graduation date the following academic year, but will complete all graduation requirements prior to 6/30 of the current academic year.
4. Did not participate in Commencement for the academic year their degree was conferred, but successfully matched into a residency program in the current academic year.

RUSM faculty officials selected by the Dean to participate in the RUSM Commencement ceremony hood all graduates. Guest hooders are not permitted.

**SPECIAL GRADUATION DATE POLICY**

A Special Graduation Date (SGD) may be approved for one of the following reasons:

1. Student is a non-US resident and are required to take USMLE Step 3 to obtain a working Visa.
   a) International citizenship will be verified.

2. If a student is applying for California licensing and must supply proof that the program for which they wish to interview will not offer an interview without the Post-Graduate Training Authorization Letter (PTAL) issued, otherwise their expected graduation date will allow sufficient time to obtain the PTAL for purposes of the NRMP (The MATCH).
   a) PTAL receipt will be requested.

3. Student has received a residency position **or other employment**, which is scheduled to begin at least one month before their scheduled graduation date. The student must submit a copy of a signed contract with their request for approval.
   a) Offer letter will be requested.

To apply for a SGD, submit a written request to Registrar@RossU.edu at least 60 days prior to the date the student is requesting. The request must include:

- Anticipated date you will complete all graduation requirements;
- One of the three reasons listed above;
- All supporting documentation as required above:
  - Proof of international citizenship
  - Proof of program requiring PTAL for interview and PTAL receipt
  - Copy of signed contract for residency position or employment
LICENSURE TO PRACTICE MEDICINE

RUSM graduates must be certified by the ECFMG to practice medicine in the United States. Steps to certification include graduation from a school listed in the International Medical Education Directory (IMED) and successful completion of Step 1 and Step 2 of the USMLE.

Students will take the USMLE Steps 1 and 2 during their time at RUSM. Step 1 is a test assessing the application of basic medical sciences in patient care. USMLE Step 2 consists of two examinations: a CK exam and a CS exam. Prior to sitting for these exams, students must apply and be ECFMG certified by the Office of the Registrar. To ensure adequate processing on ECFMG certification of their degree, students are strongly encouraged to complete all degree requirements 60 days prior to their graduation date.

RUSM graduates must also pass the USMLE Step 3 test to be licensed to practice medicine in the United States. Students may sit for the USMLE Step 3 test following graduation, during residency, or upon conclusion of residency, depending on state board requirements. More information may be obtained from the ECFMG at:

ECFMG
3624 Market Street
Philadelphia, Pennsylvania 19104–2685
Telephone: (215) 386–5900
Fax: (215) 387–9196
www.ecfmg.org

RUSM does not control state licensing requirements, and graduation from RUSM alone does not ensure that graduates may be licensed to practice medicine in every state. While RUSM will assist students with state licensure during school and after graduation, students are ultimately responsible for knowing and ensuring that they meet the licensing requirements of each state in which they may wish to practice.

RUSM may be called upon by State Medical Boards, ECFMG, Federation Credentials Verification Service, Government Agencies, and Employers to report unusual circumstances that may have occurred during the course of a graduate’s medical education. These include but are not limited to:

- Academic and/or disciplinary probation or warnings;
- ISPs;
- Conduct violations;
- Disciplinary action due to unprofessional conduct/behavior;
- The subject of negative reports for behavioral reasons or an investigation by the medical school or parent university and;
- Limitations or special requirements imposed on the individual because of questions of academic incompetence, disciplinary problems, or any other reason.

ACADEMIC DISCIPLINARY ACTIONS

Academic Probation

The Academic Probationary status of a student is determined by the Student Promotions Committee. Students are placed on Academic Probation under the following circumstances:

- When repeating a Medical Sciences semester;
- When cumulative GPA is below 2.00;
- When taking an AA with 1 or more WFs;
- After readmission with 1 or more WFs earned during the last attempted term;
- After readmission with a previous cumulative GPA under 2.0;
- After failing a clinical clerkship;
- Remediation of a core clerkship;
- Remediation of an elective clerkship;
- After successfully appealing a dismissal.
Students will be removed from Academic Probation if, at the end of the next semester, they pass all courses and their cumulative GPA is 2.00 or higher and/or successfully retake a SCE.

Academic Probation has important financial aid consequences, which are explained in the Office of Student Finance publication, “Financial Planning Guide” available.

Students must clear any academic deficiency and should have a cumulative GPA of 2.00 or higher by the end of the Medical Sciences curriculum to advance to clinical training.

**Administrative Withdrawal**

Students are subject to Administrative Withdrawal if they:

- Do not return to campus to check-in during the designated check-in period prior to the start of the semester. Check-in period is determined by the Office of the Registrar;
- Fail to report to a clinical clerkship on the first day of the clerkship (for IMF and clinical clerkships);
- Do not return at the time specified at the end of an AA without prior approval or take an unauthorized leave;
- Have an unexcused absence, or multiple unexcused absences or fail to respond to requests regarding enrollment status and/or unexcused absences.
- For students who passed NBME CBSE on or before March 31, 2019, do not sit for their first attempt of the USMLE Step 1 within six (6) months of becoming eligible;
- For students who passed NBME CBSE on or after April 1, 2019, do not sit for their first attempt of the USMLE Step 1 within three (3) months of becoming eligible;
- For students who fail USMLE Step 1 on or before March 31, 2019, do not sit for their retake of USMLE Step 1 within six (6) months of prior attempt;
- For students who fail USMLE Step 1 on or after April 1, 2019, do not sit for the retake of USMLE Step 1 within three (3) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CK within six (6) months after passing NBME CCSE;
- Do not sit for their retake of USMLE Step 2 CK within six (6) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CS within one (1) year after passing CSA;
- Do not sit for their retake of USMLE Step 2 CS within one (1) year of prior attempt;
- Failure to meet the conditions of their readmission.

A student who is Administratively Withdrawn will be reported as withdrawn effective the last date of any academically related activity or the date the institution determined the change in status. The withdrawal date will be reported to the U.S. Department of Education which will cause the student’s loans to enter repayment status, in accordance with the terms and conditions of the loans. Please consult with the Office of Student Finance to determine the impact on individual loan repayment.

**Academic Dismissal**

Students are subject to Academic Dismissal based on the following:

- Failing any course or semester upon two attempts;
- Failure of remedial courses;
- Student is, or will be, unable to complete the Medical Sciences curriculum in no more than 75 instructional weeks (five semesters) for students who completed their first semester prior to May 2013. Students who complete their first semester after May 2013 must complete their Medical Sciences curriculum in 90 instructional weeks (six semesters). The Promotions Committee may make an exception based on academic progress or mitigating circumstances;
- Failure to achieve a cumulative GPA of 2.00 or above by the completion of the Medical Sciences curriculum;
- Failure to pass the NBME CBSE in three (or four if eligible) consecutive attempts;
• Students who matriculate before 9/1/18: Failure to pass the USMLE Step 1 or Step 2 CK or CS in six (6) attempts;
• Students who matriculate on or after 9/1/18: Failure to pass the USMLE Step 1 or Step 2 CK or CS in four (4) attempts;
• Failure to pass any SCE in four (4) attempts;
• Failure of two different core SCEs on the third attempt;
• Failure of two clinical clerkships (including IMF);
• Failure of a clinical clerkship where a grade of R was awarded for the same clerkship (i.e. failing the same clerkship twice);
• Student demonstrates the inability to meet the RUSM’s technical standards;
• Failure to meet the conditions of their reinstatement on appeal; or
• Failure to complete all required degree requirements within seven (7) years of matriculation or as otherwise noted on reacceptance or reinstatement.

Students may also be dismissed for non-academic reasons or professionalism concerns pursuant to the Code of Conduct. (See Code of Conduct section in this Student Handbook).

Appeals Process for Academic Dismissal
Students who matriculate into RUSM on or after 9/1/18 and are subsequently dismissed for failing to pass the following exams on their last attempt are ineligible to appeal their dismissal:
• NBME CBSE
• USMLE Step 1
• USMLE Step 2 CK
• USMLE Step 2 CS

First Appeal: Any student dismissed from the Medical Sciences or the Clinical Sciences curriculum who can demonstrate and document a significant extenuating circumstance that resulted in unsatisfactory academic performance may appeal the dismissal to the Student Promotions Committee (SPC).

First Appeal – Medical Sciences: Expedited Appeal Option
Students seeking to appeal a dismissal for failing two Medical Sciences semesters have the option of submitting an Expedited Appeal or Standard Appeal.

• A Standard Appeal requires the student to submit an appeal, using the Academic Dismissal Appeal form, within 15 calendar days from the date of the dismissal notification. The Standard Appeal process takes an average of 45 to 60 calendar days for the SPC to review the appeal and issue the decision. If the SPC overturns the dismissal, this requires the student to sit out a full term before returning to repeat the semester.

• An Expedited Appeal allows students who are dismissed at the end of the term for failing two Medical Sciences semesters the option to seek an expedited review of their appeal by the SPC. The appeal must be submitted, using the Academic Dismissal Appeal form, within 48 hours of receipt of the dismissal notification. Any appeals received after this deadline will be subject to the Standard Appeal process.

The expedited review process provides an opportunity for the student to have their appeal reviewed and a decision issued by SPC prior to the start of the next Medical Sciences term. If the SPC overturns the dismissal, the student will be allowed to repeat the term without having to sit out for a term. The student is required to meet all the conditions set forth by the SPC in their decision.
Any student who submits a request for an Expedited Appeal and their dismissal is upheld is not eligible to submit a Standard Appeal. If the SPC upholds the dismissal on an Expedited Appeal, the student’s last appeal is to the Dean or designee.

Standard Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to PromotionAppeals@RossU.edu within 15 calendar days of the date on the dismissal notification letter. The appeal will be heard by the SPC, which will then make an official decision to uphold or overturn the dismissal. Appeals that do not demonstrate or document extenuating circumstances will not be considered. Appeals received after the deadline (15 calendar days after the date on the dismissal notification letter) will not be accepted.

Second Appeal: In cases of procedural irregularity, or where additional evidence has become available that was not considered by the Student Promotions Committee, a final appeal may be made to the Dean. Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to the Dean at PromotionAppeals@Rossu.edu within 15 calendar days of the date on the decision letter from the Student Promotions Committee. The appeal will be heard by the Dean or designee, who will make the final decision to uphold or overturn the dismissal. The Dean’s decision is final. Appeals that do not demonstrate procedural irregularity or provide additional evidence that was not considered by the Student Promotions Committee will not be considered.

Appeals received after the deadline (15 calendar days after the date on the decision letter) will not be accepted. Students must adhere to the instructions outlined above and on the Academic Dismissal Appeal Form in order for their appeal to be considered. Academic Dismissal Appeal Form may be found on the student portal and RUSM Student Timeline.

Medical Sciences: A student in the Medical Sciences curriculum who successfully appeals a dismissal decision will be:

- Expedited Appeal: Reinstated to the semester following the term the dismissal was issued.
- Standard Appeal: Reinstated to the semester subsequent to the semester in which the decision regarding the appeal is made. For example, a student who is dismissed at the end of the September 2018 term, and allowed to return, would be on inactive status for the January 2019 term and then resume their studies during the May 2019 term if their appeal is granted.

Medical Sciences and Clinical Sciences: A student who successfully appealed a dismissal for failure to pass any required examinations, failed two clerkships or failure to complete all degree requirements within seven (7) years of matriculation will be notified of the reinstatement conditions and deadline to sit for the exam or complete the degree requirements.

Requests to change the conditions of the reinstatement are not granted, including an extension to sit for the exam or complete the degree requirements. Students who are unable to meet the condition of their reinstatement have the option to withdraw. Failure to meet the condition of the reinstatement will result in a dismissal from RUSM.
POLICIES AND ADMINISTRATIVE PROCEDURES

ABSENCES, WITHDRAWALS AND DEFERRALS

The RUSM curriculum is designed to offer a series of integrated learning experiences that build upon one another. Interruptions to this educational schedule, therefore, create undesirable breaks in the continuous learning process. Interruptions are of concern to medical licensure boards, and they can also affect financial aid eligibility and loan repayment status. Therefore, absences are approved only under extraordinary, well-documented circumstances.

The profession of medicine demands a great deal of time and attention; many components of the medical education program cannot be made up or remediated. Students will frequently be required to make tough choices concerning the competing demands of educational and personal interests. Prior to submitting a request for an absence, students should carefully consider their priorities in terms of successfully completing their RUSM MD degree.

Typically, excused absences will only be granted if students have a significant, unavoidable conflict and can make up the missed activity or make alternate arrangements for the activity. Students are advised to consult with the Office of Student Affairs, as appropriate, to discuss plans for any interruption of their studies.

WITHDRAWALS

Students may voluntarily withdraw their enrollment with RUSM. If they wish to return to RUSM, they must then apply for readmission at http://www.rossu.edu/medical-school/apply and will be subject to the tuition policy for withdrawals and the federal refund policy (See Tuition and Fees Refund Policy for Withdrawals section). Readmission is not guaranteed and applications will be reviewed by the Readmission Committee.

The Office of the Registrar is the designated office to which a student must provide official notification of their intent to withdraw from RUSM. A student’s effective withdrawal date is the date they provide official notification of their intent of withdrawal to the Office of the Registrar. Official notification from the student is defined, for these purposes, as any notification that is provided in writing to Registrar@Rossu.edu, verbally to the Office of the Registrar, or by the submission of the Withdrawal form on myRoss to Registrar@Rossu.edu. Upon receipt of official notification, the Office of the Registrar will send the student a Withdrawal form, if not initially submitted, and will notify the appropriate advisors for follow-up and outreach. A 48 hour window is provided to allow for outreach advising. During this 48 hour window the student is able to rescind their request by providing an official written notification to the Office of the Registrar. If the student does not rescind their request by the end of the 48 hour window, the withdrawal request will be processed accordingly.

Students who are subject to Dismissal or Administrative Withdrawal, will be dismissed or administratively withdrawn per University policies. A student may not pursue a withdrawal once they are subject to dismissal or administrative withdrawal.

Students who complete their final exam and earn a final grade for their course may not withdraw.

Transcripts: A Medical Sciences student electing to withdraw from RUSM prior to the time of the first examination will receive a grade of “W” on their transcript. Those withdrawing after taking one examination will receive a “WP” (withdrawn passing) or “WF” (withdrawn failing) grade based on their performance on the examination(s) taken. Students enrolled in Clinical Sciences at the time of withdrawal will be issued a grade of “W, WP, or WF.” Grades of W, WP, WF do not count in cumulative grade point average, but do count as attempted credit hours. Attempted credit hours are calculated into Pace of Progression in determining Satisfactory Academic Progress and may impact Title IV funds.

Exit Counseling: Students who have received a subsidized, unsubsidized or graduate PLUS loan(s) under the Direct Loan Program or the FFEL Program, must complete exit counseling each time they drop below half-time
enrollment, graduate, or leave school. Students must complete exit counseling at www.studentloans.gov. During exit counseling, you will review your rights and responsibilities as a borrower.

APPROVED ABSENCES

Medical Sciences
The instructional weeks of the Medical Sciences curriculum are scheduled three times per calendar year with short breaks between terms. Outside of these scheduled breaks students must be continuously enrolled. A student who wishes to temporarily interrupt their studies with intent to return the following term may apply for an Approved Absence (AA). Acceptable reasons for an AA may include: personal or family medical emergency, other personal or family emergency, or legal or financial hardship. In addition to providing a written explanation at the time of application, the student may be asked to provide additional documentation. Students who are granted an AA during a semester will be reported as not enrolled to all lenders until returning to courses the following term.

Students are subject to individual lenders’ loan repayment policies and the tuition policy for withdrawals and the federal refund policy (See Tuition and Fees Refund Policy for Withdrawals section).

An AA is considered a “gap” in enrollment that must be accounted for and disclosed when applying for The MATCH and state licensure. An AA may not exceed a single term during the Medical Sciences curriculum under any circumstances. An AA may be taken only in the Medical Sciences curriculum under the following conditions:

1. During the term to continue until the end of the term and return at the beginning of the subsequent term;
2. In between terms;
3. Returning at the beginning of the following term to cover a period of time equal to one term.

When applying for an AA, the student must indicate when they intend to resume studies, which must be at the beginning of the following term. All students returning from an AA must follow the standard registration and check-in procedures prior to the start of the term, ensuring that the Office of the Registrar and Student Affairs are notified of their presence on campus to resume studies.

In order to qualify for an AA during Medical Sciences, the student must meet the criteria established below:

- Completed one full term at RUSM;
- Not have more than one AA within a 12-month period;
- Be in good academic standing at the time of the application;
- Not be on academic probation or failing at the time of application.

Application: The Office of the Registrar is the designated office a student must submit their application for AA to be reviewed and for possible approval. All requests must be sent to Registrar@Rossu.edu. If the student is deemed ineligible for an approved absence, the student’s request will be processed as an official withdrawal. Students, as outlined under WITHDRAWALS, are able to rescind their request, in writing, to the Office of the Registrar.

Transcripts: A Medical Sciences student electing to take an AA prior to the time of their first examination will receive a grade of “W” on their transcript. Those taking an AA after taking one examination will receive a “WP” (withdrawn passing) or “WF” (withdrawn failing) grade based on their performance on the examination(s) taken. Grades of W, WP, WF do not count in cumulative grade point average, but do count as attempted credit hours. Attempted credit hours are calculated into Pace of Progression in determining Satisfactory Academic Progress and may impact Title IV funds.

Exit Counseling: Students who have received a subsidized, unsubsidized or graduate PLUS loan(s) under the Direct Loan Program or the FFEL Program, must complete exit counseling each time they drop below half-time enrollment, graduate, or leave school. Students must complete exit counseling at www.studentloans.gov. During exit counseling, you will review your rights and responsibilities as a borrower.
**Clinical Sciences**

Students who are granted an AA during a term will be reported as not enrolled to all lenders until returning to clinical clerkships the following term. Students are subject to individual lenders’ loan repayment policies and the tuition policy for withdrawals and the federal refund policy (See Tuition and Fees Refund Policy for Withdrawals section). An AA is considered a “gap” in enrollment that must be accounted for and disclosed when applying for The MATCH and state licensure.

An AA may only be taken during the Clinical Sciences curriculum under the following conditions:

1. After completion of IMF and prior to beginning clinical clerkships, for up to 10 calendar weeks and to 180 calendar days.
2. During clinical clerkships, for up to 10 calendar weeks to study for USMLE Step 2 CK or CS if a clinical clerkship scheduled at the end of the AA. The student must return to resume clinical clerkships at the time specified or be subject to Administrative Withdraw. If the student is not able to return to clinical clerkships at the end of their AA, the student must notify the Office of the Registrar and will be placed in a TW status.

In order to qualify for an AA during Clinical Sciences, the student must meet the criteria established below:

- Not have more than one AA within a 12-month period;
- Be in good academic standing at the time of the application (cumulative GPA of 2.0 or higher)
- Not be on academic probation or failing at the time of their application.

**Application:** The Office of the Registrar is the designated office to which a student must submit their application for AA. All requests must be sent to Registrar@Rossu.edu. If the student is deemed ineligible for an approved absence, the student’s request will be processed as an official withdrawal. Students, as outlined under WITHDRAWALS, are able to rescind their request, in writing, to the Office of the Registrar.

**Transcripts:** Students enrolled in Clinical Sciences at the time of withdrawal will be issued a grade of “W, WP, or WF.” Grades of W, WP, WF do not count in cumulative grade point average, but do count as attempted credit hours. Attempted credit hours are calculated into Pace of Progression in determining Satisfactory Academic Progress and may impact Title IV funds.

**Exit Counseling:** Students who have received a subsidized, unsubsidized or graduate PLUS loan(s) under the Direct Loan Program or the FFEL Program, must complete exit counseling each time they drop below half-time enrollment, graduate, or leave school. Students must complete exit counseling at www.studentloans.gov. During exit counseling, you will review your rights and responsibilities as a borrower.

**Short-Term Personal Leave (STPL): Medical Sciences**

The Associate Dean of Student Affairs or authorized designee will consider petitions for excused absences via a STPL for reasons that are not addressed by the exceptions listed in the section on attendance.

Petitions for permission to leave during the semester for a short personal leave and/or missing a required exercise (other than exams), on the basis of extraordinary personal circumstances (those that are not included in the three exceptions listed in the attendance policy), are considered by the Associate Dean of Student Affairs or authorized designee. The petitioning process begins by speaking with an advisor from the office of Student Affairs and submitting a STPL request form along with documentation of the extraordinary personal circumstances that is requiring this leave. The STPL form is available on myRoss, the Registrar’s portal page, or at the Student Affairs offices. The request form must be submitted in advance of the start date of the requested leave.

Students should understand that the profession of medicine is one that demands a great deal of time and attention. There are components of the medical education program that cannot be made up or remediated. Students will frequently be required to make tough choices concerning the competing demands of educational and personal interests. Prior to submitting a request for a STPL, students should give careful consideration to the priorities required for successful completion of the RUSM medical degree. Typically, excused absences will only be
granted if the student has a significant and unavoidable conflict. If a Short Term Personal Leave is granted, the following conditions apply:

- **Timeframe.** The leave will be granted for no more than one week (7 calendars days). The student must return to campus to complete all coursework for that semester within this timeframe. Students who experience difficulty returning to campus (for travel or other reasons) and cannot return within this timeframe will not be allowed to resume their academic work in the same semester.

- **Conversion to Approved Absence.** Students must return from a STPL or have applied for and been granted an AA within the one-week timeframe. The request for an AA must be submitted directly to the Office of the Registrar at Registrar@RossU.edu. Those who do not return within this period will be administratively withdrawn.

- His or her absence will be treated as an STPL and will have no effect on enrollment status.

- **Frequency and SAP.** For students on STPL, the interrupted portion of the semester will not be counted when determining time limits for SAP.

- No more than one STLP will be granted per semester.

**Emergency Leaves of Absence (ELOA): Medical Sciences**

On occasion, students may need to interrupt their enrollment during a semester for unavoidable, non-academic reasons. 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. These include severe illness or major injury to the student, a similar emergency or death in the student’s immediate family, a legal summons, or military obligation. If an emergency leave of absence is granted, the following conditions apply:

- **Documentation.** Documentation of the emergency is required for ELOA approval. If the student does not provide documentation, the ELOA may be nullified and the student’s absence will no longer be considered excused.

- **Timeframe.** If the student is able to return within two weeks (14 calendars days) of such an emergency and complete all coursework for that semester.

- His or her absence will be treated as an ELOA and will have no effect on enrollment status.

- **Frequency and SAP.** For students on ELOA, the interrupted portion of the semester will not be counted when determining time limits for SAP.

- No more than one ELOA will be granted per semester.

- **Conversion to Approved Absence.** Students must return from an ELOA or have applied for and been granted an AA within the two-week timeframe. The request for an AA must be submitted directly to the Office of the Registrar at Registrar@RossU.edu. Those who do not return within this period will be administratively withdrawn.

**Involuntary Leaves of Absence**

In circumstances where students are deemed, in the sole discretion of the University, to be at risk academically, as a result of, but not limited to: course or USMLE failure or the failure to meet technical or professional standards, students may be placed on involuntary leave of absence by the University.

Students may be placed on an involuntary medical leave of absence if it is determined, in the sole discretion of the University, in the event that the health and safety of a student or others within the RUSM community is at risk and/or they are unable to meet the Technical Standards.

In conjunction with any involuntary leave of absence, the University may impose conditions that must be complied with in order to be permitted to return from the leave of absence. These condition include, but are not limited to, academic remediation, counseling, and/or treatment if involuntary leave of absence was based on physical or mental health ground and rehabilitation. If conditions are not met for return within the specified time established by the University the student may be subject to dismissal.

A student who is not actively enrolled for financial aid purposes will be withdrawn, effective the last academically related activity or the date the institution determined the change in status. (Note the effect of this on financial aid
obligations; see “Financial Planning Guide”. Please speak with the Office of Financial Aid regarding the impact on financial aid.

Temporary Withdrawal (TW)
Students who successfully complete their Medical Sciences curriculum will be placed in a TW status and reported as not enrolled to NSLDS and Clearinghouse after the last day of the term.

Students in Clinical Sciences are subject to a TW status for absences longer than 31 calendar days in duration. A student in TW status is still considered a RUSM student, but not currently enrolled in classes. A TW is a “gap” in your enrollment that must be accounted for and disclosed when applying for The MATCH and state licensure. A gap is defined as a period of non-enrollment that is more than 31 calendar days in duration.

Students in TW status who have not completed all degree requirements within seven (7) years of matriculation will be subject to dismissal. Students in an AA or TW status are reported as not enrolled to student loan lenders.

A student who is not actively enrolled for financial aid purposes will be reported as withdrawn to lenders, effective the last academically related activity or the date the institution determined the change in status. (Note the effect of this on financial aid obligations; see “Financial Planning Guide”.) Students are advised to contact their lenders directly to discuss the impact to their specific situations when no longer being reported as enrolled during this period including options regarding repayment status. Students will also be required to complete Exit Counseling to assist with this understanding.

Unauthorized Absences
Students who leave without RUSM approval during a semester or a scheduled clinical clerkship will be administratively withdrawn.

Students wishing to return to RUSM after an unauthorized absence must apply for readmission. Applications for readmission will be reviewed by the Readmission Committee to determine if the student is eligible for readmission, and if so under what conditions (such as academic probation). (See instructions for reapplying in the Policies and Administrative Procedures section)

Exception for Clinical Clerkship Breaks: Due to scheduling constraints between clinical clerkships (and external institutions’ procedures), brief breaks in study may occur. Such breaks, if less than 31 calendar days (including weekends) in duration beginning after the last day of the student’s previous clerkships, will have no impact on the student’s enrollment status. The “Financial Planning Guide” offers information about the loan disbursement policy for longer gaps in study.

Deferrals
Prior to the start of classes, students admitted to a specific semester may request to defer their admission to a subsequent semester. The following policies apply to deferrals:

Deferrals are not guaranteed, and are granted on a case-by-case basis depending on class size and seat availability. Due to a high volume of applicants, deferrals are generally not permitted into the September semester. Students must provide a valid reason for deferring, such as an employment obligation, academic commitment, personal injury/illness, financial hardship or travel/immigration issues. In some cases, supporting documentation may be required.

Deferred admission may be requested for up to one year from acceptance date and is granted on a one-time basis. If a student cannot attend the semester to which they have deferred into, they will be required to reapply.

Requests are reviewed as received and may take up to 30 days before a decision is made. The RUSM Admissions Office will notify the student via email of the deferral decision and will also send a letter of confirmation to the student’s mailing address.
In order to finalize a deferral, a $1,000 nonrefundable deferral fee must be submitted. Please note that the deferral fee will be applied to the first semester’s tuition if the student starts class by the deferral date. Failure to start class by the deferral date will cause the student to lose their seat in the class without future reconsiderations or deferrals.

Students planning to matriculate to another institution during the deferral period will be required to submit an official transcript for all coursework completed during that time. A student’s admission may be subject to re-review pending the receipt of all transcripts and/or test scores.

If the deferral request is denied, a student has the option to remain in their current term or reapply for a future term.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

**Qualifying for Disability Accommodations**
RUSM expects that each student admitted will be capable of completing the full curriculum of required courses, clerkships, and electives under the established RUSM policies. All students and applicants must be capable of meeting the RUSM Technical Standards (as outlined in the Technical Standards section of this Student Handbook) with or without reasonable accommodation, at each stage of their medical education. Our goal at RUSM is to provide equal opportunity without undermining the integrity of any course, clerkship, or program. Requests for accommodation should be made as soon as the need is known and within the guidelines described here. Requests are processed in Medical Sciences and Clinical Sciences by the appropriate Accommodation Coordinator in the Office for Student Affairs.

RUSM adheres to the guidelines set forth in the USMLE and NBME websites ([www.USMLE.org](http://www.USMLE.org) or [www.NBME.org](http://www.NBME.org)) for testing accommodations. Please note that USMLE and NBME may adhere to stricter standards and documentation requirements than students have encountered previously during the course of their education.

**Accommodation Request Packet**
The Accommodation Request packet may be downloaded from the Portal or can be obtained from the Accommodations Coordinator at RUSMAccommodations@RossU.edu. Students should review the packet carefully to understand all the requirements. Further, it is important to ensure that all components of the packet have been completed, including all supporting documents, are submitted to the Accommodations Coordinator. Incomplete or missing documentation may delay the evaluation and final determination of the request.

RUSM reserves the right to request additional documentation. RUSM reserves the right to determine which tests are acceptable for diagnosis and requires that standardized tests are based on adult norms.

It is the sole responsibility of the person applying for accommodation to ensure the timely submission of any required documentation and to ensure their treatment provider provides all necessary information.

Please review the packet carefully and contact the appropriate Accommodations Coordinator, Medical Sciences or Clinical Sciences, with any questions.

RUSM will make all reasonable efforts to review requests in a timely manner, but cannot guarantee that any requests will be fully reviewed and granted prior to any specific examination or phase of the curriculum.

All accommodations will be confidential, reasonable, and appropriate to the circumstances, allowing equal opportunity for students with disabilities, and will not infringe on the essential requirements of, or fundamentally alter, the medical education program of RUSM.
Application Process

**Medical Sciences**

Requests for accommodation during the Medical Sciences portion of the curriculum are to be submitted in writing to the Accommodations Coordinator for Medical Sciences. The submission must include all the completed documents from the Accommodation Request packet as well as any supporting documentation.

It is recommended that students prepare the Accommodation Request packet and gather the required supporting documentation prior to matriculation and submit their completed packet at least four (4) weeks prior to matriculation or the date accommodation will be needed. Please note that packets may not be reviewed until they are complete as a determination on the accommodation may not be made until all necessary information has been submitted. RUSM reserves the right to request additional documentation in support of a request for accommodation at any time.

The Accommodations Coordinator will communicate in writing to the person applying for the accommodation all decisions made with respect to their Request for Accommodation.

**Clinical Sciences**

Requests for accommodation during the Clinical Sciences portion of the curriculum are made separately from the request made during the Medical Sciences portion of the curriculum. Requests for accommodation during the Clinical Sciences portion of the curriculum, are to be submitted in writing to the Accommodations Coordinator for Clinical Sciences. Please be advised that accommodations that were approved and or received during the Medical Sciences may not be approved or received during the Clinical Sciences portion of the program.

RUSM applies the guidelines set forth both in the USMLE and NBME websites ([www.USMLE.org](http://www.USMLE.org) or [www.NBME.org](http://www.NBME.org)) for requests for reasonable testing accommodations during the clinical semesters. These are the same standards USMLE and NBME will require a student to meet when requesting accommodations for their Step examinations. Students are advised that USMLE and NBME may adhere to stricter standards and documentation requirements than students have encountered previously during the course of their education. Students should not expect that accommodations granted during Medical Sciences portion of the program will necessarily be granted during the Clinical Sciences portion of the curriculum. Only students who are in the process of appealing a denial of accommodation from NBME may be granted for the requested accommodation during clinical exams, pending the outcome of the appeal to NBME.

Requests for accommodation for physical impairments, or other impairments that are not testing related, are also submitted to the Accommodations Coordinator for Clinical Sciences. However, the clinical site shall be responsible for reviewing and granting requests for accommodation for any physical impairments. RUSM has no decision making authority with respect to the outcome of these requests.

It is the student’s responsibility to ensure that all accommodation requests and materials are up to date prior to commencing Clinical Sciences, and to submit this request to the Accommodations Coordinator for Clinical Sciences. It is recommended that students prepare the Accommodation Request packet and gather any supporting documentation at least four (4) weeks prior to beginning Clinical Sciences or the date accommodation will be needed. Please note that packets may not be reviewed until they are complete as a determination on the accommodation may not be made until all necessary information has been submitted. Additional documentation in support of a request for accommodation may be requested by RUSM or the clinical site at any time.

The Accommodations Coordinator is available to assist RUSM students through the accommodation request processes during Clinical Sciences.
**Exam Accommodations and USMLE/NBME Testing**

If a student requires an accommodation for any phase of the USMLE testing, it is the student’s responsibility to seek that accommodation directly from the NBME in compliance with their policies.

RUSM has no influence or decision making authority with regard to requests for reasonable accommodation made to NBME.

Disability accommodations for NBME examinations are determined solely by the policies or processes of the NBME. Instructions and guidelines (both general and specific to certain disabilities) for applying for testing accommodations are located in the USMLE and NBME websites ([www.USMLE.org](http://www.USMLE.org) or [www.NBME.org](http://www.NBME.org)).

Please note that NBME’s review for accommodations may take longer than 90 days. It is recommended that the student prepare by gathering the current assessments and documentation required by NBME standards at least six months prior to submitting the application to NBME.

Students seeking accommodation through the NBME are still required to adhere to the curricular and administrative deadlines for sitting for USMLE Step examinations outlined in this Student Handbook, including, but not limited to, the section on graduation requirements. Failure to obtain accommodation from NBME will not exempt a student from meeting those deadlines and requirements. It is the student’s responsibility to understand and comply with both RUSM and NBME timelines.

Though RUSM may have granted a reasonable accommodation for the same impairment for Medical Sciences departmental exams and the NBME CBSE, this prior granting of exam accommodations by RUSM is provisional and should not be an indicator of future exam accommodations in the clinical semesters, nor does it ensure that NBME will also grant that accommodation for USMLE Step exams. Students seeking NBME exam accommodations for SCEs and CCSE must have received accommodations by the NBME for the USMLE Step 1. Students need to submit official documentation to the RUSM Accommodations Coordinator for Clinical Sciences two weeks prior to the start of IMF.

The Accommodations Coordinator is available to advise RUSM students regarding the accommodation request processes for USMLE. However, the Accommodation Coordinator, or anyone else at the University, cannot guarantee accommodations granted at RUSM will be granted by NBME and have no decision making authority with respect to the outcome of such requests.

**External Facilities**

While RUSM is committed to providing reasonable accommodations to qualifying students, RUSM cannot guarantee that any facility not under RUSM control, including clinical facilities, housing and other establishments, will provide accommodations for individuals with disabilities.

**ATTENDANCE**

**Medical Sciences**

Students are expected to attend class. The policies that govern attendance and dress code requirements are described in writing in the syllabus for each course at the discretion of the faculty member. Keep in mind that RUSM is non-sectarian and does not close for religious holidays. Attending examinations and other required exercises is mandatory. Missing a mandatory activity can result in a zero, except for the following:

**Anatomy Policy on Lateness**

**Lateness**

Lateness occurs when a student arrives to the anatomy session after the signs to say “teaching session in progress” have been placed on the outer doors to the anatomy labs. This will normally be less than five minutes after the scheduled start time. Students arriving late for the session will be denied access to the session. Students are responsible for all information in any missed activity.
Attendance
Attendance at all gross anatomy laboratories/clinical skills sessions is mandatory. Failure to do so will result in the following penalties unless the student has an excused absence:

- First unexcused absence would result in a 5 point reduction over the cumulative average (out of 100) of the three Gross Anatomy (GA) practical examinations.
- Second unexcused absence would mean a 10 point reduction over the cumulative average (out of 100) of the three GA practical examinations.
- Three or more unexcused absences occurring within a semester would lead to a zero for the practical examination percentage of the total semester grade (0% out of 15%) and the GA discipline score (0% out of 50%).

Excused Absences
Absences from gross anatomy labs are acceptable with prior approved leave arranged through the Office of Student Affairs. Applications for approved leave from campus are reviewed by the Associate Dean for Student Affairs. Absences resulting from health or other emergencies are reviewed by the Vice-Chair Department of Medical Foundations on a case-by-case basis, and students are required to forward documentation of visits to local health care services (via email to the Administrative Assistant Department of Medical Foundations) as early as possible after their absence, but no later than 5 pm on the day of the session.

Mandatory Activities (non-exam center activities, See Examinations section):

- Students who have been granted an AA, ELOA, or STPL from the office of Student Affairs prior to the event will be excused from mandatory activities. Students granted an STPL will not be excused from examinations (See Absences, Withdrawals and Deferrals section).
- Military obligations, jury duty, or the mandate of a subpoena, with proper advance notification to the Associate Dean of Student Affairs or authorized designee.
- Students who experience a medical emergency on the day of an event must obtain documentation that medical services were sought prior to or at the scheduled time of the event. In the event that an acute illness, injury, or mental health issue prevents student attendance of a mandatory session, the student must present a health services provider or physician’s note indicating the student was under their care that prevented their ability to attend. Even if the illness, injury, or mental health issue is self-limiting, the student must contact a health services provider or physician for assessment as soon as symptoms are experienced and prior to the mandatory academic activity. Excused absences and/or remediating measures will be given at the discretion of assigned faculty overseeing the missed activity.

Note: Students WILL NOT be excused when a verification of visit is obtained from health services provider or physician for a previously unreported student illness or after a missed mandatory academic activity has occurred.

Petitions to Miss a Medical Sciences Exam or Miss/Reschedule a Mandatory Medical Sciences Academic Activity
The Associate Dean of Student Affairs or authorized designee will consider petitions for excused events that are not addressed by the above exceptions or course syllabus. Proper documentation and supporting documents must be submitted to the Associate Dean of Student Affairs or authorized designee prior to the event for review and consideration on the basis of extraordinary personal circumstances.

Clinical Sciences
Students in the Clinical Sciences curriculum are expected to be in attendance 100% of the time and comply with the dress code established by their respective preceptor. It is up to each individual hospital to enforce its attendance rules, and RUSM students are expected to abide by those rules.

Illness/Emergencies
Students are required to inform the hospital coordinator and/or preceptor of any absence due to illness or emergency. Additionally, students are required to email the Office of Clinical Clerkships at clinical@rossu.edu.
Students may be required to provide documentation for an absence (i.e., note from physician). Students may be required to make up the time missed.

Weather-Related
RUSM defers to the clinical site to determine whether or not students should attend clinical clerkships during inclement weather. Students may be required to make up time missed for inclement weather.

Duty Hours
Ross University School of Medicine will follow the duty hour guidelines set by the ACGME in 2017. Duty hours are defined as all clinical and academic activities related to the education of the medical student.

Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Students may be on site for up to 4 additional hours in order to participate in didactic activities.

Time Away from Clerkships and Electives
RUSM permits students to take time off of clerkships and electives for residency interviews, conference attendance, and examinations. For every week of the clerkship/elective, a student may take a total of one half day for off for interviewing, conferences, and/or examinations; therefore, students on four (4) week clerkships are permitted a total of two (2) days off for these activities, students on six (6) week clerkships are permitted a total of three (3) days, and students on 12 week clerkships are permitted a total of six (6) days for interviewing, conferences, and/or examinations.

Please note that time away for interviews, conferences, and examinations must be pre-approved by the student’s preceptor. Students are required to inform the hospital coordinator and/or preceptor in writing of any time away from clerkships and electives as well as email the Office of Clinical Clerkships at clinical@rossu.edu.

Students must obtain prior approval by both RUSM and the clinical site for any absences that exceeds three days. Students who experience a major life event that impacts their ability to meet the attendance requirements for any clerkship or elective must notify RUSM as soon as possible. Students who are reported absent by the preceptor or clinical site and do not have prior approval will be referred to the Office of Student Conduct and may be subject to administrative withdrawal.

BLOODBORNE PATHOGENS EXPOSURE POLICY
In accordance with the Occupational Safety Health Administration Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

Implementation Schedule and Methodology
OSHA requires that this plan also include a schedule and method of implementation for the various requirements of the standard. This plan is in effect and will be reviewed on an annual basis.

Compliance Methods
Universal precautions will be observed in order to prevent contact with blood or other potentially infectious material. All blood or OPIM (Other Potentially Infectious Material) will be considered infectious regardless of the perceived status of the source individual. Personal protective equipment shall also be utilized. At the clinical facilities the following engineering controls will be utilized:

- Sharps Containers
- Safety sheath on needle
- Biohazard waste containers
- Toilet seat covers
- Spill kits
Handwashing
Handwashing facilities are also available to students who are exposed to blood or other OPIM. After removal of personal protective gloves, students shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water or waterless hand cleaner. If students incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Eye-Wash Station
Following exposure of chemical or body fluid exposure – a 15 minute wash is recommended.

Needles
Contaminated needles and other contaminated sharps WILL NOT BE bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of mechanical device or a one-handed technique.

Work Area Restrictions
In work areas where there is a reasonable likelihood of exposure to blood or OPIM, students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or OPIM are located.

Mouth pipetting or suctioning of blood or other potentially infectious materials is prohibited. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM.

Contaminated Equipment
All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The following protocol has been provided to facilitate leaving the equipment at the work area:

- Disposable personal protective equipment will be disposed of in the nearest bio-hazardous waste container
- Contaminated sharps that are reusable will be removed from an exam or procedure room and transported using a labeled closed container to an instrument processing area after each patient procedure

Gloves
Gloves will be used for all clinical encounters that present potential contact with blood and body fluids. Gloves will be available in all clinical areas. Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced when they become grossly contaminated or torn, punctured, or when their ability to function as a barrier is compromised.

Masks
Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations which would require such protection are as follows:

- Incision and drainage
- Removal of a cyst or lesion
- Aspiration of wounds
- Cleaning, disinfecting of instruments (i.e., sigmoid scope)
- Other similar procedures
**Hepatitis B Vaccine**

All students who have been identified as having exposure to blood or OPIM will be offered the Hepatitis B vaccine. The vaccine will be offered within 30 working days of their initial assignment to work involving the potential for occupational exposure to blood or OPIM unless the student has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Students who decline the hepatitis B vaccine will sign a waiver which uses the wording in Appendix A of the OSHA standard.

Students who initially decline the vaccine but who later wish to have it may then have the vaccine provided.

**Post-Exposure Procedure**

**ALL** exposures need to be reported immediately (within 2 hours) to maximize effective treatment. If indicated, prophylactic medications must be administered within 3 hours.

All students who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV and a hepatitis panel according to the standing order.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The student will be offered the option of having their blood collected for testing of the student’s HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the student to decide if the blood should be tested for HIV serological status. However, if the student decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.
- The student will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- The student will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The student will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- Report to the Miramar Campus within the next business day with a copy of the incident report and all other paperwork completed to date. All post exposure follow up will be provided as directed by the Associate Dean of Student Affairs or authorized designee.

**CONTACT INFORMATION**

RUSM communicates important information with students through school-assigned email addresses. Students should use their official RUSM email account to send and receive school-related messages.

It is the student’s responsibility to check their RUSM email account daily in order to remain current with all RUSM communication. Students have the responsibility to recognize that certain communications may be time-sensitive. Excuses such as not checking email on time, error in forwarding email, mailbox full, etc. are not acceptable reasons for missing RUSM communications.

Students may elect to automatically forward messages sent to their RUSM email address. RUSM is not responsible for messages once forwarded out of a student’s RUSM email account.

RUSM requests that students provide alternate email addresses for use in the unlikely event that school email systems are inoperative. Students are responsible for ensuring their contact information is accurate.
remember to update contact information as necessary (especially at the point of transitioning between sites). Contact information can be updated through myRoss.

In 2019 RUSM will begin transitioning students to an email account that will remain accessible upon successful completion of the MD program to help students remain connected with the institution as alumni.

Note: RUSM has the ability to lock or modify RUSM email accounts without notice.

COURSE EVALUATIONS POLICY

RUSM is committed to improving the quality and content of its educational program and our students’ feedback is essential for this process to be effective. At RUSM, students are our partners and future alumni and this feedback will help us to improve the student experience. RUSM culture means that this is part of a student’s professional responsibility which they will carry forward into their medical career, voluntarily contributing data and information to improve health care and patient outcomes by completing surveys and evaluations. We ask students to evaluate each module at its conclusion so that any necessary curriculum change can be enacted as soon as possible. The Clinical Skills Course activities occurring in each semester are also evaluated at this time. Curriculum leadership at RUSM review student evaluations and use them to drive curriculum improvement. We also ask for evaluation of faculty members involved in the delivery of teaching each semester. All evaluations are completed online through a program called E*Value™. Evaluations include space for detailed narrative feedback of the content and teaching. In addition, students may be asked periodically to complete other surveys evaluating specific functions and services provided by RUSM. This input is important in assessing the perceptions and needs of our students.

At the end of each of the core clinical clerkships, students are required to evaluate the clerkship through the Learning Management System (LMS). Failure to evaluate a core clerkship results in failing the LMS portion of that clerkship. RUSM maintains the confidentiality of all of these evaluations. Faculty members receive aggregate responses for their courses and sometimes receive notification of completion and non-completion. Under no circumstances are students identified or associated with the content of their evaluations. Although confidentiality is maintained, individuals who complete or do not complete the evaluation can be identified by name for reporting purposes.

RUSM communicates with students through its own email system. The CoursEval program also utilizes RUSM email to inform students about the evaluation process. Students leaving campus are reminded that communication regarding evaluation requirements in the clerkships will continue through RUSM email.

FACILITIES

RUSM is committed to providing safe and clean facilities to support the academic and general welfare of the RUSM community. The RUSM campuses and other RUSM affiliated premises contain a variety of spaces indoors and out, inclusive of lecture halls, large group and small group study/meeting spaces, individual study space within large venues, labs, etc. In order to help in maintaining the safety, cleanliness and accessibility of these spaces there is an expectation that all RUSM community members will uphold the following expectations:

- Abide by any published policy regulating use of a specific location.
- Users of a space will be courteous to one another while upholding the rules of the space outlined within published policies.
- Users will clean up after themselves:
  - Throw trash away in the proper vessels.
  - All furniture within a space will remain in that space.
  - Furniture within a defined space must be returned to its original configuration.
- Rooms must remain in safe working order:
  - Windows without installed blinds are not to be covered or obscured.
  - Doors cannot be blocked.
  - Coffee makers, hot plates, steamers and other food preparation appliances are not allowed.
- Some rooms can be reserved through the campus room reservation system.
FINANCIAL AID, STUDENT LOAN DEFERMENT, TUITION PAYMENTS AND REFUNDS

Financial Aid
Students attending RUSM may be eligible to apply for student loans to meet their direct and indirect educational expenses. Please see https://medical.rossu.edu/admissions/financial-aid.html.

At RUSM, we know that tuition and loans are an important aspect of our students’ education. We are committed to providing clear information to facilitate our students’ financial responsibility. In this section of the Student Handbook, we’ll describe possibilities for student loan deferment while you study. We’ll also provide information about eligibility, how to pay your tuition and receive tuition refunds during withdrawals and AAs.

Student Loan Deferment
If you have previously received student loans at other institutions, you may wish to defer repayment while matriculated at RUSM. RUSM provides enrollment data to the National Student Clearinghouse which will be accessible to your loan lenders. There are certain cases (i.e., private loans) where you may need to complete a form from your lender and obtain a verification of enrollment from RUSM. The enrollment verification letter is available at the myRoss website, and should be mailed to your lender with the deferment form.

Please be advised that loans cannot be deferred during curriculum gap periods of more than 31 calendar days. This includes gaps due to studying for, sitting for, and waiting for passing results for the USMLE.

Tuition During Remedial Semesters
Full-time tuition is charged for students who are registered full-time (nine or more credits). Students must pay full-time tuition even if they are repeating courses.

Any student wishing to retake a failed course is required to repeat all courses/blocks in the semester. Students who are allowed to repeat coursework must also enroll in the ELLS remedial course. Upon successfully completing all courses with passing grades, students may progress to the next semester.

Tuition Refund Policy for Withdrawals and Approved Absences
Tuition policies are administered in accordance with federal guidelines.

A withdrawal occurs when a student’s enrollment is permanently discontinued or, in some cases, even temporarily interrupted (see below for further information on AA). An official withdrawal occurs when the student notifies the Associate Dean of Student Affairs or their designee and the Office of the Registrar in writing; an unofficial withdrawal occurs when the student does not give written notification. For financial aid and tuition purposes an AA is treated as a temporary withdrawal.

The effective date of withdrawal is normally the student’s last academically related event. When a student withdraws, RUSM assesses tuition based on the period he or she attended, and in correspondence with federal loan entitlement regulations. These are as follows:

- If a new student withdraws prior to the start of the first semester, no tuition charges are due; however, seat deposits are forfeited unless that student was admitted to a US-based or Canada-based medical school prior to enrollment at RUSM. Notwithstanding the foregoing, students residing in the state of Missouri at the time they sign the admissions agreement with RUSM will receive a refund of all monies paid if the student cancels the admissions agreement within (3) days, not including Saturdays, Sundays, and holidays, of signing.
- If a continuing student withdraws prior to the start of a subsequent semester, no tuition charges are due.
- If a student withdraws during the first 60% of a semester, tuition charges are directly pro-rated based on the portion of the semester that has elapsed. As semesters are normally 15 weeks in length, tuition is usually prorated for withdrawals during weeks one through nine.
• Per federal regulations for withdrawal during the first 60% of a semester, student loan entitlement is recalculated. RUSM and the student are each proportionally responsible for returning “unearned” financial aid to the relevant lender(s).
• If a student withdraws after the first 60% (after completing the ninth week) of a semester, the full tuition charges remain due.

Tuition Policy During Approved Absences and Temporary Withdraws
An AA may be authorized in limited circumstances (see Absences, Withdrawals and Deferrals section). For financial aid purposes and tuition adjustments, an AA is considered the same as a temporary withdrawal. Requesting and receiving an AA will have an impact on your obligation to repay tuition and student loans. For purposes of student loan deferment, an AA is the same as a withdrawal, and loans will go into repayment status as of the last academically related event.

A student who begins an AA during a semester and sets a return date at the beginning of the next semester will be reported as “not enrolled” to all lenders. However, the student is not required to reapply for admission to RUSM following such an AA.

Once a student is placed in a TW status, they are reported to the Clearinghouse, which then reports to National Student Load Data System (NSLDS), as withdrawn. Students are advised to contact their lenders directly to discuss their repayment status and what other options may be available, including: 1) a grace period; 2) deferment or 3) forbearance request. These options, if available, may allow a student to postpone payments while in a TW status.

HEALTH DOCUMENTATION & INSURANCE
Students are required to maintain health insurance coverage while enrolled at RUSM. The University offers a student health insurance plan with Aetna Student Health. Students may waive coverage if they hold their own health insurance policy that meets the waiver standards. More information can be obtained at www.aetnastudenthealth.com.

Students must maintain their health documentation status to ensure that no documentation expires before or during a clinical clerkship. Students whose health documentation is incomplete or expires during their clerkship will be subject to disciplinary action which can include removal from one or more clerkships.

Health Insurance Policy
Students at RUSM are required to maintain health insurance coverage at all times including during breaks and temporary periods of non-enrollment. RUSM offers a student health insurance plan with Aetna Student Health. Students may waive the student health insurance plan through Aetna if they have their own equivalent health insurance policy that meets the published waiver standards and is approved by Student Accounts. Waivers are accepted once per year (Fall). Students admitted in January or May will be required to waive insurance for their entering semester and then again in the Fall following matriculation. All students are provided evacuation insurance through On Call International. More information on these policies and coverage can be obtained on the student portal.

Medical Sciences semesters
All companions and dependents (long-term guests) are required to maintain health and evacuation insurance at all times. All visitors to campus that are not permanent residents/non-citizens that apply for a companion visa from the local government must provide proof of insurance and evacuation insurance during the immigration application process. Individuals that do not meet these requirements will not be permitted to continue with the immigration application through RUSM. Please note that while evacuation insurance alone may provide immediate help, a transport may not be provided if the receiving hospital has a requirement of health insurance coverage to receive treatment. All guests should confirm evacuation insurance as well as insurance that will permit transfer to a US hospital.
Any children enrolling in the RUSM Early Learning Center or Preparatory School are required to have health and evacuation insurance. Additional information on this requirement can be found with the school’s enrollment documents.

Anyone traveling to campus to visit an RUSM student for a short stay is encouraged to review additional health and evacuation insurance options when booking travel. Any visitor to campus will be required to have proof of health and evacuation insurance to be permitted on campus or to receive a guest pass. All visitors to RUSM are encouraged to bring and keep insurance documentation with them at all times.

In the event of a health emergency, RUSM cannot request evacuation support for visitors or uncovered family members. The student or individual would be responsible for the costs.

Clinical Sciences Semesters
Students must maintain their health insurance and health documentation status throughout their clinical clerkships and elective clerkships. Students whose health insurance expires at any time, including during clinical semesters, will be subject to disciplinary actions which can include removal from one or more clerkships.

RUSM strongly recommends that companions and dependents of students maintain adequate health insurance at all times while traveling. Students, companions, and dependents are strongly encouraged to keep proof if insurance with them at all times.

RUSM requires all students have adequate health coverage until graduation. RUSM strongly encourages all graduates to maintain adequate health coverage prior to starting residency. In order to request extended health insurance coverage past graduation and prior to residency, please submit the request to the Office of Student Accounts at bursar@rossu.edu.

Please note that Canadian and other countries’ insurance cannot be accepted if it does not cover US hospitalization and routine care. Emergency, temporary, and travelers policies cannot be accepted.

Affordable Care Act

IMMIGRATION
Visa Requirements Prior to Check-In of Incoming Medical Sciences Students
Students are required to comply with all local and international immigration laws. The Office of the Registrar and Immigration Advisor are available to guide students.

Students who do not obtain a visa during their first semester will not be allowed to register for second semester and may be administratively withdrawn.

Non-resident visitors will be granted an entry stamp valid for one week to six months based on citizenship and conversation held with the immigration officer at the port of entry.

Citizens of certain countries may require an entry visa, which must be obtained prior to arriving.

All international students who are enrolled at RUSM must ensure that they are both familiar and comply with United States Citizenship and Immigration Services (USCIS) regulations.

It is the sole responsibility of students to ensure that their immigration status remains valid at all times while being present in the United States both during their enrollment at RUSM, and during residency planning activities.
Students are advised that RUSM has no control over or decision making authority with respect to granting of visas, periods of stay or any other immigration requirement the United States government has in place at any time.

Students that enroll and attend Clinical Sciences semesters and are scheduled at clerkships throughout the US must ensure that USCIS has accurate information on their plans and physical location in the US.

Students must ensure that they provide updated and accurate address information, ensure that they update USCIS with proper hospital documentation should a clerkship arrangement change, and ensure compliance to all local, state, and federal laws.

It is the responsibility of the student to request updated documentation for enrollment verification and hospital confirmation of a clerkship schedule to provide to USCIS to obtain a new visa or extend an authorized stay date.

Please see the campus Office of Student Affairs for more information, and submit all visa-related requests to the RUSM Senior Student Central Advocate – Immigration.

Visa Requirements for International Students in Clinical Clerkships
RUSM will provide letters of verifications from the Office of the Registrar and the affiliated hospital sites to qualifying international students requiring a B-1 visa to enter the United States once the student has submitted their USMLE Step 1 sitting date and scheduled their IMF session. It is recommended that international students contact the Director of Student Services in Miramar with any questions relating to visa requirements during the Clinical Sciences semesters.

PHOTOGRAPHY, VIDEO IMAGING AND AUDIO RECORDING POLICY
The purpose of this policy is to ensure that any type of photography such as still pictures, audio recording, video and film recorded or broadcast by any means including storage by electronic media, which occurs in or around the facilities of RUSM 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.

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

All individuals found to be in violation of this policy are subject to institutional discipline up to and including non-academic dismissal.

Photography, audio or video recording is generally permitted as long as it is in good taste and for personal use.

Prior permission from the Dean or the Dean’s designee is required when (1) the photography or recording is for commercial purposes; (2) photography or recording has questionable content; (3) the photography or recording is intended for a political purpose; (4) the photography or recording will require set up of any equipment which could impede normal activities on campus; or (5) the photography or recording involves human specimens or cadavers.

Photography or recording 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 or recording 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 or recording will be considered questionable in content if it may be viewed as libelous, defamatory, predatory, lewd or pornographic.

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

Permission of RUSM does not include or imply any permission to photograph or record any individual, regardless of whether such person is a staff member, patient, student or visitor to the RUSM facilities. Photographers, video and audio recorders are reminded that they need to obtain the permission of each individual photographed or recorded 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 and audio or video recorders may be barred or limited to allow emergency personnel to ensure safety and security. Depending on the nature of the photography or recording, the amount of equipment used and the location of the photography or recording, proof of general liability insurance may be required. Specific contractual arrangements must be negotiated in advance.

PRIVACY RIGHTS AND FERPA NOTIFICATION
RUSM respects 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. These rights include:

- **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 a written request that identifies 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.

- **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 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.

  One exception that permits disclosure without consent is disclosure to a school official who has a legitimate educational interest. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including campus security, incident commanders and health staff) or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an Adtalem Global Education colleague, a volunteer, or contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct
control of the institution with respect to the use and maintenance of PII from education records, such as an attorney, auditor, intern or collection agent or a student volunteering to assist another school official in performing their tasks. School officials have a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the institution.

Another exception that permits disclosure without consent is disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See the Directory Information section for additional information.

• **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
Phone: 1-800-USA-LEARN (1-800-872-5327)

**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, residency obtained

**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.

**READMISSION TO RUSM**
Students who wish to return to RUSM after withdrawing must apply for readmission online at [https://rossu.secure.force.com/apply/](https://rossu.secure.force.com/apply/). Readmission is not guaranteed. Students dismissed from RUSM are not eligible for readmission. Applications for readmission will be reviewed by the Readmission Committee to determine if the student is eligible for readmission, and if so under what conditions (such as academic probation, documentation of ability to meet technical standard). Readmitted students will be subject to all academic policies and tuition and fees in effect at the time of re-enrollment, without any “grandfathering” provisions based on their original admission.

**REGISTRATION AND OTHER REGISTRAR SERVICES**

**Registration for New Students**
New students have much to do to prepare for their medical education at RUSM. The Welcome Packet contains information and forms students need to complete. Admission acceptance and student enrollment is contingent
upon submission of all required documentation by the end of the first semester. The Office of the Registrar is available to assist students during the process.

Students must meet the obligation to complete and submit all forms in a timely manner. The offer of admission lists any documentation needed by the Office of the Registrar to complete the enrollment process, including immigration paperwork necessary for obtaining a student visa. If all documentation is not submitted by the end of first semester, students will be subject to administrative withdrawal and may lose the privilege to register for a subsequent semester.

Credit to students transferring from another medical school into RUSM will be evaluated and may be granted at the sole discretion of RUSM. RUSM has no control over and is not responsible for equivalency of RUSM courses to those of other institutions. RUSM course equivalency for other institutions for RUSM students transferring will be determined by the institution to which RUSM students transfer in its sole discretion.

Medical Sciences Registration and Check-In
Students enrolled in the Medical Sciences curriculum must:
- Register online
- Check-in in person on campus
- Provide a valid student ID card

These steps must be completed by the deadlines established by the Office of the Registrar. These deadlines and the schedule for check-in and registration are updated regularly by the Office of Registrar and are communicated via email. For further information, please see the Campus Registrar representatives and/or send an email to Registrar@rossu.edu.

Student ID
To ensure proper identification and to complete check-in, students must present their official RUSM identification cards.

To replace lost ID cards for students (and companions) on campus, there is a charge of USD $10. Please see the Department of Security and Emergency Management on campus for more information. For those students in clinical clerkships, please contact RUSM Student Services in Miramar, Florida. There is a charge of USD $10 for replacement cards.

Late Check-In
Students are expected return to campus, check-in, and attend courses as scheduled. Students with extenuating circumstances may request permission to check-in late.

There is a $200 USD late fee for students who check-in after the regular advertised check-in period is complete for the specified semester. Approval for late check-in does not automatically waive the late fee of $200 USD. Students with a medical emergency or who experienced unexpected flight cancellations can request that the late fee be waived. In both of these situations, supporting documentation will be required before the fee can be waived.

All supporting documentation must be provided at check-in or by the advertised day/date/time for each semester to the Office of Student Affairs, Studentaffairs@rossu.edu.

Failing to provide the supporting documentation by the deadline will result in the late fee being charged to the student’s account. Acceptable supporting documents are original and rebook flight itineraries or letters from treating physician/medical facility for medical emergencies.

Any student who has not notified the Office of Student Affairs (campus) by 4:00 pm on the first day of class will be subject to AW and will need to reapply in order to be able to attend classes for the next semester/term. Additionally, any financial aid disbursements received by RUSM will be returned to the lender.
Students are expected to plan and complete all personal business in a timely manner in order to schedule an arrival before ending hours of regular check-in. For students with extenuating circumstances, please note that permission to check-in late may not provide a student with an excuse for any academic commitments that they might have missed.

A ‘one time’ appeal will be accepted and reviewed by the Office of Student Affairs on a case by case basis. A written appeal request and any supporting documents MUST be submitted no later than seven (7) calendar days from the date late fee charge is posted on a student’s account. An appeal request can be sent to Studentaffairs@rossu.edu. All decisions after the appeal is reviewed are final.

**Tuition and Fees**

The deadline for tuition and fees is set by the Office of Student Finance, and generally falls about 15 days before the start of classes. Tuition is deferred for students receiving financial aid until they check-in in-person. At that point, only students with approved financial aid and/or those sponsored by a RUSM-recognized, third-party payer will be allowed to register—unless approval is granted by the Senior Director of Student Financial Services or designee.

Where the Senior Director of Student Financial Services authorizes registration with late payment, the student must complete a promissory note and remit payment within 30 days of the beginning of the semester. Any outstanding past due balance for more than 30 days will be assessed a USD $75.00 late fee (this amount is subject to change). Under the terms of the note, the student may be considered for an administrative withdrawal based on non-payment. If non- or under-payment occurs, the student may not receive credit for that semester.

**Clinical Sciences Registration and Check-In**

Students in the IMF must:

1) Register online by the deadline established by the Office of the Registrar
2) Check-in in person at their IMF location on the first day of the semester

Students are assigned to the remainder of their core clinical clerkships once they have:

1) Submitted a printed confirmation of taking USMLE Step 1. The printed confirmation can be obtained from Prometric Center immediately following the exam administration.
2) Submitted health records and required documentation to the Office of Hospital Partnerships and Compliance one week prior to the start of IMF.

All clerkship assignments are made by the Office of Clinical Clerkships. 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 Clinical Clerkships. Students must schedule through the Office of Clinical Clerkships and be present on the first day of a clinical segment. Failure to do so will result in administrative withdrawal.

Students who begin clinical clerkships on or after January 1, 2015 are permitted to complete up to eight weeks of electives prior to completing all core clerkships. Students may not take additional electives until all required core clerkships are successfully completed.

Students who decline their clerkship schedule must sit out for a semester (15 calendar weeks) before reassignment. A student who fails to decline in a timely manner and who does not attend a scheduled clinical clerkship will receive an “F” on his or her transcript for that clerkship, and will be subject to further disciplinary action from RUSM.

For the Clinical Clerkship segment, international students may require a visa to enter the US. Further instructions and information are available from the Director Student Services in Miramar, Florida.
Students must be able to present their official RUSM identification card at all times. If an ID card is lost or stolen, please contact Student Services – Miramar to request a replacement. Students will be charged a fee of $10 USD to replace an ID card.

Other Registrar Services

Transcript Requests
Students may request official transcripts from the Office of the Registrar at https://medical.rossu.edu/. Requests cannot be taken by telephone. Transcripts cannot be released until all financial obligations to RUSM have been met and any missing administrative documents have been received.

To obtain an unofficial transcript, students may view and print their unofficial grade reports from the myRossU website. There is no charge for an unofficial transcript.

Enrollment Verification Letter Requests
Enrollment Verification Letters can be printed from myRossU. Additionally, students may request an official letter of Enrollment Verification (for student loans, visa requests, etc.) by submitting a request online at https://medical.rossu.edu/. Students should allow at least 10 calendar days for processing.

Clinical Evaluation Requests
Students may request a copy of their clinical evaluations after grades are posted by submitting a request online at https://medical.rossu.edu/. Students should allow at least 5 calendar days for processing.

RELIGIOUS OBSERVANCES
RUSM is non-sectarian secular institution and as such, does not close for the religious holidays of any specific denomination or group. However, it respects all religions and faiths. Students who miss classes or laboratories for any reason will be responsible for the content of all missed course work. Examinations and/or other mandatory activities that are scheduled to occur on religious holidays generally will not be rescheduled.

SEVEN YEAR POLICY
RUSM students must successfully complete all coursework and USMLE requirements within seven (7) calendar years of their matriculation date, including any approved absences, temporary withdrawals, suspensions or non-active statuses. If at any point it becomes clear that a student is unable to meet all graduation requirements within seven (7) years, they will be subject to dismissal. Students transferring into RUSM with credit must complete all graduation requirements within seven (7) years of matriculation at any medical school.

STUDENT GOVERNMENT ASSOCIATION
We at RUSM believe that sound extracurricular activities enhance our students’ leadership and social skills, and augment their medical education. Dozens of professional organizations and interest groups at RUSM invite students to make friends, serve others, explore common interest, participate in athletics, and be active in campus leadership. These groups include many national organizations including the American Medical Student Association (AMSA), Phi Delta Epsilon (PHiDE), American Women Surgeons (AWS), and Student National Medical Association (SNMA). We encourage our students to be involved.

Student Government Association (SGA on Campus)
Prominent among these organizations is the Student Government Association (SGA). The student body elects class representatives and officers for the SGA each semester. The SGA is active in coordinating athletic events, supporting student philanthropic efforts, underwriting various student interest clubs, sponsoring and arranging social activities on campus, and bringing student concerns to the attention of the administration.
SGA Officer Qualifications
To qualify to serve in an SGA leadership position, a student must be full-time and in good academic standing (as defined in this Student Handbook). Students who are officers in the SGA are considered leaders and role models for the student body. As such, they must meet the academic and professional standards set by the SGA constitution and approved by the Associate Dean of Student Affairs prior to being elected or appointed.

Advisors and Funding
Members of the Office of Student Affairs act as advisors to the SGA. Students are required to pay a fee (assessed with their tuition) to support the efforts of the SGA. In addition, all late registration fees and library fines go entirely to the SGA.

Clinical Student Government Association (CSGA)
CSGA will represent students in semesters 6-10 and will serve as a liaison between the Administration, Faculty and clinical student body of RUSM. CSGA will also maintain a sense of connectivity between the student body throughout clinical sciences semesters.

Student elections will be held every IMF to select the Executive and General Board:
   Executive Board:
   - The CSGA Senator will be an official representative of the CSGA elected by their respective IMF cohort and will be responsible for making clear the vision and direction that the CSGA is taking.
   - The CSGA Class Representative will be an official representative of the CSGA elected by their respective IMF cohort and will be responsible for assisting the CSGA Senator with the management of the CSGA
   General Board:
   - Track Representatives will be official representatives of each clinical track program, elected by their respective hospital site population during IMF and will advocate the wishes and needs of the clinical students at their hospital site.

CSGA Senator and Representative Qualifications
To qualify to serve in a CSGA position, a student must be full-time and in good academic standing (as defined in this Student Handbook). Students who are officers in the CSGA are considered leaders and role models for the student body. As such, they must maintain a cGPA above 2.6 prior to election and have no disciplinary action on record. A CSGA officer who does not meet these criteria will be asked to resign, and another student will be appointed or elected to serve.

Advisors and Funding
Members of the Office of Student Affairs act as advisors to the SGA. For student inquiries regarding CSGA, contact ClinicalSGA@RossU.edu. Students are required to pay a fee (assessed with their tuition) to support the efforts of the CSGA.
GUEST PASSES
The purpose of a guest pass is to help support current students in their educational endeavors by allowing them to invite short-term guests on campus. Any active students wishing to have guests on campus are required to complete a Student Guest Pass Application form on behalf of their guest(s). The following expatriate persons are eligible for a guest pass as long as they are visiting for 30 days or less: spouse/companion, other relatives, and friends/acquaintances. Former RUSM students are not eligible for a guest pass.

A guest pass application process can take up to 48 hours not including weekends and holidays. The submitted application packet will be reviewed by the Department of Security and Emergency Management for approval within twenty-four (24) hours of application submission. During the processing timeframe, guests will not be granted access to the campus. The only acceptable proof of identity is a valid passport.

Any RUSM student seeking to have a guest on campus is subject to the following procedure:
1) Complete the Student Guest Pass Application Form and submit along with the demographic and signature page of the guest’s valid passport. Completed forms should be submitted to the Office of Student Affairs.
2) Completed forms will be forwarded to the Department of Security and Emergency Management for review and approval.
3) Department of Security and Emergency Management will advise the student of the final decision and appropriate instructions via their RUSM email account.
4) Upon approval, student and guest must appear in-person at the Department of Security and Emergency Management with the following items:
   a) Valid passport (hardcopy) of Guest.
   b) RUSM ID of student with a current semester sticker.
5) Upon full verification, a guest pass will be issued for only the dates stipulated on the application form. Guests will be informed that the pass must be presented to the Department of Security and Emergency Management upon entering the campus and should be visible at all times while on campus.
6) Student are responsible for returning the expired guest pass to the Department of Security and Emergency Management upon departure of their guest.

RUSM may revoke or deny any Student Guest Pass and/or remove a Student Guest from campus at any time for any reason, at its sole discretion.

Special Note: Students may initiate the guest pass process prior to the arrival of their guest to campus by submitting the required documents (guest’s passport page and the application form) via “ask Ross” on the campus student portal or Studentaffairs@rossu.edu.

HOUSING

General Information – Medical Sciences
The RUSM residential campus for Medical Sciences students will be at The Villages of Coverley neighborhood in Barbados. Coverley is a planned community with on-site health clinic, a Fresh Market grocery story, a gym, recreation center, playing field, gas station, bank and restaurants, built around a town square concept. Newly built for Spring 2019, housing will be fully furnished single family homes configured as 4-bedroom, 3-bath and 3-bedroom, 2-bath units. Rent includes property management, exterior and interior maintenance, personal property insurance, deep cleaning between each semester, Wi-Fi, trash pickup, monthly utility allotment (water, electric and sewer), access to parking and gym.
Using the RUSM Housing Portal, students will be able to select their preferred floorplan and room type. Additionally, students will be able to choose specific roommates or search for potential roommates based on stated preferences. Housing pricing will be divided into four tiers:

- Tier 1: Room with Private Bath in 3-Bedroom Unit
- Tier 2: Room with Private Bath in 4-Bedroom Unit
- Tier 3: Room with Shared Bath in 3-Bedroom Unit
- Tier 4: Room with Shared Bath in 4-Bedroom Unit

Each residential unit includes:

- Appliances: electric stove and oven, refrigerator, kettle, microwave oven and high efficiency washer and dryer
- Kitchen: plates, glasses, coffee cups, silverware, basic cooking utensils, pot and pans, food storage containers, waste basket, cookie sheet, cutting board, pot holders and mixing bowls
- Living Room: couch, chair, coffee table, end table, kitchen table with chairs or bar top with stools, ceiling fan, smoke detector and fire extinguisher
- Bedrooms: Full bed (53” x 75”), nightstand, desk, chair, wardrobe/closet, ceiling fan, air-conditioner, desk lamp, smoke detector, hangers (18), blinds on full-size windows, dry erase board (3’ x 4’) and chair cushion
- Bathrooms: Shower curtain with rod and waste basket
- Other: Swiffer wet dry mop, plunger and electric fly swatter

Housing Policies

Accommodations for Disability or Other Special Needs: Should a student have special accommodation needs, please complete a formal request and submit corresponding documentation within the RUSM Housing Application. This will enable the Housing team to identify the best solution within the housing community. Requests will be managed on a case-by-case basis, and must be approved by the Associate Dean of Student Affairs or designee.

Alcohol: Alcohol is permitted in RUSM Student Housing, but must not be visible outside the residential unit. Students and guests must at all times comply with this policy, and with local laws of Barbados. Occupants of the house are not permitted to facilitate activities which involve excessive drinking which and/or results in the endangerment of an individual. Occupants will be held fully responsible for the behavior of their guests during and after alcohol consumption on the premises.

Animals: Students with pets or service animals joining them at RUSM Housing must complete the registration and application form within the Housing Application. Unless otherwise noted, approval must be granted prior to the animal entering the premises. Pets are defined in three categories:

- Fish: Students may have fish in an aquarium up to five (5) gallons within student housing. Prior approval is not needed and the pet fee is not applicable.

- Household pets: Students may apply to have a dog or cat as a pet in their residential unit. The maximum weight of pets is 40 pounds. One (1) pet is allowed per student, with a maximum of two (2) pets per residential unit. Pet registration and approval is required prior to the animal entering the premises. A non-refundable fee of $500/semester is applicable to the student. Household pets are only permitted within residential units designated as “pet friendly.” Therapy animals (commonly referred to as emotional support or comfort animals) are considered household pets for the purposes of this policy and must abide by the same process for approval.

- Service Animals: A service animal is an animal that is trained to do work or perform tasks for an individual with a disability, including physical, sensory, mental, psychological, intellectual, or other mental disabilities. For an animal to be classified as a service animal, approval must be given by the Accommodations Coordinator. This approval can be submitted along with details of the service animal on the housing application to ensure proper placement of the student in “pet friendly” housing. Service
animal shall at all times wear a vest or any marker which will clearly identify the animal as a service animal. Service animals are only permitted within residential units designated as “pet friendly.”

The care and supervision of any animal is the responsibility of the student owner. The individual must maintain control of the animal at all times. The individual student is responsible for ensuring the cleanup of all animal waste and for any fees associated with damage caused by the animal. Animals may only reside or visit other residential units designated as “pet friendly.”

Students applying to have on-campus pets are required to do the following:

• Complete housing application indicating details and requirements requested for having a pet at RUSM Housing Community in Coverley.
• Animal Care to include but not limited to grooming and clean-up
• Pets residing in pet friendly houses must be controlled by the owner on a leash or in pet carrier once outside of the house, including on the porch and within the Villages at Coverley.
• Should not leave pet unsupervised for extended period, including travel during university breaks.
• Ensure that pets:
  o Do not disturb, annoy or cause any nuisance to occupants of the house, residents at the Villages at Coverley and or members of the RUSM Community.
  o Are properly secured in the student’s room during their absence and not left to roam freely on the premises
  o Are kept in their cage or kennel or not present during designated deep cleaning days.

The pet owner will be held fully responsible for pet bites or scratches, flea or tick infestation or causing allergic reactions. Pet owners are also responsible for any damage of Coverley property, including the house, furniture and fittings. RUSM will not be liable to any of the above resulting from a pet. Charges will be applied accordingly to student.

Assignments and Roommates: Students are charged a one-time housing application fee that apply as long as the student remains continually enrolled and on-campus. The housing contract/lease for each student runs for the length of the semester. Students will be provided with access to the housing portal each semester to reserve their housing. Specific dates will be communicated accordingly by the RUSM Housing Department. All students MUST complete the RUSM Housing Application upon admission to RUSM on the Housing Portal. If a current or incoming student does not complete the Housing Application, on-campus housing will be assigned and students will be charged accordingly.

Unless prior arrangements for late occupancy have been made with RUSM Housing, failure of a student to occupy his/her assigned campus housing space by the first day of classes may result in loss of the assigned space.

Each student will be assigned their own bedroom. Two or more students cannot be assigned the same room.

RUSM reserves the right to make housing and roommate assignments and to require students to relocate within campus housing when assignments or relocations are necessary to carry out RUSM’s educational and/or administrative purposes. This right to make alternate assignments and require relocations includes the authority to take such action as part of disciplinary sanctions. Although RUSM Housing staff are committed to placing students in preferred living arrangements, there is no guarantee of the right to live with a specific individual or to occupy a specific residential space.

There is a maximum occupancy for each residential unit. Three-bedroom units have a maximum occupancy of 5 people and four-bedroom homes have a maximum occupancy of six people. Occupancy of spaces by fewer or greater occupants than the intended number requires the approval of RUSM Housing.
Students are expected to only occupy assigned space. If one student moves from his or her assigned space, the remaining student(s) will maintain the space in a manner that would permit another student to be assigned immediately. RUSM also reserves the right to assign students to temporary accommodations in the event that occupancy is exceeded.

- **Co-ed Housing**: RUSM will only assign gender-same roommates. If students of differing genders agree to live together, they must all select each other as roommates on the Housing portal. Thereafter, students may be placed in a 3- or 4-bedroom house, as space permits. This placement may only be sustained if all agreed parties remain enrolled and on-campus.

- **Non-Student Housing**: Students who choose to bring non-student companions or dependents with them to Barbados have two options available within on-campus housing.
  - Option 1: Special discounted 3BR family units for students with non-student companions or children are available on a limited basis. Approval will be given based on availability. For application to be considered student must provide documentation of family traveling and staying with them for the duration of the family-unit lease. Once granted, families will be guaranteed a family unit for the duration of their time enrolled in Medical Sciences curriculum with continued documentation of companion/dependent stay. Maximum occupancy = 2 adults, 5 total people
  - Option 2: Students with non-student companions may choose to share a bedroom within a general student unit as long as all roommates agree. The student sponsoring the non-student resident will be charged $500/semester for this arrangement.

**Check-in/Check-Out Process (Residential)**
Additional information regarding room changes during and between semesters is addressed within the “Assignments & Roommates” section of the housing policies.

*New Residential Students*: Any student not residing in on-campus housing the previous semester will be given specific instructions including the specific day and times during which they can check-in to their residential room and should follow accordingly. A student will receive the keys to his or her house and room on move-in day after completing a residential check-in with a housing staff member.

*Current Residential Students*: Specific move-in/move-out dates will be communicated by the RUSM Housing Department each semester. In general, the following will apply:

- Remaining in same room: Students who choose to remain in their same bedroom/unit for the subsequent semester will only have to denote this during the housing renewal process period. The student may remain in that space over the semester break.
- Changing rooms (unit or bedroom): During the housing renewal process, some students may choose to move bedrooms/units for the subsequent semester. Once all change requests are received, the housing staff will communicate move-out/move-in deadlines accordingly. As a general rule, a student moving from one space to another must vacate their current room/unit and move into their new space by the end of the semester.
- Students not returning to on-campus housing: Any student not returning to on-campus housing for any reason (completion of medical sciences curriculum, moving off-campus, withdrawal, etc.) must vacate their assignment 24 hours after their last exam, but no later than the day following the end of the semester (day after CBSE).

RUSM Housing Staff will try to work with students who have delayed flights and other unavoidable circumstances preventing them from abiding by the stipulated check-out timeline. However, please understand the short time frame between semesters to turn the units lessens their flexibility to assist.

*All Residential Students*: During residential check-out, the student is required to provide RUSM Housing staff with all residential keys. Should a student be unable to return RUSM Housing the keys assigned to them within the specified timeframe, the student will incur a lost key charge to their account.
Students removed from RUSM Housing for disciplinary reasons will be required to complete proper checkout procedures within 48 hours following termination of their enrollment. Failure to checkout within this time frame by the student will result in a charge to change the lock on student’s former residential space based on current lock change rates. Any belongings left after this time period will be discarded. Student will be responsible for all costs associated with the removal of personal belongings remaining in the space.

In the event of a University-mandated removal from housing, with the approval from RUSM Housing, the student may request up to an additional two weeks from the date of the notice to remove their belongings from their residential space. This only applies to their belongings; the student will not be able to live in the residential space during this time. Any belongings left after this time period will be discarded. Students will be responsible for all costs associated with the removal of personal belongings remaining in the space.

Cleaning and Trash: Cleaning during the semester is the sole responsibility of the occupants. If desired, students are able to source additional cleaning services through a vendor of their choice at their own cost. Deep cleaning is facilitated during semester break. Scheduled cleaning is stipulated by the RUSM Housing Department. Trash disposal is included in rent. Residents must keep their supplied waste bin in the back of the unit except on specified pickup days when the bin should be placed at the end of the driveway for disposal. Trash and recycling pickup days/times will be distributed each semester.

Collective Damages: Damage and vandalism are costly and undermine the quality of life within the residential community. The University expects members of the residential community to aid in the prevention of vandalism. Residents are jointly and separately responsible for damage to their living units and furnishings and are collectively responsible for damages to common areas. Residents of a building, or part thereof, may be assessed charges for repair of damage to common areas if no student comes forward to accept responsibility.

Damage, Charges and Fines: RUSM Housing may levy charges and fines separate from the disciplinary process for unauthorized use or alterations of rooms, equipment, or buildings; for special cleaning necessitated by improper care or use of rooms; loss or damage of RUSM supplied home furnishings; and for non-compliance with check-in or checkout procedures. In addition, should utility consumption over the course of the semester exceed $280/student, the overage will be divided and charged to each occupant of the house.

Enrollment Status Requirement: As a condition of living in RUSM Campus Housing a student must remain enrolled and actively participating in academic activities. If a student becomes unenrolled (i.e. dismissal, withdrawal) s/he must vacate RUSM Housing with 48 hours. If the student has one or more unexcused absences for mandatory activities s/he may also be asked to vacate RUSM Housing.

Entry and Inspection: RUSM reserves the right to enter and inspect a student’s campus residential space for reasons including, but not limited to:
1) investigating suspected illegal activity or violations of RUSM policy or regulations,
2) assessing conditions that pose potential threat to the health or safety of campus housing residents,
3) performing maintenance/facility management duties, or
4) lock doors/windows or otherwise secure building.

Students should be aware that Health and Safety Inspections may be conducted during the semester. These are to ensure the health and safety of our residential communities. Health and Safety Inspections are conducted by RUSM Housing staff, which includes professional and para-professional staff. During this inspection, staff will enter every room, regardless if you are present or not, to check for the presence of potentially hazardous conditions, cleanliness of property, and/or RUSM policy violations.

Failure to Comply: RUSM students are expected to comply with instructions from any RUSM Colleague acting within the scope of their duties. This includes RUSM Housing, Campus Life, and Security professional and para-professional staff.
Furnishings: All University supplied furniture and belongings must remain in each individual residential unit and are not to be switched out with other units or used outdoors, or removed from the home at any time without express written consent from RUSM Housing. If you are in doubt as to whether or not an item, decoration or furnishing is allowed, you should ask RUSM Housing staff. Please note that students may provide draperies or other decorations that are hung with the approved mounting equipment (no nails, drills, etc.). Also, RUSM does not provide linens or pillows as a furnishing for residential facilities.

Grills: Gas and charcoal grills are permitted at RUSM Campus Housing. They may not be used or stored in the residential unit or porch and must be stored when not in use on the back of the home. Please be mindful when in use that the smoke does not negatively impact nearby homes.

Guests: Student is responsible for the actions of his/her guests while on RUSM’s premises, including adherence to RUSM policies. Student is prohibited from accepting payment of any kind in exchange for use of RUSM premises by a guest. Guests are allowed for a maximum duration of fourteen (14) calendar days per semester. Any individual staying longer must be approved as a non-student resident. Members of the RUSM community bear ultimate responsibility for the actions and behaviors of guests they invite into our community.

Keys: Keys to residential units are issued to residents upon check in. The student is responsible for its proper use and maintenance. It is expected that the key is for his/her use only and students will be held accountable for “sharing/loaning” a key to another person. Duplication of keys is prohibited. If it is determined that a key has been duplicated or shared, the key and lock may be changed and the resident(s) charged for the change. If a key is lost, it is the responsibility of the student to inform RUSM Housing immediately. Individual students are responsible for the cost of lost or stolen keys and will be charged in addition to a $10 “lockout fee” to have your door unlocked by a member of the RUSM Housing, Student Affairs, or Security staff.

- **Lockouts:** Students who are locked out of their house or room during the RUSM Housing Office operational hours, should visit the office for assistance, in providing access to retrieve keys. Student will incur a fee of $10 per lock out. Should a student be locked out after office closure, on weekends or public holidays, they are to contact the on duty Community Advisor for assistance. A student is required to present his or her Student ID before or after the process is facilitated. Lock outs will only be facilitated for registered guest upon request.

- **Lost Keys:** A student who has lost the keys to his or her room and or house, must immediately report the loss to the RUSM Housing Office and Security Department. For the safety of all residence, the lock will be changed with immediate effective at a cost of $30 per lock to the student. It is in direct violation of this policy for a student to duplicate residential keys.

Noise and Disruptive Activity: The residential environment is one meant to be supportive of the academic mission and focus of the University. As such, noise or other activities which are excessively loud and/or may be bothersome to other people are strictly prohibited.

- **Quiet Hours** are in effect from 10 p.m.–10 a.m. every day of the week. Loud or excessive noise is strictly prohibited during these hours. An inappropriate noise level or bothersome noise during this time period is defined as noise above normal conversation levels. Additionally, playing loud music, loud talking or yelling outside or inside with open windows, social functions and slamming doors, are examples of inappropriate noise levels and activities. All residential members should respect the community in their behavior.

- **Exam Quiet Hours** are in effect starting the beginning of Week 13 of each semester. This denotes a 24-hour quiet period until the close of the semester with the CBSE (Comp Exam) at the end of week 15.

- **Disruptive Activity** is to be refrained from within the residential area and is defined as any activity that disrupts the atmosphere of a living and learning environment, such as sports, horseplay or activities that may be harmful or hostile to oneself or other students are strictly prohibited.

- **Personal Amplification Systems**, such as stereos and radios, may not be played loudly at any time, placed in residential windows or be used to entertain people further-reaching than outside of the residential unit or yard in which it is played.
Housing staff members will, in an effort to maintain an environment conducive to academic pursuits, address all noise and disruptive activity issues brought to their attention. In addition, all members of the community are encouraged to actively address others who may be in violation of the above policies. Courtesy Hours are in effect 24 hours a day, 7 days a week, meaning that students are expected to respond positively to any request by another student to lower noise levels.

Non-Student Resident: A non-student resident is defined as an individual connected in some capacity to an RUSM student (usually a companion or dependent) with approval from RUSM Housing to reside in on-campus housing long-term.

Occupancy Adjustment and Consolidation: RUSM Housing has the authority to reassign students to another housing unit. For example, students living in a unit that is not filled to capacity may be asked to relocate to live in a different unit to meet occupancy and student assignment needs. Other circumstances may arise and occupancy adjustment and/or consolidation are at the discretion of RUSM Housing.

On-Campus Living Requirement & Exemptions: RUSM requires all full-time students who have not successfully completed the Medical Sciences 4- or 5-semester curriculum to reside in RUSM Housing Community located at the Villages at Coverley unless the student is:

- With accompanying companions/dependents whose needs cannot be met by RUSM Student Housing
- Local national or living with local family in Barbados, or
- Students with disabilities or medical condition that cannot be accommodated within the RUSM living environment.

Students seeking special housing exemptions must complete and submit the Housing Exemption Request Form along with corresponding documentation as directed by RUSM Housing. All requests must be approved by the Associate Dean of Student Affairs or designee. Any current medical science student who has not been exempted from this requirement will be assigned a residential space, regardless if a housing application or request has been completed.

Personal Property: RUSM assumes no responsibility for, and does not insure against the loss, theft, damage or destruction of, any of student’s personal property. Personal property insurance is included with on-campus housing rent. Any student needing to file a claim should contact the vendor directly. Abandoned personal property will be disposed of at the sole discretion of RUSM, at the student’s expense.

Room Change: With prior approval from the Housing Office students are permitted to change residential units (houses) or bedrooms within the same residential unit. Room changes will only be facilitated within the stipulated timeframe as communicated by the RUSM Housing Department. Students are required to complete a room change request form, and submit to housing@rossu.edu for review and approval. Once approval is granted, the student must conduct the move within the timeframe and process set forth by the RUSM Housing. The previous room must be left in a similar manner in which it was received. Students are charged an administrative fee of $100 for changing residential units and $50 for changing rooms within the same residential unit. Consideration for room changes will be addressed in order of priority from students seeking room changes in emergency situations, temporary housing assignments, or with medical and or special accommodation needs.

Room Inventory and Inspection. RUSM completes a “Room Condition Report” (RCR) prior to student occupying residential space. The RCR notes the presence and condition of furnishings, fixtures and equipment. In addition, any unusual damage or excessive wear to the space is noted. When a student moves out, RUSM completes an RCR that notes any damage or unusual wear to the furnishings, fixtures, equipment and premises. Cleaning or repair charges are assessed if a student does not leave the space in an appropriate condition allowing immediate occupancy.

Safety and Security: Within the residential community there is a security presence 24-hours/day 7-days/week. In addition to RUSM Security, student affairs staff members will be present on property. This includes professional
student affairs staff from campus life and counseling, as well as paraprofessional Community Advisor student staff members. Contact information will be distributed to the entire campus community.

- **Fire Safety:** Each unit is equipped with smoke detectors and a fire extinguisher. Do not hang clothing and or articles from the smoke detectors. The removal, tampering and or damaging of smoke detectors or extinguisher is a violation of this policy.

**Search and Seizure:** A search of a student’s possessions or a student’s on-campus residence may be authorized by the Associate Dean of Student Affairs or designee if there is reasonable cause to believe that prohibited or unlawful activity has occurred. Any items found that violate the student handbook or any laws will be seized and reported to the appropriate authorities.

**Smoking/Tobacco Use:** The use of tobacco or other such substances are not permitted within RUSM Student Housing. Students and guests must at all times comply with this policy, and with local laws of Barbados. Smoking (including vaping, e-cigarettes, etc.) is allowed only outside of the house and is not permitted in areas, to include but not limited to gas station and green areas-playground, as indicated by the Villages at Coverley Management. Students are not to smoke as a passenger in any vehicle conducting RUSM business.

**Solicitation:** All solicitation in residential areas is prohibited by any person or group who is not affiliated with an approved student organization. Any student or student organization wishing to solicit in within the residential or academic campus must request authorization from Campus Life.

**Storage:** Because of space limitations, storage facilities are not available for residents. Residents should plan to store all personal belongings in their residential space. RUSM supplied furniture and other supplies are not permitted to be removed from the residential space.

**Villages at Coverley Community Standards:** Because RUSM Housing is a portion of a larger public community, RUSM students, non-student residents, and guests are expected to abide by all policies and standards within that community.

**Weapons:** Possessing, using, storing or manufacturing any weapon or any facsimile of a weapon on University property (leased or owned) or in connection with a college-affiliated activity, unless authorized in writing by the RUSM chief location administrator or designee. The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to: firearms (loaded and unloaded, real and replica); ammunition; electronic control devices (such as Tasers and stun guns); devices designed to discharge an object (such as BB guns, air guns, pellet guns, potato guns, and slingshots); explosives; dangerous chemicals (such as tear gas and oleoresin capsicum); martial arts weapons; bows and arrows; artificial knuckles; nightsticks; and daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over the counter for self-defense; instruments used solely for personal hygiene, preparation of food, or maintenance; instruments used in college-related instruction, college employment-related duties or by RUSM recognized student organizations with expressed, written permission from the RUSM chief location administrator or designee.

**General Information – Clinical Sciences**
RUSM is committed to making our students’ stay as comfortable as possible by providing information about a wide range of housing opportunities* for students and their families. While RUSM provides information regarding off-campus housing options as a service to our students, RUSM does not own or operate, and is not responsible for, off-campus housing or information provided regarding such housing.
INTRAMURALS, CLUBS AND ORGANIZATIONS, AND STUDENT LEADERS

While students will be primarily focused on their education at RUSM, we also encourage involvement in the many extracurricular activities available on campus. A wide variety of clubs, sports, student organizations, activities and associated leadership opportunities can enrich learning experience by helping students to make friends, acquire new skills, serve the community, and develop leadership abilities. Students participating in Intramurals or SGA sanctioned clubs and organizations (Student Groups) are reminded that their conduct is, at all times, and is expected to meet the standards of a medical professional and the Code of Conduct. Student Leaders of such groups are reminded of RUSM’s strong policy against discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status, veteran status or political affiliation.

Intramural and Extracurricular Activities. RUSM has an active sports community, offering a chance for needed exercise and socialization. Members of the RUSM community participating in these activities are expected to display good sportsmanship and standards of conduct becoming of the medical professional.

Student Groups. Student Groups sanctioned by the SGA offer a wide variety of opportunities to pursue other interests. Collective and individual behavior at group activities should serve as a reflection of the standards of RUSM. Student Groups must obtain prior approval from the SGA Advisor in the design and display of clothing or memorabilia which include their group’s name and/or any reference to RUSM; and must demonstrate good judgment in the design and placement of logos and other identifiable information.

Student Leaders. Student Groups and the organization of extracurricular activities offer many opportunities for students looking to enhance their leadership skills. Leaders of Student Groups must meet the academic and professional requirements as outlined by the SGA constitution and approved by the Associate Dean of Student Affairs. Officers and leaders of organizations, including the SGA, should be careful in selecting activities that represent the ideals of RUSM, both on- and off-campus. Leaders are responsible for exemplifying the Code of Conduct required of students, and also assuring the compliance of members.

Group/Member Sanctions and Disciplinary Actions: Any individual or group behavior that is in conflict with the standards set by the SGA, Student Affairs and administration may result in sanction or reprimand from the group’s governing body, including the SGA, and possible additional disciplinary action by RUSM. Failing to enforce proper behavior may also subject leaders to the loss of their leadership position. When appropriate, student leaders may be required to represent their members and answer for behavioral misconduct during disciplinary proceedings.

LIBRARY

As the intellectual center of the RUSM, the Student Center Library and Learning Resource Center (LRC) enhances self-directed learning and supports evidence-based medicine. It will be one of the mainstays of a student’s studies—providing services, resources, equipment and facilities to help them to succeed.

While students are expected to purchase the required textbooks for each course, the library provides access to many electronic and online resources. To supplement required readings, the library houses a full range of biomedical books, journals, study aids, audiovisual programs and computer-assisted materials.

The Library Director and staff are available to help students access and efficiently use the library’s many resources during normal library hours.

Protocol
Normal library protocol applies in the Student Center Library. For instance, students will need to show their student identification card with barcode for all library transactions such as borrowing books and using multimedia resources. Causing excessive noise and distraction is not allowed. Cell phones should be silenced and all calls taken outside of the library. Eating and smoking are not permitted. Liquids are permitted in a spill-proof drinking
container. The library is intended for RUSM medical students, faculty and staff only; no children, family members or other guests are permitted.

Students are expected to return library materials on time. Overdue fines are assessed to ensure the prompt return of high-use items. Failure to pay fines or return books will affect the student’s ability to borrow other materials. It may also affect the release of final grades or the ability to register for classes.

**Personal Items**
When leaving the library, students are expected to take their notes, books, and personal items with them. Since lost or stolen personal items are the responsibility of the student, please take care not to leave valuables unattended. Student Life personnel, library staff, or security officers will remove all items unattended for longer than 15 minutes at computers, and 1 hour in study tables, carrels, and group study rooms as needed throughout the day, and during cleaning. These items will be available for pickup 24 hours following their receipt by security. Unclaimed items will be donated or sold at a publicly-held auction. RUSM, its colleagues, or agents are not responsible for lost, stolen or damaged items that are collected.

**Prohibited Behavior**
Stealing or damaging library materials, equipment, or furniture is a serious offense. Students will receive disciplinary action if they are caught vandalizing, mutilating, or stealing library materials, equipment, or furniture. Security cameras are in operation in all rooms of the library. Library staff will identify and warn students who consistently ignore the library rules. Any student who verbally or physically threatens a staff member will be subject to disciplinary action.

**Feedback**
Students are encouraged to make suggestions and provide input regarding library services, resources, and facilities to the Library Director, the SGA, or in the suggestion box outside of the library.

**PRINTING POLICY**
A printing quota will be allocated to each student for printing. If a student wishes to purchase additional printing credit, then they will be able to do so if the service is available.

**Restrictions**
No printing is permitted while classes or other scheduled activities are taking place in the classroom area.

Students who print during class time or when other scheduled activities are taking place may be reported to the class representative.

**Conduct**
Any other violations of the policy are considered as unprofessional behavior and will be evaluated on an individual basis and may result in other sanctions.

Students are expected to treat printing equipment and staff who maintain the printing stations, with respect. Any unprofessional behavior could result in referral to the conduct administrator. SGA officers, SGA Honor Council, class representatives and students are encouraged to hold their peers accountable for the policy. Additionally all faculty, staff or security representatives of RUSM are permitted to enforce the policy.

**SMOKING POLICY**
The Ross University School of Medicine campus will be a tobacco-free campus.

The use of tobacco or other such substances are not permitted within RUSM Student Housing. Students and guests must at all times comply with this policy, and with local laws of Barbados. Smoking (including vaping, e-cigarettes, etc.) is allowed only outside of the house and is not permitted in areas, to include but not limited to gas station
and green areas-playground, as indicated by the Villages at Coverley Management. Students are not to smoke as a passenger in any vehicle conducting RUSM business.

Faculty, staff and students are encouraged to directly and politely inform those unaware of the policy, or remind those in disregard of it. If this effort is unsuccessful, the individual in violation of this policy may be subject to appropriate disciplinary actions as defined by University policy.

It is the responsibility of every RUSM Community Member to encourage compliance with the policy and to do so in a way that is positive and responsive to RUSM’s expressed desire to influence a healthy lifestyle.

RUSM Community Members who violates the Tobacco-Free policy may be approached by University Employee or Campus Security and be reminded of the policy; asked to immediately comply with the policy; and will be informed of all available education and cessation programs and be encouraged to participate in a program.

Campus visitors who refuse to immediately comply with the policy may be asked to leave the campus.

**STUDY SPACE POLICY**

The RUSM campus offers a variety of study spaces to support students learning. This document outlines the policy of RUSM, regarding study space on campus. It is designed to allow equal access to study space for all students, to encourage students to be responsible for their personal belongings, and to encourage a professional and collegial atmosphere. The Study Space Policy applies to every area on campus and the rules apply equally. There are no exceptions to the study space policy.

The policy will be sent via email notification to all students. The policy will also be available on the Student Resources page of the student portal. Incoming first semester students will be informed of the Study Space Policy at New Student Orientation. Continuing students will be informed during their respective Continuing Student Orientations of any updates to the policy.

**Terms**

- **Individual/Quiet Study Space** - An individual study space is defined as any place on campus where a student might study with the expectation of minimal noise and individual studying.
- **Group study space** is an identified place where a student can study in a group with the expectation that the location will not be quiet and discussion can take place. This is designed to allow students a place to study in small groups in a collaborative environment.
- **Common Spaces** are spaces that are designed for multiple purposes and the use of all RUSM campus community members (students, staff, faculty members, and families). These spaces may be used for studying but are open for other uses as well.
- **Non-study spaces** are spaces that are designated for non-study activities.
- **Breaks** are time students take during study time when they may leave their belongings unattended.

**POLICY: ALL STUDY SPACES**

1) Study Space is reserved for the use of students, faculty, and staff.
2) Hours of Operation for Study Space locations will be published on the Student Resources page of the student portal and will be emailed to students as part of the Study Space notification.
3) Throughout the semester Student Affairs will notify students of changes to study space hours of operation, including the extension of hours for 24 hours studying. Notification will be sent via email, posted on the Student Resources student portal page, and could be posted on notice boards/ exterior doors.
4) Students must be physically present with their belongings at all times or they may be removed. No student may leave their belongings for longer than one hour for any reason anywhere on campus. The exception is the Computer Lab, where belongings cannot be left for more than 15 minutes.
5) Students are responsible for any unattended items. RUSM reserves the right to remove any unattended items. RUSM, its colleagues or agents will be not responsible for lost, stolen or damaged items that are collected.

6) When a space is closed please vacate the room during that time and take all personal belongings. No one may leave anything in a space overnight.

7) When students are finished studying, or leaving for longer than 1 hour (15 minutes in the Computer Lab), students must collect all belongings and take them along. When they come back if someone else is in that space, then the student may find another vacant space in which to study. If either party becomes argumentative, they may be reported to the conduct administrator.

8) Cell phones must be turned off or silent, not vibrate.

9) Students must leave all furniture and computer equipment in their original locations. The only furniture permitted to be moved are chairs and these must be returned to their original location when a student leaves.

10) Some locations may be reserved for meetings, events as well as study space. These events must be scheduled 48 hours in advance on the room reservation system and approved by Campus Life in Student Affairs. Please reference the room reservation system and/or the schedule/sign on the exterior doors of the space (except MPR’s). Individual students and informal groups cannot schedule a multi-use space for the purpose of studying (except for MPR’s). Scheduled events take precedent for use of the space.

11) Any conflicts between students or groups over group study space are to be first resolved at the student level. Any concerns can be reported to Security or Student Affairs to investigate and may be referred to the conduct administrator for resolution.

12) The Study Space Food and Drink Policy, located on the Student Resources student portal page, provides further guidelines on study spaces that are food free.

13) All study space hours and locations are subject to change. Modifications will be emailed to students, and posted on the student portal page, and on notice boards/exterior doors.

**POLICY: INDIVIDUAL/QUIET STUDY SPACE**

1) Locations: Specific locations will be determined and communicated each semester by Office of Student Affairs.

2) Study space is available on a first come basis. When students come to study they may stay and study as long as they like and are physically present in the space. Spaces cannot be held or reserved. Students are limited to 2 adjoining spaces/chairs, one computer, or one carrel.

3) Conversations must be taken outside of the study space, even if they are at a whisper level.

4) Classrooms: During lectures or academic activities, students attending the lecture or activity have preferential use of the classrooms.

**POLICY: GROUP STUDY**

1) Locations: Specific locations will be determined and communicated each semester by Office of Student Affairs.

2) Group study spaces are designed for the shared use of multiple students and is available on a first come basis. When students come to study they may stay and study as long as they like and are physically present in the space. Spaces cannot be held or reserved with the exception of MPR’s and Study Rooms which are reserved using the room reservation system.

3) MPR’s and Study Rooms can be reserved using the room reservation system. Reservations must be scheduled 48 hours in advance and approved by the Campus Life department. Further information on reserving rooms can be found on the Campus Life student portal page.

4) Conversations and discussion should be kept at a tone that is conducive to studying. Students understand that at times this might be loud.

5) Policies for the Academy for Teaching and Learning (ATL) Tutoring Rooms can be found on the Student Resources and ATL student portal pages.
**POLICY: NON-STUDY SPACES**
Campus Life Space is NOT a designated study space except for the outdoor areas.

**POLICY: COMMON AREAS**
Food Court and Outdoor Spaces throughout campus are considered multi-purpose use by all RUSM community members and cannot be reserved without prior approval from Campus Life.

**Enforcement**
Students are responsible for helping to enforce all University policy, including study space usage. For assistance students may reach out to security, members of the honor council, or Student Affairs.

Additionally faculty, staff, and members of the SGA may enforce the policy.
- This includes collecting items left unattended for more than 60 minutes for all study spaces except the Computer Lab, which has a 15 minute maximum.
- Periodic “sweeps” will take place and those enforcing the policy may come into a study space at any time, wait for 60 minutes, or 15 minutes in a Computer Lab, and then collect any unattended property.
- Students are responsible for their belongings. RUSM colleagues are not responsible for the condition of student belongings moved in accordance with this policy.
- Belongings left in a study space after it is closed or within the identified cleaning hours may also be collected.
- Any items collected will be held in a Campus Life designated location announced each semester.
- Items collected may be held for a maximum of 24 hours. Students can retrieve property picked up during a sweep during the designated hours.
- Unclaimed items will be donated or sold.
- RUSM, its colleagues or agents, will be not responsible for lost, stolen or damaged items that are collected.

Students who are non-compliant and/or argumentative and/or who violate the study space policy may be referred to the conduct administrator for disciplinary proceedings.

**STUDY SPACE FOOD AND DRINK POLICY**
The RUSM campus has a variety of spaces designed to allow for areas for eating and drinking to meet the needs of students, colleagues, and the faculty. The food and drink policy is designed to outline areas for consumption and holding of food and drink in study spaces. It is designed to prevent or reduce the destruction of campus facilities by rodents and other pests; and to maintain a safe, healthy and clean environment for patrons of the spaces including. This policy applies to all members of the RUSM community, RUSM colleagues, contractors and their employees and visitors.

The policy is also available on the Student Resources page of the student portal. Incoming first semester students will be informed of the Study Space Policy at New Student Orientation. Continuing students will be advised of any changes to the policy at their respective Continuing Student Orientations.

**Terms**
- **Study Spaces** are spaces identified within in the Campus Study Space policy as areas for studying.
- **Food** is any solid or liquid matter which is taken by mouth to satisfy someone’s hunger. Examples of food include (but not limited to) ice cream, cookies, cake, sandwich, burger, bread, biscuits, fries, chicken, rice, soup, fruits, shakes and yogurt.
- **Drinks** are defined as any liquid matter which is taken by mouth to satisfy one’s thirst. Examples include (but are not limited to) water, coffee, energy drinks, tea, juice and sodas. As per RUSM policy, use, possession or distribution of alcohol on any RUSM premise is prohibited.
- **Spill-proof cups/bottles** are defined as cups, mugs, or bottles (vessels) for which the liquid within will not escape when turned upside down or lying on its side.
• **Faculty/Staff Offices** are defined as workstations assigned and regularly occupied by colleagues employed by RUSM.

**Policy**
- Specific campus locations where food/drink is permitted will be determined and communicated each semester by Student Affairs.
- At no time will food be allowed to be visible or be consumed in any identified nonfood areas. The exception to this being drinks as defined below.
- Drinks within a closed spill-proof container are allowed to be out and consumed in nonfood study areas.
- Food that is not within view (i.e. in an individual’s bag) must in a closed container that will not spill. The individual who is in possession of food or drinks is responsible for cleaning up any spilled drinks or food as well as proper disposal of food/drink containers.

**Enforcement**
Students are responsible for helping to enforce all University policy, including study space usage. For assistance students may reach out to security, members of the honor council, or Student Affairs.

**Ramifications**
Students found to have food out, consuming food or drinks that are not within a spill-proof cup/bottle in nonfood study space will be in violation of the policy and ramifications may include requiring the student to remove food or drink to a location not prohibited by this policy. Students who refuse to abide by this or with repeat violations may be referred to the conduct administrator. Failure to produce a student ID upon request or displaying non-professional behavior when confronted with the violation may result in further disciplinary action.

**PETS**
Depending on a student’s campus location, the local government may require an import permit for dogs and cats to enter the country. If a student is planning to bring their dog or cat with them, please comply with the regulations of the local government.

**Medical Science Campus and Off-Campus Housing**
Students living in Barbados during their Medical Science semesters must comply with government regulations.

Students seeking to bring a pet must:
1. **Complete an Import Permit with the Ministry of Agriculture Veterinary Services**
   - Import permits are valid for six months from issue date. The animal (dogs and/or cats) must enter the country within that time period or another application must be completed.
2. **Submission of an Official Export Health Certificate**
   - All dogs and cats entering Barbados must be accompanied by an Official Export Health Certificate (signed and stamped) by the Official Veterinary Services of the country of origin.

**Additional Information**
Custom Brokers: Customs Brokers understand the complexities of the required forms and can help you navigate the import process for your pet(s). Custom Brokers can be found at this [website](#). Those most familiar with the pet importation process include: Michael Greaves Associates, Calvin Alkins Customs Services Inc. and Lynch Customs Agency. RUSM provides these contacts as information only and does not endorse or guarantee the services of any of the resources provided.

**Payment**
Fees are paid upon arrival. The Customs Broker will usually make arrangements with the client regarding how the fees are paid. Veterinary Services is paid using cash. Personal checks are not accepted.
Paperwork Submission: Paperwork can be submitted upon arrival. However, to avoid delays and possible denial of entry, it is recommended that a copy of the paperwork be emailed to vetservices@agriculture.gov.bb once completed so that any errors can be noted and corrected prior to arrival. Information on the arrival of the animal (i.e. Customs Broker details, airline details, owner details, etc.) are required at least three working days prior to arrival. This notification is usually done through email and/or phone calls by the owner, the Customs Broker or both.

Travel: If travelling by commercial airline, pets must arrive in Barbados as manifested cargo. All pets must clear customs upon arrival.

Pet-Friendly Housing: See Housing section.

Exotic Pets: The import conditions for exotic animals are different from those of dogs and cats, but the overall process is similar (requires an import permit, an export health certificate and a Customs Broker). The importation of snakes is not allowed. Some species are also under and require the CITES Management Authority CITES Permit Request Form from Barbados’ Ministry of Environment.

If you have any questions or need assistance, please email StudentServices@RossU.edu with the subject line of Pet Transition – Barbados.

While pets are welcome to campus, they are not allowed in campus buildings, should be on a leash at all times. Students are encouraged to familiarize themselves with the Animal Policy prior to entering campus with their pet.

Animals on Campus
A pet includes any animal that is continuously cared for at a RUSM community member’s residence. A stray is any animal that is not continuously cared for at a RUSM community member’s residence and has no apparent owner.

Pets are allowed on campus. The pets must be leashed and under the supervision of their owners at all times.

Pets are not allowed to be tied up or left alone at any time for any reason. Pets are not permitted into any campus building or on campus transportation. Owners must clean up after their pets and dispose of any waste properly. Pets are not allowed on the Seaside decks or on the preparatory school playground.

Any student requiring a service animal on campus must follow the policy on Accommodations for Students with Disabilities. Under this policy Emotional Support Animals (ESA) are considered to be pets, not Service Animals.

The owner of the animal is responsible for the animal’s behavior at all times. If the animal acts aggressively or inappropriately, it may be barred from campus temporarily or permanently.

Animals with no apparent owner may be captured by security officers or other designated persons. The animal may be caged on campus or sent to a designated veterinarian or animal handler. An announcement will be made to the campus community via e-mail about the caught stray to see if anyone wishes to claim and adopt the animal.

Grazing animals are considered non-pets on the campus and are not allowed on campus. Any grazing animal found on campus will be detained. The owner (if known) of the grazing animal will be notified to retrieve the grazing animal within three days. If not claimed by the three (3) day limit, arrangements will be made for the animal to be placed at the government property in Londonderry. The cost of transportation to Londonderry and any other charges assessed to retrieve the animal will be the responsibility of the owner.

No animal is to be fed on campus as this encourages animals to return to campus. Security or others have the right to report anyone found feeding animals on campus. Everyone is expected to comply with all Security personnel requests for ID.
Enforcement of Pet Policy
Stray dogs or animals tied up without their owner with them may be removed by security or their designee. Security officers and their designee’s are the main enforcers of this policy, and any campus member has the right to remind others of the policy; cordial interactions are expected.

SECURITY
RUSM takes campus security very seriously, so we maintain a security force on the campus to enhance the safety of our students and help prevent crime; please cooperate with them to further our community’s safety.

Statistics
In accordance with U.S. Department of Education requirements, information is published annually about security and safety practices, and campus crime statistics. This information is distributed to current students, and is available upon request by any prospective student.

On-Campus Security and Escorts
To provide 24-hour security for RUSM, students, and staff, RUSM employs a cadre of security officers. Security is available 7 days a week, 24 hours a day. Should you feel unsafe on campus, please call a uniformed security officer on campus for assistance.

Security guards have authority to ask questions and request identification at any time. 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.

Off-Campus Security
Security awareness extends to off campus locations and events. Students and visitors should still take the same precautions that they would take in major cities in the U.S. These include traveling in groups, locking the doors to accommodations and vehicles, and avoiding confrontations.

Students living in off-campus student housing facilities should check with their apartment landlords for specific safety procedures at their complexes. Although many complexes restrict access to apartments and provide keys for individuals, additional security measures vary from complex to complex. Crimes committed at off-campus housing should be immediately reported to Campus Security. They should also be reported as soon as is reasonably possible to the Student Affairs department.

Student Life: Clinical Sciences

TRANSITIONING FROM MEDICAL SCIENCES TO CLINICAL SCIENCES
When the time comes for a student to depart the Medical Sciences campus, we hope they will have solid skills for the first steps of their fulfilling career, a network of many friends, and confidence in the path ahead of them. The following policies and recommendations regarding the departure from Medical Sciences will help a student move successfully to the next phase of their training.

Debt
Outstanding debt on a RUSM student account will prevent the student from seeking clinical clerkships and proceeding to the next phase of your education. Students will not be allowed to obtain needed transcripts from the Office of the Registrar until arrangements have been for payment of the student debt obligations.

Students who have an outstanding balance on their RUSM student account at the completion of the Medical Sciences will not be scheduled for clinical clerkship clerkships and will not be provided with any official transcripts.
**CLINICAL CLERKSHIPS**

*Adding a Clerkship*

**Affiliate Hospital Sites:** Students are permitted to add a clinical clerkship at an affiliate hospital 30 calendar days* prior to the start date. Approval to add a clinical clerkship is at the discretion of the Office of Clinical Clerkships. Requests outside of the Office of Clinical Clerkships will not be accepted.

*Please note some affiliate hospital sites require no additions within 60 or 90 calendar days. Students are strongly advised to contact the Office of Clinical Clerkships prior to scheduling.*

**Non-Affiliate Hospital Sites:** Students interested in non-affiliate clerkships, must submit a Non-Affiliate Application 45 calendar days prior to the start date. Requests to add a non-affiliate clerkship within 45 calendar days of the start will not be accepted.

Students are required to send confirmation of their non-affiliate elective prior to the scheduled start. Failure to send confirmation and received approval (i.e. added to the student’s schedule) will result in no credit and no reimbursement.

**Dropping a Clerkship**

Students are not permitted to drop a clinical clerkship within 30 calendar days* of the start date, or after beginning the clerkship. Exceptions to this policy may be made by the Associate Dean of Academic and Student Operations or authorized designee, at his or her discretion.

*Please note some affiliate hospital sites do not permit students to drop within 60 or 90 calendar days. Students are strongly advised to contact the Office of Clinical Clerkships prior to dropping any clerkships.*

If a student drops a clinical clerkship within 30 calendar days of the start date or after beginning the clerkship without written permission from RUSM, the student may be subject to the following:

- Administratively withdrawn from RUSM:
  - Not be permitted to begin another clinical clerkship until readmitted;
  - Not receive priority in re-scheduling upon reacceptance;
  - Receive a hold on the student’s account;
  - Withdrawn from ECFMG and any exam windows canceled.

**CLINICAL CLERKSHIPS AND ELECTIVES IN NEW YORK**

All students that are scheduled for clerkships within the state of New York, whether it is a core or elective clerkship, must submit their completed New York State Education Department application to their designated program coordinator 30-days prior to the start of their clerkships, along with any additional requested documentation. Should a student be scheduled for an affiliate clerkship, the student must complete the long-term clerkship application; while a student seeking a non-affiliate elective clerkship must submit a Letter of Eligibility application with required payment. Additional information is located on the student portal.
APPENDIX A: Clinical Science Curriculum Requirements for Students who Completed AICM

<table>
<thead>
<tr>
<th>For students who completed AICM prior to 2/25/2012 and completed their Required Core Clerkship in Surgery and Surgery Elective by 4/30/2014.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advanced Introduction to Clinical Medicine Clerkship</strong> (12 weeks)</td>
</tr>
<tr>
<td><strong>Required Core Clerkships (48 weeks)</strong></td>
</tr>
<tr>
<td>Internal Medicine – 12 weeks</td>
</tr>
<tr>
<td>Surgery – 12 weeks</td>
</tr>
<tr>
<td>Pediatrics – 6 weeks</td>
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<tr>
<td>Psychiatry – 6 weeks</td>
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<tr>
<td>Obstetrics/Gynecology – 6 weeks</td>
</tr>
<tr>
<td>Family Medicine – 6 weeks</td>
</tr>
<tr>
<td><strong>Electives (30 weeks) – must include:</strong></td>
</tr>
<tr>
<td>Surgery Electives (minimum 4 weeks)</td>
</tr>
<tr>
<td>Medicine Electives (minimum 8 weeks)</td>
</tr>
<tr>
<td><strong>Total: 90 Weeks</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For students who completed AICM from 2/25/2012 thru 8/31/2014 and have completed their Required Core Clerkship in Surgery and Surgery Elective by 4/30/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advanced Introduction to Clinical Medicine Clerkship</strong> (9 weeks)</td>
</tr>
<tr>
<td><strong>Required Core Clerkships (48 weeks)</strong></td>
</tr>
<tr>
<td>Internal Medicine – 12 weeks</td>
</tr>
<tr>
<td>Surgery – 12 weeks</td>
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<tr>
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<td>Psychiatry – 6 weeks</td>
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<tr>
<td>Obstetrics/Gynecology – 6 weeks</td>
</tr>
<tr>
<td>Family Medicine – 6 weeks</td>
</tr>
<tr>
<td><strong>Electives (33 weeks) – must include:</strong></td>
</tr>
<tr>
<td>Surgery Electives (minimum 4 weeks)</td>
</tr>
<tr>
<td>Medicine Electives (minimum 8 weeks)</td>
</tr>
<tr>
<td><strong>Total: 90 Weeks</strong></td>
</tr>
</tbody>
</table>
For students who completed AICM from 2/25/2012 thru 8/31/2014 and have completed their Required Core Clerkship in Surgery by 8/31/14 but have NOT completed a Surgery Elective

<table>
<thead>
<tr>
<th>Required Core Clerkship Clerkships (44 – 48 weeks – depending on duration of Surgery Core Clerkship*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine – 12 weeks</td>
</tr>
<tr>
<td>Surgery – 8-12 weeks*</td>
</tr>
<tr>
<td>Pediatrics – 6 weeks</td>
</tr>
<tr>
<td>Psychiatry – 6 weeks</td>
</tr>
<tr>
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<tr>
<td>Family Medicine – 6 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (33-37 weeks depending on duration of Surgery Core Clerkship) – must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine Electives (minimum 8 weeks)</td>
</tr>
</tbody>
</table>

**Total: 90 Weeks**
Student Handbook Addendum – effective April 1, 2019

This is an addendum to the February 19, 2019 edition of the Ross University School of Medicine Student Handbook and the policies outlined in this addendum supersedes previous editions.

**National Board of Medical Examiners® Comprehensive Clinical Science Examination – Page 58**

**NBME Comprehensive Clinical Science Exam (CCSE)**
This is a formative exam to gauge a student’s readiness for USMLE Step 2 CK and to prepare every student to score their best possible score. The examination will be provided at no cost to students unless the student is a no-show or fails to cancel/reschedule within the time frame indicated by the Office of the Registrar.

Effective September 1, 2018, students are required to pass the NBME CCSE to be eligible to sit for the USMLE Step 2 CK. The current minimum passing score for the NBME CCSE is 74 and is subject to change.

**Eligibility:**
RUSM Students are eligible to sit for the NBME CCSE after receiving passing scores on four (4) NBME SCEs. Students are encouraged to successfully complete all clinical core clerkships prior to sitting for USMLE Step 2 CK.

**Timeframe:**
Students are required to sit for their first attempt on the NBME CCSE within 90 days from passing all six (6) NBME SCEs. Failure to sit by this deadline will count as a failed attempt and the student will be charged an exam fee of $145 USD. This fee is subject to change.

Please note that NBME CCSE exams are scheduled no earlier than 45 days in advance of the start of the two week exam window. Students must meet the eligibility criteria before submitting a request to schedule. To schedule the NBME CCSE, please send a request to ExamAdministration@RossU.edu.

**NBME CCSE Failures & “No Shows”:**
Students have up to three (3) consecutive attempts to pass the NBME CCSE. If a student fails any exam attempt, but scores between a 68 and 73 on any attempt, an automatic fourth attempt will be granted.

For NBME CCSE retakes, students may sit for their next attempt 60 days after the date of the previous attempt. However, the deadline to sit for the retake is 120 days from the date of the previous attempt.

Failure to sit by this deadline will count as a failed attempt and the student will be charged an exam fee of $145 USD. This fee is subject to change.

A student who fails on their last attempt will be referred to the Student Promotions Committee – Clinical Science subcommittee for review.
USMLE Step 1 Exam

Overview
USMLE Step 1 assesses fluency in basic medical science. Students must sit and pass the USMLE Step 1 to start clinical core track program.

Eligibility
In order to take USMLE Step 1, students must be ECFMG verified by the Office of the Registrar. Eligibility for verification includes the following:
- 6) Enrollment as a full-time student in good standing;
- 7) Have met all financial obligations; students with a Bursar hold will not be verified;
- 8) Passed all courses in the Medical Sciences curriculum;
- 9) Passed NBME CBSE; and
- 10) Completed ECFMG Form 186 and submitted to ECFMG. Applications and forms are available on the ECFMG website: www.ecfmg.org.

Timeframe
For students who pass the NBME CBSE on or before March 31, 2019 must sit for the first attempt USMLE Step 1 exam within six (6) months of passing the NBME CBSE. For students who pass the NBME on or after April 1, 2019 must sit for the first attempt on USMLE Step 1 exam within four (4) months of passing the NBME CBSE.

Students who fail to sit for their first attempt by the established deadline will be Administratively Withdrawn from RUSM.

Step 1 Failures
Students who fail USMLE Step 1 on or before March 31, 2019 will be required to sit for their retake within six (6) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Students who fail USMLE Step 1 on or after April 1, 2019 will be required to sit for their retake within four (4) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Please note that all USMLE scores (pass or fail) must be submitted to the Office of the Registrar within 30 days of receipt. Students who fail to submit their score reports will have a Registrar Hold placed on their account.

Students must submit their failing USMLE Step Score report to the Office of the Registrar prior to being verified for the retake.

Effective September 1, 2018, students who matriculate into RUSM on or after 9/1/18 will have up to four (4) attempts to pass USMLE Step 1. Students who matriculated into RUSM prior to 9/1/18 will have up to six (6) attempts to pass USMLE Step 1. Students who fail to pass USMLE Step 1 on their final attempt will be subject to dismissal.

Students who matriculate into RUSM on or after September 1, 2018 and are subsequently dismissed for failing to pass USMLE Step 1 on their final attempt are not eligible to appeal.

These attempts must be in accordance with the requirement for the student to complete their degree requirements within seven (7) years of matriculation. If it is determined that the student will not be able to complete their degree requirements within the seven year timeframe, they will be dismissed from RUSM.
Please refer to “Appeals Process for Academic Dismissals” section for more information.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam. Students reinstated or readmitted for USMLE Step 1 will be given a deadline and will be required to submit:

- USMLE Step 1 sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

Overview
USMLE Step 1 assesses fluency in basic medical science. Students must sit and pass the USMLE Step 1 to start clinical core track program.

Eligibility
In order take USMLE Step 1, students must be ECFMG verified by the Office of the Registrar. Eligibility for verification includes the following:

1) Enrollment as a full-time student in good standing;
2) Have met all financial obligations; students with a Bursar hold will not be verified;
3) Passed all courses in the Medical Sciences curriculum;
4) Passed NBME CBSE; and
5) Completed ECFMG Form 186 and submitted to ECFMG. Applications and forms are available on the ECFMG website: www.ecfmg.org.

Timeframe
For students who pass the NBME CBSE on or before March 31, 2019 must sit for the first attempt USMLE Step 1 exam within six (6) months of passing the NBME CBSE. For students who pass the NBME on or after April 1, 2019 must sit for the first attempt on USMLE Step 1 exam within four (4) months of passing the NBME CBSE.

Students who fail to sit for their first attempt by the established deadline will be Administratively Withdrawn from RUSM.

Step 1 Failures
Students who fail USMLE Step 1 on or before March 31, 2019 will be required to sit for their retake within six (6) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Students who fail USMLE Step 1 on or after April 1, 2019 will be required to sit for their retake within four (4) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Please note that all USMLE scores (pass or fail) must be submitted to the Office of the Registrar within 30 days of receipt. Students who fail to submit their score reports will have a Registrar Hold placed on their account.

Students must submit their failing USMLE Step Score report to the Office of the Registrar prior to being verified for the retake.

Effective September 1, 2018, students who matriculate into RUSM on or after 9/1/18 will have up to four (4) attempts to pass USMLE Step 1. Students who matriculated into RUSM prior to 9/1/18 will have up to six (6) attempts to pass USMLE Step 1. Students who fail to pass USMLE Step 1 on their final attempt will be subject to dismissal.
Students who matriculate into RUSM on or after September 1, 2018 and are subsequently dismissed for failing to pass USMLE Step 1 on their final attempt are not eligible to appeal.

These attempts must be in accordance with the requirement for the student to complete their degree requirements within seven (7) years of matriculation. If it is determined that the student will not be able to complete their degree requirements within the seven year timeframe, they will be dismissed from RUSM.

Please refer to “Appeals Process for Academic Dismissals” section for more information.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam. Students reinstated or readmitted for USMLE Step 1 will be given a deadline and will be required to submit:

- USMLE Step 1 sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

Administrative Withdrawal Policy – Page 68

**Administrative Withdrawal**

Students are subject to Administrative Withdrawal if they:

- Do not return to campus to check-in during the designated check-in period prior to the start of the semester. Check-in period is determined by the Office of the Registrar;
- Fail to report to a clinical clerkship on the first day of the clerkship (for IMF and clinical clerkships);
- Do not return at the time specified at the end of an AA without prior approval or take an unauthorized leave;
- Have an unexcused absence, or multiple unexcused absences or fail to respond to requests regarding enrollment status and/or unexcused absences.
- For students who passed NBME CBSE on or before March 31, 2019, do not sit for their first attempt of the USMLE Step 1 within six (6) months of becoming eligible;
- For students who passed NBME CBSE on or after April 1, 2019, do not sit for their first attempt of the USMLE Step 1 within four (4) months of becoming eligible;
- For students who fail USMLE Step 1 on or before March 31, 2019, do not sit for their retake of USMLE Step 1 within six (6) months of prior attempt;
- For students who fail USMLE Step 1 on or after April 1, 2019, do not sit for the retake of USMLE Step 1 within four (4) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CK within six (6) months after passing NBME CCSE;
- Do not sit for their retake of USMLE Step 2 CK within six (6) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CS within one (1) year after passing CSA;
- Do not sit for their retake of USMLE Step 2 CS within one (1) year of prior attempt;
- Failure to meet the conditions of their readmission.

A student who is Administratively Withdrawn will be reported as withdrawn effective the last date of any academically related activity or the date the institution determined the change in status. The withdrawal date will be reported to the U.S. Department of Education which will cause the student’s loans to enter repayment status, in accordance with the terms and conditions of the loans. Please consult with the Office of Student Finance to determine the impact on individual loan repayment.
This is an addendum to the February 19, 2019 edition of the Ross University School of Medicine Student Handbook and the policies outlined in this addendum supersedes previous editions.

The Academy for Teaching and Learning

The mission of the ATL is to support the academic success of our students. The student is the focal point: an active learner who develops successful life-long learning skills within his or her chosen profession.

The ATL is committed to supporting and empowering our students to achieve their educational and career goals. The ATL provides this support through three connected areas: Student-Centered Programs, Faculty Development, and Medical Education Research and Scholarship.

Ross University School of Medicine is proud to be a member of The Academies Collaborative, an organization which promotes best practices in the professional development of faculty in medical education. We are one of a few international members. Learn more about The Academies Collaborative and view member institutions here.

ATL STUDENT CENTERED PROGRAMS

The ATL offers a range of Student Centered Programs to support the academic success of our students. We aim to provide the highest quality educational experience possible.

The Academic Success Program (ASP) is offered to all students and is especially targeted towards students whose performance on Mini exams suggests an improvement in learning strategy is needed. Through ATL workshops, online materials and advisement with faculty mentors, students receive individualized support concentrating on the development of active learning skills such as:

- Goal setting and time management
- Preparing for learning
- Processing learning content
- Active participation during learning events
- Using deliberate practice to enhance understanding
- Self-reflection techniques and wellness that supports cognition
- Test taking strategies

The Peer Tutor Program connects successful students in upper semesters with those needing assistance. The one-on-one and group sessions focus on various subject disciplines. Sessions are held on evenings and weekends.

The Essential Lifelong Learning Skills Program is a required course for any student repeating a semester in the medical sciences curriculum. This course provides students with the needed cognitive foundations, language of medicine and reasoning skills needed for success in medical school and beyond.
The **Communication for Medical Practice Program** provides individual and small group sessions to develop and improve English communication skills needed for study as well as future medical practice.

The **Preparation Support for Board Examinations Program** offers assistance in planning and preparing for the CBSE and Step 1 examinations. This includes the use of resources offered by Becker, diagnostic exams and available question banks.

**MANDATORY ATL ADVISING**

Students who matriculate into RUSM on or after May 1, 2019 will undergo periodic review by ATL regarding their academic progress during their first semester. Students who fail to perform satisfactorily during the first semester, starting with the Mini 1 examination, may be subject to a mandatory advising session with ATL.

The advising session will provide guidance and feedback on preparing for the next examination, which is critical to academic success in Semester 1. ATL will notify students of the required advising session, including the date and time of the advising session. Any student who is a “no-show” for their advising session will be issued a warning and rescheduled. Students who are a “no-show” for their rescheduled advising session will be referred to the conduct coordinator for review and rescheduled for the advising session. If the student fails to meet with ATL after meeting with the conduct coordinator, he or she may be subject to administrative withdrawal.

**Administrative Withdrawal Policy – Page 68**

**Administrative Withdrawal**

Students are subject to Administrative Withdrawal if they:

- Do not return to campus to check-in during the designated check-in period prior to the start of the semester. Check-in period is determined by the Office of the Registrar;
- Fail to participate in a mandatory ATL advising session;
- Fail to report to a clinical clerkship on the first day of the clerkship (for IMF and clinical clerkships);
- Do not return at the time specified at the end of an AA without prior approval or take an unauthorized leave;
- Have an unexcused absence, or multiple unexcused absences or fail to respond to requests regarding enrollment status and/or unexcused absences.
- For students who passed NBME CBSE on or before March 31, 2019, do not sit for their first attempt of the USMLE Step 1 within six (6) months of becoming eligible;
- For students who passed NBME CBSE on or after April 1, 2019, do not sit for their first attempt of the USMLE Step 1 within four (4) months of becoming eligible;
- For students who fail USMLE Step 1 on or before March 31, 2019, do not sit for their retake of USMLE Step 1 within six (6) months of prior attempt;
- For students who fail USMLE Step 1 on or after April 1, 2019, do not sit for the retake of USMLE Step 1 within four (4) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CK within six (6) months after passing NBME CCSE;
- Do not sit for their retake of USMLE Step 2 CK within six (6) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CS within one (1) year after passing CSA;
- Do not sit for their retake of USMLE Step 2 CS within one (1) year of prior attempt;
- Failure to meet the conditions of their readmission.

A student who is Administratively Withdrawn will be reported as withdrawn effective the last date of any academically related activity or the date the institution determined the change in status. The withdrawal date will be reported to the U.S. Department of Education which will cause the student’s loans to enter repayment status, in accordance with the terms and conditions of the loans. Please consult with the Office of Student Finance to determine the impact on individual loan repayment.
RUSM Identification Card Policy

All persons must be issued an appropriate RUSM ID card or security pass before being allowed to access the campus. An RUSM ID card is issued by the campus Safety and Security Department, on the directive of the campus Operations Administrator, Medical Sciences or Associate Dean (based upon availability), bearing the holder’s photograph and RUSM logo, card number and the date of issue. This ID card will remain the property of RUSM.

This policy applies to all members of the RUSM community (colleagues and students), including associates, contractors and their employees and visitors.

RUSM administration recognizes the importance of effective access control to the orderly operations, safety and security of the campus and its occupants. In order to facilitate and enhance this process, it is the school’s policy that without exception, all persons must be issued an appropriate RUSM ID card or security pass before being allowed to access the campus.

RUSM reserves the right to deny access to anyone who refuses or neglects to abide by this policy. RUSM requires that all persons who enter an RUSM campus or while accessing any RUSM campus facility, should have their IDs visibly at all times. All persons should also show their RUSM ID to the security officer at the specific entrance, or upon request at the RUSM Campus facility. Individuals are also required to show their ID to any RUSM colleague upon request at the RUSM campus facility, compound or event.

DEFINITIONS

RUSM COMMUNITY: The term RUSM community refers to the following categories:
- Students: Registered RUSM medical students
- Colleagues: (long-term and short-term visiting professors)
- Colleagues of any Adtalem Global Education Institution

THIRD PARTIES: Third parties include anyone of the following categories of persons:
- On campus vendors: Owners/employees of business, which have an on campus facility.
- Contracted individuals: Individuals who are hired by RUSM or on-campus vendors to perform short term services on campus.
- Visitors: a person who visits campus who is hosted by an RUSM Colleague.
- Any other third party to whom senior management grants access to our campus or campus amenities.

RUSM CAMPUS FACILITIES:
- Buildings, properties (owned/leased by RUSM).

AUTHORIZED POINTS OF INGRESS AND EGRESS:
- Barbados Campus: The following are authorized points through which persons may enter and exit RUSM Academic Hub: The south entrance and the northwestern door of the main entrance to RUSM Academic Hub, at the Lloyd Erskine Sandiford Centre (LESC);
- Miramar Campus: The following are authorized points through which persons may enter and exit RUSM Miramar Campus;
- Or any area designated as an entrance to an RUSM facility or event.

RUSM community ID Cards will be issued by the Safety and Security Department as part of the individual’s on-boarding process or once all required documentation has been submitted and subsequently approved by Security management. Third party ID Cards will be issued by the the Safety and Security Department. RUSM management has authorized the printing and issuing of the following categories of ID cards and security passes to facilitate and control access to, and exit from campus.
Long-term colleague ID cards, student ID cards and long-term contractor ID cards all carry the holder’s photograph along with the other material particulars stated above.

Short-term colleague (TEMPS), visitor and short-term contractor ID cards bear all the characteristics of an RUSM ID card, except for the photo of the holder. However, some short term temps may require a photo ID in special circumstances.

RUSM ID cards for colleagues, students, contractors, professional and standardized patients shall be valid for the duration of the holder’s association with RUSM, and will remain with the holder for the duration of that period.

No application process is required for visitor passes. Visitors for the Barbados Campus will be issued with a visitor ID at the northern entrance RUSM reception only, in the Lloyd Erskine Sandiford Centre (LESC) Building. Visitors for the Miramar Campus will be issued a visitor ID at the security desk located at the east main entrance. All visitor passes will be provided at the discretion of RUSM. Visitors must return their visitor passes to security at the point it was issued when leaving the campus or RUSM compound. All visitors must be hosted by a RUSM colleague who is present during the time of the visit. Colleagues will be held responsible for any visitors that they bring on campus. Visitors are not allowed in student study spaces including the library.

Members of the campus community must enter and exit campus only at an authorized point of access.

Persons who are not members of the RUSM community must be issued with the appropriate security pass in accordance with procedures before being allowed to access campus.

Without exception, every member of the campus community must present his/her RUSM ID card at every point of access. Colleagues and students who forget their ID at home may be issued with a colleague temporary pass (CTP) or a student temporary pass (STP), as required, to allow them access to the campus or RUSM compound. Colleagues who frequently fail to show up to work with their RUSM ID may be subject to disciplinary action.

Without exception, everyone must wear his/her RUSM ID card while on RUSM campus in such a manner that it will be readily visible to other persons.

While on campus, if asked to do so by a RUSM Colleague, an individual must present their ID card for inspection.

Security may immediately escort anyone off campus who is not in possession of an RUSM ID and does not have a legitimate reason for being on campus.

If a person loses his/her RUSM ID, the loss must be reported to the Safety & Security Department. Individuals will be required to fill out an ID replacement application form and pay a fee of BBD $25.00 or USD $10. All lost IDs, if found should be returned to campus security.

A person, whose ID card has been stolen, damaged or deteriorated, must make a report at the Safety and Security Department and he/she will receive a new ID card after the payment of a BBD $25 or USD $10 fee. Waiver of the fee is subject to the discretion and approval of the Associate Dean, Medical Sciences; Campus Operations Administrator or designee pending a thorough investigation.

The ID card remains the property of RUSM.

The Security department will only issue IDs for the following individuals:

- Students
- Colleagues (Long-term and short-term)
- Contractors and vendors
- Visitors
- Professional and standardized patients
Student Handbook Addendum – effective July 11, 2019

This is an addendum to the February 19, 2019 edition of the Ross University School of Medicine Student Handbook and the policies outlined in this addendum supersedes previous editions.

Student Grading and Promotions Policies – Page 47

Student Grading and Promotions Policies

Grades

For coursework begun during or after the January 2012 semester, grades are interpreted and GPAs are determined as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Percentage Range</th>
<th>Quality points per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>85-100</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>80-84</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>75-79</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>71-74</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>MPS - 70</td>
<td>2.00</td>
</tr>
<tr>
<td>C*</td>
<td>Remediation by Exam</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>Fail (below MPS)</td>
<td>0.00</td>
</tr>
<tr>
<td>HP</td>
<td>High Pass 85 - 100</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass MPS - 84</td>
<td>0.00</td>
</tr>
<tr>
<td>P*</td>
<td>Remediation by Exam</td>
<td>0.00</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</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>
<tr>
<td>WF*</td>
<td>Withdrawn Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>R</td>
<td>Course repeated in subsequent semester</td>
<td>0.00</td>
</tr>
<tr>
<td>RR</td>
<td>Course requires remediation</td>
<td>0.00</td>
</tr>
<tr>
<td>M</td>
<td>Missing Grade/Grade Not Submitted</td>
<td>0.00</td>
</tr>
<tr>
<td>UP</td>
<td>Unsatisfactory Progress</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Withdrawal from a single course during a Medical Sciences semester is not permitted. However, if a student withdraws from the term, a grade may be given for any courses that have been fully completed.

Calculation of semester GPA and cGPA

- Semester GPA is calculated by dividing the total quality points “earned” by the total amount of credit hours “attempted” in that semester.
- Calculation of cGPA is based on the total of quality points divided by the total credit hours. In calculating both GPA and cGPA, RUSM does not round to the nearest hundredth (two decimal places).
• Grades of High Pass, Pass or No Pass for the first semester courses do not count toward the cGPA. Courses in remaining semesters will receive an A, B+, B, C+, C or F grade and will impact the cGPA.

All students must have a minimum cGPA of 2.00 in order to advance to IMF. Students with a cGPA lower than 2.00 are subject to dismissal.

Recognition of Exemplary Grades
Students earning exemplary grades are recognized as follows:

• **Dean's Honor Roll:** Students who earn a High Pass in Foundations of Medicine course and a Pass in Clinical Skills course of Semester 1 qualify for the Dean's Honor Roll.

• **Dean's List:** During Medical Sciences semesters, students who have maintained a 3.50 GPA in two successive Medical Sciences semesters qualify for the Dean’s list. They remain on the Dean’s list as long as they maintain a 3.50 GPA (and above) each semester. The Dean's list is posted at the beginning of each semester, as soon as grades are available. Semester 2 students are eligible to be on the Dean’s List if they have a 3.50 GPA for semester 2 and earned a HP during semester 1.

• **Distinguished Scholar:** Students maintaining a 4.00 GPA during the Medical Sciences semesters are designated as Distinguished Scholars.

• **Graduation with Honors:** Honors will be printed on those graduates’ diplomas. To be eligible for Honors status, students must do the following:
  • Be a student in good standing,
  • Have not received an UP, NP, P*, C*, F, WF, or R in any course,
  • Have a 3.00 cumulative GPA through the Medical Sciences semesters,
  • Students who matriculated into RUSM prior to 9/1/18 must have passed USMLE Step 1 with a score of 210 or higher on first their attempt. Students who matriculated into RUSM on or after 9/1/18 must have passed USMLE Step 1 with a score of 212 or higher on their first attempt.
  • Have passed USMLE Step 2 CK with a score of 200 or higher on their first attempt, (for students who completed first semester prior to May 2013) or with a score of 220 or higher on their first attempt (for students who completed first semester after May 2013),
  • Passed USMLE Step 1, USMLE Step 2 CK, and/or CS in no more than 1 attempt, and
  • Meet one of the following combined Medical Sciences and Clinical Sciences cumulative GPA requirements:
    o 3.50 – 3.59 Honors
    o 3.60 – 3.79 High Honors
    o 3.80 – 4.00 Highest Honors
    o Transfer students who did not complete the Medical Sciences curriculum at RUSM must have maintained the RUSM grade point averages listed above plus earned a score of at least 230 on USMLE Step 1.

**Academic Amnesty/Grade replacement policy:**
Students completing semester one in May 2013 and beyond will be able to replace failing (F/NP) grades in their GPA after repeating the course and receiving a passing grade. The course with the F or NP grade will be removed from the GPA calculation, but the attempted hours will still count in the calculation of Satisfactory Academic Progress (SAP). Students in the medical sciences semesters who fail in the Standard Accelerated track and remediate in the Ross+ track must successfully pass both the failed semester and subsequent semester to qualify for the grade replacement policy.

**Minimum Passing Score (MPS) Requirement for Medical Sciences Courses Cumulative Scores**
The academic content in Medical Sciences courses is presented in lectures, anatomy lab and small group sessions. This content is assessed by mini-examinations, laboratory examinations, and final examinations. The contribution of each laboratory examination, mini-examination and final examination, excluding the remediation final exam, are weighted to contribute to the determination of the overall cumulative score for each Medical Sciences course.
Additionally, each mini-examination and final examination assessment, excluding the remediation final exam, contributes to the calculation of discipline scores within each course. The course syllabi will provide further information regarding the weighting of exams specific for each course.

**Minimum Passing Score (MPS) and Minimum Performance Level (MPeL)**

Grades in the semester 1-5 Medical Sciences courses are set by using a MPS as calculated by using the Hofstee method. The end of semester MPS is assigned to the complete set of compiled scores for the exams and labs in each course, excluding the remediation final exam. The MPS score is determined by the academic administration using the Hofstee method. It is this final MPS assignment which is utilized for determination of a student’s final grade in the Medical Sciences and Clinical Sciences courses. Scores are rounded to two decimal places with 0.50 rounded up. In addition to using MPS to calculate the final grade, minimum performance levels (MPeLs), found in the course syllabus, will be determined for each discipline block within the course. These MPeL scores are determined by the academic administration using the Hofstee method. Students must achieve the MPeL for each discipline block to be eligible to pass the course. All grades are posted on myRoss at the end of each semester.

**Promotion Policies: Medical Sciences Semesters**

Students who receive passing grades and are otherwise in good standing are promoted to the next semester. Students who fully complete (i.e. miss no mandatory activities including exams) and fail any semester for the first time will be allowed to repeat the failed semester on academic probation. A student who fails the Foundations of Medicine (FM) course for the first time may be eligible to take the Remediation Exam. Please see the Remediation Exam policy for eligibility criteria.

Students failing any two medical sciences semesters will be subject to dismissal.

Students who have been dismissed for failing two semesters have the right to appeal a dismissal. If a student successfully appeals a dismissal and is allowed to return, the student will be placed on Academic Probation until the student fully remediates the failure.

**Repeating, Return from Approved Absences and Readmitted:**

- Students who began first semester before May 2013 are required to pass all blocks in a semester to maintain SAP.
- Students who began first semester in May 2013 or after are required to pass all courses in a semester to maintain SAP.

**Failing Grades: Medical Sciences**

Should a student fail one course in a semester, the student must repeat the entire semester (all courses) and will be enrolled in the Essential Lifelong Learning Skills (ELLS) course.

For students who matriculate into RUSM on or after September 1, 2018 and fail only one course in the Medical Sciences curriculum will receive a failing (or no pass) grade for both the Foundations of Medicine and Clinical Skills courses regardless if the student received a passing grade in the other course. A grade of “RR” (Required Remediation) will be assigned to the non-failing course. Upon successful remediation, a grade of “R” will be assigned.

Students repeating a semester will be placed on Academic Probation.

Students will not be allowed to proceed with subsequent semesters until they have successfully passed each prior semester’s study. Students who failed in the Standard Accelerated Curriculum and repeat in the Ross+ curriculum will be required to remediate all curricular content before the Grade Amnesty (grade replacement) policy will be applied.
Students who repeat are required to have an Academic Plan on file with the Office of the Registrar outlining the requirements of satisfactory academic performance signed by the student and the Associate Dean of Student Affairs or authorized designee. Please note that no semester may be repeated more than once.

1) A student repeating the previous semester will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
2) Students who are returning from an AA and have successfully passed the previous semester will be enrolled in Foundations of Medicine and Clinical Skills.
3) Students returning after being readmitted due to failing two semesters or successfully appealing their dismissal will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
4) Students who withdrew with W/WP and were readmitted will be enrolled in Foundations of Medicine and Clinical Skills.
5) For students who withdrew with a WF and were readmitted will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.

Remediation Exam Policy
Beginning with the May 2019 semester, eligible students will be provided with the opportunity to remediate a failure by examination prior to the start of the next term.

Eligibility criteria for inclusion (all must be met):
1) The student is failing the semester due to failure of the Foundations of Medicine (FM) course for that semester.
   a. Students who fail the Clinical Skills (CS) course are not eligible.
2) The student has not failed any prior semesters and will not have remediated any prior FM course(s).
   a. Students who received a grade of “NP”, “F”, or “R” in a prior term for either FM or CS courses are not eligible to participate in the Remediation Exam.
3) The student failed with an overall cumulative score equal to or greater than the Minimum Passing Score (MPS) minus 5 percentage points, and failed fewer than 2 major disciplines.

A remediation exam of similar composition and difficulty to the final exam for each course will be administered.

For all students, except those remediating FM4X/05, the exam will be administered during the week prior to the first week of classes of the subsequent term. Students remediating FM4X/05, the exam will be administered during the last week (week 15) of the term. Should a holiday interfere, the exam will be administered the previous day.

The passing score of the remediation exam will be set at 70%. Student comments will be disabled. There will be no item-level post-exam review of the outcomes for the purposes of rescoring, and the Strengths and Opportunities Report released to the students, if any, will not contain item-level outcomes.

Eligible students will have 48 hours after the release of their final FM course cumulative scores to elect the remediation option and inform the Exam Center (ExamCenter@RossU.edu) and Registrar (Registrar@RossU.edu) of this election. Students may alternately choose to avail themselves of options currently available (repeat, withdraw) according to existing policy. Eligible students who do not make an election by the deadline will be registered to repeat the failed semester.

Semester 1 students who pass the remediation exam will be assigned a final course grade of “P*”. As with the semester 1 grades, there is no quality points assigned to the “P*” grade. All other students who pass the remediation exam will be assigned a final course grade of “C*” (the quality points assigned are 2.0, the same as a “C” grade), for the FM course being remediated by exam.

Students will be required to meet certain criteria as determined by the Curriculum Committee during their next term, including, but not limited to, components of Academy of Teaching and Learning (ATL) programs, attendance at specific FM course components, and academic counseling.
For students in Semester 1, if they successfully remediate FM01 by exam, they will be required to enroll in the Semester 2 Ross+ FM02 curriculum track. Students remediating by exam are not eligible for the Semester 2 Standard Accelerated FM2X curriculum track

A student who fails the remediation exam will be given the option of being enrolled to repeat the failed semester or of withdrawing with full refund of any tuition, fees, or housing costs for the new term. If the student is successful in remediating the semester, the Grade Replacement policy will apply and convert the “NP” or “F” grade to “R”. Please note students who fail in the Standard Accelerated curriculum track but repeat in the Ross+ curriculum track must repeat the failed semester and pass the subsequent semester to qualify for the Grade Replacement policy.

Students may only participate in the Remediation Exam once during the medical sciences semesters. Students who are successful in remediating by exam and fail a subsequent semester will be required to repeat the semester.
Student Handbook Addendum – effective September 1, 2019

This is an addendum to the February 19, 2019 edition of the Ross University School of Medicine Student Handbook and the policies outlined in this addendum supersedes previous editions.

Criminal Background Check

The Association of American Medical Colleges® (AAMC) recommends that all U.S. medical schools obtain a criminal background check on applicants upon conditional acceptance to medical school. As an international medical school, RUSM strives to ensure both our school and our students follow the same guidelines as U.S. medical schools.

Both prospective and current students are required to submit to a criminal background check. This measure will allow RUSM to ensure our school’s commitment to the health, welfare and safety of students, faculty, staff and patients at our campus and affiliated clinical sites. It also allows RUSM to identify applicants and students whose prior criminal activities may prevent them in participating in clinical training sites and limit their ability to seek professional licensure.

Newly Admitted Students

Incoming new students (medical sciences) will complete the criminal background check at the same time as submitting their required health documentation via the Complio® portal (www.rusmhealthdocs.com). Information will be in the Welcome packet. For admitted students who matriculate into RUSM on or after January 1, 2020 must have their criminal background check completed and results received by RUSM no later than the end of the third week of classes.

Continuing Students

Both continuing students and transfer students scheduled for the Internal Medical Foundations (IMF) clerkship will complete a criminal background check prior to starting the IMF clerkship. Students will complete this requirement along with any additional health documentation when they register for IMF. Students starting IMF must have their results received by RUSM 30 days prior to the start of IMF.

Students who fail to have their results received by RUSM by the deadline will be subject to administrative withdrawal.

Matriculating students whose results indicate an incident (i.e. conviction) not previously disclosed in their medical school application, RUSM, or the American Medical College Application Service® (AMCAS) will be reviewed by the Admissions Committee. The committee’s review may result in admissions rescindment. Current students whose results indicate an incident (i.e. arrest, conviction) not previously disclosed in their medical school application, RUSM or the American Medical College Application Service® (AMCAS) will be referred to the Office of Student Conduct for further review. The outcome of the committee’s review may result in disciplinary action.
All students are required to disclose any and all criminal charges that occur on or off campus and during periods of active enrollment, semester break, AA, emergency or short-term personal leaves or while suspended or withdrawn from RUSM to the Office of Student Conduct.
This is an addendum to the February 19, 2019 edition of the Ross University School of Medicine Student Handbook and the policies outlined in this addendum supersede previous editions.

**Clinical Sciences Grading – Page 51**

**Clinical Sciences Grading**

Students must take and pass all core and elective clinical clerkships. Each of the six core clerkships provides curricular guidelines that students must follow. At the conclusion of the core clerkship, students must pass the appropriate NBME Subject Clerkship Examination (SCE). The SCE policy can be found in the Policies and Administrative Procedures section of this Student Handbook.

**Core Clerkships – General Expectations**

7) **Study Hours**
   a) Reading/Case assignments are outlined and organized by week. Students should set aside time in review and preparation for the NBME subject exam. Case reviews and formative questions are great tools for surface learning, but the textbook and articles give comprehensive review of topics. In-depth understanding fosters greater retention.

8) **Duty hours**
   a) Work hours are defined as all clinical and academic activities related to the rotation; i.e. patient care (both inpatient and outpatient), administrative duties related to patient care, time spent in-house during shift activities, and scheduled activities. Work hours do not include time spent studying for exams or supplemental reading/research to prepare for oral presentations or notes.
   b) Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home.
   c) Medical students must be provided with a continuous 24 hours off during every seven days of duty, averaged over 4 weeks, free from all educational and clinical responsibilities.
   d) Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours per day for patient care, plus 4 additional hours for transitional care or educational activities (e.g. transition of care, conferences).
   e) Night float rotation should not exceed 6 nights in a row; at a minimum, there are 8 hours off between shifts.

9) **Patient Interaction**
   a) Students are expected to interact with and be responsible for an adequate number of patients at any given time. Under the supervision of residents/faculty members, and in conjunction with the interdisciplinary team, robust clinical experiences and learning opportunities are assured.

10) **Case Presentations**
   a) Students are expected to present cases and receive feedback of their presentation skills, medical reasoning, differential diagnosis and management plans. Formal didactic presentations may also be required.

11) **Patient Notes**
a) Clerkship students must follow the procedures and qualifications for both paper chart and electronic medical record patient notes as detailed by the hospital to which they are assigned.

12) Online Clinical Curriculum
   a) Essential Patient Encounters / Procedures (EPE/EPP)
      i) A list of the types of patients to be seen during a clerkship is provided. All EPEs and EPPs must be recorded in the Patient Log as either a real patient or if needed, a Complementary Case. Although the sequence of each encounter will vary by location and assignment during a clerkship, we encourage students to log each encounter soon after the interaction.
   b) Mid-Clerkship Feedback Form
   c) Student Survey of Clerkship Experience
      i) Student must complete both the course evaluation and the individual faculty survey to receive credit.

Letter grades are assigned at the conclusion of each clerkship. The final grade for a clinical core clerkship is based on the Clinical Clerkship Assessment of Medical Student Performance (CCAMSP), NBME SCE and the online curriculum content and weighted as follows:

Clinical Core Clerkship starting before January 1, 2017
Final Clinical Core Clerkship Grade Calculation
Percent of Final Grade
CCAMSP* 70%
NBME SCE 25%
Online Clinical Curriculum 5%
--- 100%

Clinical Core Clerkship starting on or after January 1, 2017
Final Clinical Core Clerkship Grade Calculation
Percent of Final Grade
CCAMSP* 65%
NBME SCE 25%
Online Clinical Curriculum 10%
--- 100%

*Weight of CCAMSP will not change, however, for core clerkships that begin on or after 11/1/19, the actual GPA equivalent from points earned of the CCAMSP will be used instead of the letter grade value in the calculation of the overall score itself.

Elective Clerkships – General Expectations
1) Study Hours
   a) Reading/Case assignments are outlined and organized by week. Case reviews and formative questions are great tools for surface learning, but the textbook and articles give comprehensive review of topics. In-depth understanding fosters greater retention.

2) Duty hours
   a) Work hours are defined as all clinical and academic activities related to the rotation; i.e. patient care (both inpatient and outpatient), administrative duties related to patient care, time spent in-house during shift activities, and scheduled activities. Work hours do not include time spent studying for exams or supplemental reading/research to prepare for oral presentations or notes.
   b) Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home.
   c) Medical students must be provided with a continuous 24 hours off during every seven days of duty, averaged over 4 weeks, free from all educational and clinical responsibilities.
   d) Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours per day for patient care, plus 4 additional hours for transitional care or educational activities (e.g. transition of care, conferences).
e) Night float rotation should not exceed 6 nights in a row; at a minimum, there are 8 hours off between shifts.

3) Patient Interaction
   a) Students are expected to interact with and be responsible for an adequate number of patients at any given time. Under the supervision of residents/faculty members, and in conjunction with the interdisciplinary team, robust clinical experiences and learning opportunities are assured.

4) Case Presentations
   a) Students are expected to present cases and receive feedback of their presentation skills, medical reasoning, differential diagnosis and management plans. Formal didactic presentations may also be required.

5) Patient Notes
   a) Clerkship students must follow the procedures and qualifications for both paper chart and electronic medical record patient notes as detailed by the hospital to which they are assigned.

6) Online Clinical Curriculum
   a) Essential Patient Encounters / Procedures (EPE/EPP)*
      i) Students must complete a minimum of 4 EPE/EPP for each week of the elective to receive credit
         (1) If the elective is two weeks in duration, students must complete a minimum of eight (8) EPE/EPP to receive credit.
         (2) If the elective is four weeks in duration, student must complete a minimum of 16 EPE/EPP to receive credit.
      ii) All EPEs and EPPs must be recorded in the Patient Log as either a real patient or if needed, a Complementary Case.
      iii) Although the sequence of each encounters will vary by location and assignment during a clerkship, we encourage students to log each encounter soon after the interaction.
   b) Mid-Clerkship Feedback Form
   c) Student Survey of Clerkship Experience
      i) Student must complete both the general course evaluation and the individual faculty survey to receive credit.

*Students participating in research or non-patient care electives will be exempt from completing patient logs.

Letter grades are assigned at the conclusion of each clerkship. For elective clerkships that began prior to 11/1/19, the final grade for a clinical elective clerkship is based on the CCAMSP. For elective clerkships that begin on or after 11/1/19, the final grade is based on the CCAMSP and completion of the Online Clinical Curriculum and weighted as follows:

Clinical Elective Clerkship starting before November 1, 2019

Final Clinical Elective Clerkship Grade Calculation

<table>
<thead>
<tr>
<th>Percent of Final Grade</th>
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<tbody>
<tr>
<td>CCAMSP</td>
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</tr>
<tr>
<td>100%</td>
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</table>

Clinical Elective Clerkship starting on or after November 1, 2019

Final Clinical Elective Clerkship Grade Calculation

<table>
<thead>
<tr>
<th>Percent of Final Grade</th>
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<tbody>
<tr>
<td>CCAMSP*</td>
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<tr>
<td>90%</td>
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<tr>
<td>Online Clinical Curriculum</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>100%</td>
</tr>
</tbody>
</table>

*Weight of CCAMSP is calculated on the exact GPA equivalent from points earned.

Please also note the following:
- If a student fails an elective clerkship, that student must successfully repeat the same number of weeks as the failed elective.
• Students who fail a required core clerkship for any reason and repeat the rotation will be required to remediate the entire core, including the NBME SCE. For the NBME SCE, the highest score a student can receive on the exam for a core remediation is a “C”.

• Student who wishes to be eligible for Grade Amnesty for a failed elective clerkship must repeat the same elective clerkship. The remediation does not have to be at the same clinical site but must have the same number of weeks as the failed elective clerkship.

• Students who receive two F or R grades during the Clinical Sciences (IMF, core clerkships, or electives) are subject to dismissal.

Clinical Grade Appeals
Students may appeal the evaluation grade and/or the subject matter of comments on the Clinical Clerkship Assessment of Medical Student Performance within 15 business days of the grade being posted.

First Appeal: Appeals must be submitted using the Clinical Grade Appeal form. The form and a copy of the assessment must be emailed to GradeAppeals@RossU.edu within 15 business days of the grade being posted. The clinical preceptor or grade appeal administrator will investigate, as appropriate, and decide to change or uphold the original grade.

Second Appeal: In cases of procedural irregularity, inappropriate decisions, or where additional data has become available that was not considered by the clinical preceptor or grade appeal administrator, the student may appeal the decision to the Associate Dean of Student Affairs or authorized designee. Appeals must be submitted using the Clinical Grade Appeal form. A new form must be completed and submitted with a copy of the assessment to GradeAppeals@Rossu.edu within 15 business days of the date from the decision notification email. The decision of the Associate Dean of Student Affairs, or authorized designee, on the appeal is final.

Students may not discuss their grade appeal with their preceptor, grade appeal administrator, or the Associate Dean of Student Affairs. Failure to follow the Clinical Grade Appeal process outlined above will result in a denied appeal and no changes will be made to the grade.

The Clinical Grade Appeal form can be found on the student timeline.

Failing Grades: Clinical Sciences
A student receiving an “F” in any portion of the Clinical Sciences curriculum will be subject to review by Associate Dean of Student Affairs or authorized designee. Students on Academic/Financial Aid Probation may be allowed to continue clinical clerkships at the discretion of Associate Dean of Student Affairs or authorized designee. Students will be subject to additional tuition expense if they exceed the 92 weeks covered by the standard tuition rates.

Students who fail a required core clerkship are required to remediate the entire core, including the rotation, the NBME SCE and online clinical curriculum requirements. For the NBME SCE, the highest score a student can receive on the exam for a core remediation is a “C”.

Students remediating any clerkship will be placed on academic probation until they successfully remediate and meet SAP.

If a student is dismissed for unsatisfactory progress and successfully appeals, they may be allowed to repeat the semester on probation. However, including instructional weeks of repeated semesters, maximum timeframe limits for entire completion of the curriculum must not be exceeded.
Duty Hours

Ross University School of Medicine will follow the duty hour guidelines set by the ACGME. Duty hours are defined as all clinical and academic activities related to the education of the medical student as follows:

- Work hours are defined as all clinical and academic activities related to the rotation; i.e. patient care (both inpatient and outpatient), administrative duties related to patient care, time spent in-house during shift activities, and scheduled activities. Work hours do not include time spent studying for exams or supplemental reading/research to prepare for oral presentations or notes.
- Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home.
- Medical students must be provided with a continuous 24 hours off during every seven days of duty, averaged over 4 weeks, free from all educational and clinical responsibilities.
- Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours per day for patient care, plus 4 additional hours for transitional care or educational activities (e.g. transition of care, conferences).

Night float rotation should not exceed 6 nights in a row; at a minimum, there are 8 hours off between shifts.
Student Handbook Addendum – effective November 27, 2019

This is an addendum to the February 19, 2019 edition of the Ross University School of Medicine Student Handbook and the policies outlined in this addendum supersedes previous editions.

Remediation Exam – Medical Sciences

Remediation Exam
Eligible students will be provided with the opportunity to remediate a failure by examination prior to the start of the next term.

Eligibility criteria for inclusion (all must be met):
1) The student is failing the semester due to failure of the Foundations of Medicine (FM) course for the current semester.
2) Student does not have a previous failure or only one previous semester failure that was successfully remediated by repeating all courses.
3) The student failed with an overall cumulative score equal to or greater than the Minimum Passing Score (MPS) minus 5 percentage points.

Exclusions:
1) Students who have remediated two or more semesters by repeating all courses are not eligible to participate in the remediation exam and are subject to dismissal.
2) A student cannot remediate a repeat semester by exam.
3) Students who fail the Clinical Skills (CS) course are not eligible.
4) A student who has successfully passed by remediation exam in a prior semester is not eligible to remediate a later course by exam.

Conditions and Requirements:
- A student who opts to remediate by exam and does not sit for the remediation exam shall be ineligible to remediate in the future, unless they have obtained an excused absence from Student Affairs.
- A student who has successfully repeated one prior semester and elects to remediate by exam will not be eligible for an expedited appeal.
- Any student electing to remediate by exam may only continue in the Ross+ track. Students in Semester 4X are exempt from this requirement. A student who passes the Semester 4X remediation exam will be allowed to advance to the next available IMF session.
- A student who successfully remediates by exam must satisfactorily follow a post-remediation program determined by the Academy for Teaching and Learning.
- Eligible students will have 48 hours after the release of their final FM course cumulative scores to elect the remediation option and inform the Exam Center (ExamCenter@RossU.edu) and RemediationExamRequest@rossu.edu of this election. Students may alternately choose to avail themselves of options currently available (repeat, withdraw) according to existing policy. Eligible students who do not make an election by the deadline will be registered to repeat the failed semester unless they are subject to dismissal.
• Semester 1 students who pass the remediation exam will be assigned a final course grade of “P*”. As with the semester 1 grades, there is no quality points assigned to the “P*” grade. All other students who pass the remediation exam will be assigned a final course grade of “C*” (the quality points assigned are 2.0, the same as a “C” grade), for the FM course being remediated by exam.

Examination Information:
A remediation exam of similar composition and difficulty to the final exam for each course will be administered.

For all students, except those remediating FM4X/05, the exam will be administered during the week prior to the first week of classes of the subsequent term. For students remediating FM4X/05, the exam will be administered during the last week (week 15) of the term. Should a holiday interfere, the exam will be administered the previous day.

The passing score of the remediation exam will be set at 70%. Student comments will be disabled. There will be no item-level post-exam review of the outcomes for the purposes of rescoring, and the Strengths and Opportunities Report released to the students, if any, will not contain item-level outcomes.

Students must sit for the remediation exam on the date/time scheduled. There will be no make-ups. Although there is no cost to participate in the remediation exam, students who have already booked travel may incur fees from the airline carrier for any changes and students will be responsible for any airline fees incurred. Students currently residing in the Villages at Coverley can remain in their current assigned housing at no additional cost. Students who live off-campus will need to work with their landlord or leasing agent if they need to extend their existing lease/rental agreement.

Students who are successful in remediating by exam and fail a subsequent semester will be required to repeat the semester.

Remediation Exam Failures

Failing a Single Medical Sciences Semester
If a student fails the remediation exam and it is the first medical sciences semester failure, the student will be given the option of being enrolled to repeat the failed semester or of withdrawing with full refund of any tuition, fees, or housing costs for the new term.

If the student is successful in repeating the semester, the Grade Replacement policy will apply and the “NP” or “F” grade will be converted to “R”. Please note students who fail in the Standard Accelerated curriculum track but repeat in the Ross+ curriculum track must repeat the failed semester and pass the subsequent semester to qualify for the Grade Replacement policy.

Students who decide to withdraw from RUSM after failing the remediation exam must submit a request to withdraw to Registrar@RossU.edu prior to start of the new semester to avoid incurring any tuition, fees, or housing costs for the new term.

Failing Multiple Medical Sciences Semesters
If a student fails the remediation exam, and it is the second (or more) medical sciences semester failure, the student will be subject to dismissal. As noted, a student who has successfully repeated one prior semester and elects to remediate will not be eligible for an expedited appeal. Upon dismissal, the student still can submit a standard appeal. Students subject to dismissal are not allowed to withdraw.

Students who have questions are encouraged to contact the ATL on campus or via email (ATL@RossU.edu), the Exam Center (ExamCenter@RossU.edu) or the Curriculum Office (CurriculumOffice@RossU.edu) for more information.
Appeals Process for Academic Dismissal

First Appeal: Any student dismissed from the Medical Sciences or the Clinical Sciences curriculum who can demonstrate and document a significant extenuating circumstance that resulted in unsatisfactory academic performance may appeal the dismissal to the Student Promotions Committee (SPC).

First Appeal – Medical Sciences: Expedited Appeal Option
Students seeking to appeal a dismissal for failing two Medical Sciences semesters have the option of submitting an Expedited Appeal or Standard Appeal.

- A Standard Appeal requires the student to submit an appeal, using the Academic Dismissal Appeal form, within 15 calendar days from the date of the dismissal notification. The Standard Appeal process takes an average of 45 to 60 calendar days for the SPC to review the appeal and issue the decision. If the SPC overturns the dismissal, this requires the student to sit out a full term before returning to repeat the semester.
  - Standard Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to PromotionAppeals@RossU.edu within 15 calendar days of the date on the dismissal notification letter.
  - The appeal will be heard by the SPC, which will then make an official decision to uphold or overturn the dismissal.
  - Appeals that do not demonstrate or document extenuating circumstances will not be considered.
  - Appeals received after the deadline (15 calendar days after the date on the dismissal notification letter) will not be accepted.

- An Expedited Appeal allows students who are dismissed at the end of the term for failing two Medical Sciences semesters the option to seek an expedited review of their appeal by the SPC. The expedited review process provides an opportunity for the student to have their appeal reviewed and a decision issued by SPC prior to the start of the next Medical Sciences term.
  - The appeal must be submitted using the Academic Dismissal Appeal form, and must be emailed to PromotionAppeals@RossU.edu within 48 hours of receipt of the dismissal notification. Any appeals received after this deadline will be subject to the Standard Appeal process.
  - Students who are eligible and elect to participate in the remediation exam are not allowed to submit an expedited appeal. Students who fail the remediation exam will be dismissed and must follow the instructions for a standard appeal.
  - If the SPC overturns the dismissal, the student will be allowed to repeat the term without having to sit out for a term. The student is required to meet all the conditions set forth by the SPC in their decision.
  - Any student who submits a request for an Expedited Appeal and their dismissal is upheld is not eligible to submit a Standard Appeal. If the SPC upholds the dismissal on an Expedited Appeal, the student’s last appeal is to the Dean and/or Provost or Dean/Provost’s designee.

Second Appeal: In cases of procedural irregularity, or where additional evidence has become available that was not considered by the Student Promotions Committee, a final appeal may be made to the Dean and/or Provost. Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to the Dean and/or Provost at PromotionAppeals@Rossu.edu within 15 calendar days of the date on the decision letter from the Student Promotions Committee. The appeal will be heard by the Dean and/or Provost or designee, who will make the final decision to uphold or overturn the dismissal. The Dean/Provost’s decision is final. Appeals that do not demonstrate procedural irregularity or provide additional evidence that was not considered by the Student Promotions Committee will not be considered.
Appeals received after the deadline (15 calendar days after the date on the decision letter) will not be accepted. Students must adhere to the instructions outlined above and on the Academic Dismissal Appeal Form in order for their appeal to be considered. The Academic Dismissal Appeal Form may be found on the student portal and RUSM Student Timeline.

**Medical Sciences:** A student in the Medical Sciences curriculum who successfully appeals a dismissal decision will be:

- Expedited Appeal: Reinstated to the semester following the term the dismissal was issued.

- Standard Appeal: Reinstated to the semester subsequent to the semester in which the decision regarding the appeal is made. For example, a student who is dismissed at the end of the September 2018 term, and is allowed to return, would be on inactive status for the January 2019 term and then resume their studies during the May 2019 term if their appeal is granted.

**Medical Sciences and Clinical Sciences:** A student who successfully appealed a dismissal for failure to pass any required examinations, failed two clerkships or failure to complete all degree requirements within seven (7) years of matriculation will be notified of the reinstatement conditions and deadline to sit for the exam or complete the degree requirements.

Requests to change the conditions of the reinstatement are not granted, including an extension to sit for the exam or complete the degree requirements. Students who are unable to meet the condition of their reinstatement have the option to withdraw. Failure to meet the condition of the reinstatement will result in a dismissal from RUSM.
Curriculum Overview

The Doctor of Medicine (MD) degree is awarded upon successful completion of the following:

- Medical Sciences curriculum – 64 credit hours
- Clinical Science curriculum (including Internal Medicine Foundations (IMF)) – 90 credit hours
- United States Medical Licensing Examination (USMLE) Step 1
- USMLE Step 2 Clinical Knowledge (CK)
- USMLE Step 2 Clinical Skills (CS)
- Removal of all administrative holds

To be eligible for graduation, students must successfully complete all coursework (154 credit hours) and USMLE requirements within seven calendar years of their matriculation date. If at any point it becomes clear that a student is unable to meet all graduation requirements within seven years, they will be subject to dismissal.

Students graduating may do so on one of three graduation dates each academic year. RUSM has three graduations per academic year: 11/30, 3/31 and 4/30. Students are strongly encouraged to complete all degree requirements 60 days prior to their scheduled graduation date to ensure timely processing of clinical evaluations. Requests for special graduation dates will be reviewed on a case-by-case basis. See the Special Graduate Date Request policy in the Policies and Administrative Procedures Section of this Student Handbook. All graduation requirements must be satisfied prior to the student being cleared for graduation (degree conferral) and ECFMG certification.

The MD degree program is designed to meet the core competencies established by the Accreditation Council for Graduate Medical Education (ACGME). ACGME competencies are discussed throughout the program, and will be identified as applying to the following categories of competency:

- Patient care
- Medical knowledge
- Practice-based learning and improvement
- System-based practice
- Professionalism
- Interpersonal skills and communication

RUSM is currently adopting changes in the Medical Sciences curriculum; not all changes will affect every student currently enrolled. There follows a brief overview of the Medical Sciences and Clinical Science curricula and associated programs in this context. Both curricula are covered in more detail further in this section.

Medical Sciences Overview

The Medical Sciences curriculum is designed to:
• Offer an in-depth, comprehensive program of biomedical sciences for medical practitioners.
• Provide supporting patient case correlations and clinical competency experience.
• Present a physical diagnosis course to prepare students for clinical clerkships.
• Two tracks are offered for completion of the Medical Sciences curriculum:
  o **Standard Accelerated Curriculum:** This offers completion of the same prescribed coursework within four semesters (consisting of 64 credit hours).
  
  **Standard Accelerated Curriculum Track**
  
<table>
<thead>
<tr>
<th>Semester/Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Semester 1</td>
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<tr>
<td>• Foundations of Medicine 1</td>
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<td>• Clinical Skills 1</td>
<td>2</td>
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<tr>
<td>Semester 2</td>
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<tr>
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<td>• Clinical Skills 2X</td>
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<td>• Clinical Skills 4X</td>
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  **Total Credit Hours** | **64**       |

  o **Ross+:** This offers completion of the prescribed coursework within five semesters (consisting of 64 credit hours).
  
  **Ross+ Curriculum Track**
  
<table>
<thead>
<tr>
<th>Semester/Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>2</td>
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</tbody>
</table>
  **Total Credit Hours** | **64**       |

**Eligibility for the Standard Accelerated Curriculum:** The first semester for the Standard Accelerated Curriculum and the Ross+ Curriculum are identical. Beginning in January 2020, both new and repeating first semester students who have earned a 75% in the Foundations of Medicine 1 (FM01) course will be eligible to register for the Standard Accelerated Curriculum. Consistent with the Remediation Exam policy, students who repeat FM01 after failing the remediation exam are not eligible for the Standard Accelerated Curriculum. Students who pass FM01 by earning less than 75% will be enrolled in the five semester Ross+ curriculum for the remainder of the Medical Sciences curriculum. The eligibility criteria are determined considering the potential of the students and cannot be appealed to the RUSM administration.
Students may not switch tracks mid-semester, nor may students switch from the Ross+ curriculum track to the Standard Accelerated Curriculum track in a subsequent semester.

**Passing Courses:** Students are required to **pass all courses** in a semester to maintain Satisfactory Academic Progress (SAP). Should a student fail one course in a semester, the student must repeat the entire semester (regardless of performance in other courses). A student will not be allowed to proceed with subsequent semesters until the student has successfully completed each prior semester’s study. A student who repeats is required to have a signed appeal and Academic Plan on file outlining the requirements of satisfactory academic performance and the consequences of failure to meet the plan. Please note that no semester may be repeated more than once.

**Grade Point Average:**
Students must maintain a cumulative grade point average (cGPA) of 2.00 or higher for advancement to Internal Medicine Foundations (IMF). If a student earns a cGPA of 1.99 or lower, the Promotions Committee will carefully review the student’s complete academic record and either permit the student to begin IMF on academic probation or recommend the student for dismissal. If the student is permitted to advance to IMF, RUSM must develop an academic plan outlining the specific steps the student must take in order to achieve a cumulative GPA of 2.00 upon completion of the term.

**Clinical Sciences Curriculum Overview**
The Clinical Sciences curriculum consists of 90 weeks of clinical training, although students may be granted additional time upon request and with the permission of the school.

**Internal Medicine Foundations Clerkship**
This Clinical Sciences portion of study begins with the first clerkship, Internal Medicine Foundations (IMF). IMF is a required clinical clerkship that provides students with clinical experience in the principles and practice of Internal Medicine.

Students spend two-thirds of their scheduled time in physician-supervised patient care and one-third in hands-on learning of clinical skills. Emphasis is placed on techniques of the physical examination, patient-centered communication, diagnostic skills, and formulating an initial assessment and plan.

**Requirements for IMF:**
- Students who successfully complete medical sciences will be scheduled for the next available IMF session.
- Students who wish to defer IMF can withdraw or be subject to administrative withdraw (AW).
- Students must provide all required immigration health and clearance documents to RUSM no later than 45 calendar days **prior to IMF starting**. Students who do not comply will be reported to the Office of Student Conduct and may be subject to AW.
- Students who enter IMF will be tentatively scheduled for a track program that is part of IMF.
- Students are required to sit for their first attempt on the USMLE Step 1 within eight (8) weeks of completing IMF
- Students must sit and pass USMLE Step 1 before starting track program.
- Sitting for the USMLE Step 1 examination will not be required prior to enrollment in IMF, but students will be required to pass step 1 before continuing beyond week 12 of their third year.

**Core Clerkships and Elective Clerkships**
IMF is the first required clerkship. The balance of the Clinical Sciences curriculum consists of required core clerkships and elective clerkships. During this phase, students receive hands-on training in patient care while rotating through various medical specialties with teaching hospitals and other approved healthcare facilities in the U.S. or other countries. In addition to core clerkships and elective clerkships, students are required to pass the USMLE Step 2 Clinical Knowledge (CK) and the USMLE Step 2 Clinical Skills (CS) to pass this phase of training.
Upon completion of IMF, and prior to starting the remaining core clerkships, students may request permission to complete up to eight weeks of special elective clerkships. Students should contact their clinical advisor for more information.

Students beginning a core clerkship track must complete their entire core clerkship track prior to completing any elective clerkships outside of their initial track schedule (unless approved for up to eight weeks of special electives). Once students begin a track, they may not exit the track for any reason until all six core clerkships are completed.

The total number of clinical credit hours required for graduation will remain unchanged, however, the distribution of the required clerkships and electives are dependent on when the student successfully completes IMF and the required core Surgery clerkship as outlined in the tables below:

Clinical Science Curriculum Requirements*:

For students who complete IMF on or after 9/1/2014 and Surgery Core prior to 1/1/2017

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine Foundations Clerkship</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Required Core Clerkship Clerkships (44 weeks)</td>
<td></td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Surgery</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Electives (40 weeks) – must include:</td>
<td></td>
</tr>
<tr>
<td>Medicine Electives (minimum 8 weeks)</td>
<td></td>
</tr>
<tr>
<td>10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)</td>
<td></td>
</tr>
<tr>
<td>Total: 90 Weeks</td>
<td></td>
</tr>
</tbody>
</table>

For students who complete IMF on or after 9/1/2014 and Surgery Core after 1/1/2017

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine Foundations Clerkship</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Required Core Clerkship Clerkships (48 weeks)</td>
<td></td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Surgery</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Electives (36 weeks) – must include:</td>
<td></td>
</tr>
<tr>
<td>Medicine Electives (minimum 8 weeks)</td>
<td></td>
</tr>
</tbody>
</table>
10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)

Total: 90 Weeks

For students who complete IMF on or after 3/1/2019

Internal Medicine Foundations Clerkship (8 weeks)

Required Core Clerkship Clerkships (48 weeks)
Internal Medicine – 12 weeks
Surgery – 12 weeks
Pediatrics – 6 weeks
Psychiatry – 6 weeks
Obstetrics/Gynecology – 6 weeks
Family Medicine – 6 weeks

Electives (34 weeks) – must include:
Medicine Electives (minimum 8 weeks)
10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)

Total: 90 Weeks

*For students who completed AICM, please refer to Appendix A to review the Clinical Science Curriculum Requirements.

Timeframes: To maintain Satisfactory Academic Progress, students must complete the Medical Sciences portion of the curriculum within 90 instructional weeks (six semesters) or fewer, and complete the clinical portion within 135 instructional weeks; and have 225 instructional weeks to finish the entire program. Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams.

Student Grading and Promotions Policies – Page 47

Student Grading and Promotions Policies

Grades
For coursework begun during or after the January 2012 semester, grades are interpreted and GPAs are determined as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Percentage Range</th>
<th>Quality points per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>85-100</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>80-84</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>75-79</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>71-74</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>MPS - 70</td>
<td>2.00</td>
</tr>
<tr>
<td>C*</td>
<td>Remediation by Exam</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>Fail (below MPS)</td>
<td>0.00</td>
</tr>
<tr>
<td>HP</td>
<td>High Pass 85 - 100</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass MPS - 84</td>
<td>0.00</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>GPA</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>P*</td>
<td>Remediation by Exam</td>
<td>0.00</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</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>
<tr>
<td>WF*</td>
<td>Withdrawn Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>R</td>
<td>Course repeated in subsequent semester</td>
<td>0.00</td>
</tr>
<tr>
<td>RR</td>
<td>Course requires remediation</td>
<td>0.00</td>
</tr>
<tr>
<td>M</td>
<td>Missing Grade/Grade Not Submitted</td>
<td>0.00</td>
</tr>
<tr>
<td>UP</td>
<td>Unsatisfactory Progress</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Withdrawal from a single course during a Medical Sciences semester is not permitted. However, if a student withdraws from the term, a grade may be given for any courses that have been fully completed.*

**Calculation of semester GPA and cGPA**

- Semester GPA is calculated by dividing the total quality points “earned” by the total amount of credit hours “attempted” in that semester.
- Calculation of cGPA is based on the total of quality points divided by the total credit hours. In calculating both GPA and cGPA, RUSM does not round to the nearest hundredth (two decimal places).
- Grades of High Pass, Pass or No Pass for the first semester courses do not count toward the cGPA. Courses in remaining semesters will receive an A, B+, B, C+, C or F grade and will impact the cGPA.

All students must have a minimum cGPA of 2.00 in order to advance to IMF. Students with a cGPA lower than 2.00 are subject to dismissal.

**Recognition of Exemplary Grades**

Students earning exemplary grades are recognized as follows:

- **Dean’s Honor Roll:** Students who earn a High Pass in Foundations of Medicine course and a Pass in Clinical Skills course of Semester 1 qualify for the Dean’s Honor Roll.
- **Dean’s List:** During Medical Sciences semesters, students who have maintained a 3.50 GPA in two successive Medical Sciences semesters qualify for the Dean’s list. They remain on the Dean’s list as long as they maintain a 3.50 GPA (and above) each semester. The Dean’s list is posted at the beginning of each semester, so soon as grades are available. Semester 2 students are eligible to be on the Dean’s list if they have a 3.50 GPA for semester 2 and earned a HP during semester 1.
- **Distinguished Scholar:** Students maintaining a 4.00 GPA during the Medical Sciences semesters are designated as Distinguished Scholars.
- **Graduation with Honors:** Honors will be printed on those graduates’ diplomas. To be eligible for Honors status, students must do the following:
  - Be a student in good standing,
  - Have not received an C*, P*, UP, NP, F, WF, RR, or R in any course,
  - Have a 3.00 cumulative GPA through the Medical Sciences semesters,
  - Students who matriculated into RUSM prior to 9/1/18 must have passed USMLE Step 1 with a score of 210 or higher on their first attempt. Students who matriculated into RUSM on or after 9/1/18 must have passed USMLE Step 1 with a score of 212 or higher on their first attempt.
  - Have passed USMLE Step 2 CK with a score of 200 or higher on their first attempt, (for students who completed first semester prior to May 2013) or with a score of 220 or higher on their first attempt (for students who completed first semester after May 2013),
  - Passed USMLE Step 1, USMLE Step 2 CK, and/or CS in no more than 1 attempt, and
  - Meet one of the following combined Medical Sciences and Clinical Sciences cumulative GPA requirements:
    - 3.50 – 3.59 Honors
    - 3.60 – 3.79 High Honors
- 3.80 – 4.00 Highest Honors
- Transfer students who did not complete the Medical Sciences curriculum at RUSM must have maintained the RUSM grade point averages listed above plus earned a score of at least 230 on USMLE Step 1.

**Academic Amnesty/Grade replacement policy:**
Students completing semester one in May 2013 and beyond will be able to replace failing (F/NP) grades in their GPA after repeating the course and receiving a passing grade. The course with the F or NP grade will be removed from the GPA calculation, but the attempted hours will still count in the calculation of Satisfactory Academic Progress (SAP). Students in the medical sciences semesters who fail in the Standard Accelerated track and remediate in the Ross+ track must successfully pass both the failed semester and subsequent semester to qualify for the grade replacement policy.

**Minimum Passing Score (MPS) Requirement for Medical Sciences Courses**

**Cumulative Scores**
The academic content in Medical Sciences courses is presented in lectures, anatomy lab and small group sessions. This content is assessed by formative assessment and discussion groups, mini-examinations, laboratory examinations, and final examinations. The contribution of each formative assessment and discussion group, laboratory examination, mini-examination and final examination, excluding the remediation final exam, are weighted to contribute to the determination of the overall cumulative score for each Medical Sciences course. The course syllabi will provide further information regarding the weighting of exams specific for each course.

**Minimum Passing Score (MPS)**
Grades in the semester 1-5 Medical Sciences courses are set by using a MPS as calculated by using the Hofstee method. The end of semester MPS is assigned to the complete set of compiled scores for the exams and labs in each course, excluding the remediation final exam. The MPS score is determined by the academic administration using the Hofstee method. It is this final MPS assignment which is utilized for determination of a student’s final grade in the Medical Sciences and Clinical Sciences courses. Scores are rounded to two decimal places with 0.50 rounded up. All grades are posted on myRoss at the end of each semester.

**Promotion Policies: Medical Sciences Semesters**
Students who receive passing grades and are otherwise in good standing are promoted to the next semester.

For students who matriculate into RUSM on or after January 1, 2020 and who fully complete (i.e. miss no mandatory activities including exams) but fail any semester for the first time will be allowed to repeat the failed semester if their overall Foundations of Medicine course cumulative score is 57 or higher. Students who repeat the semester will be on academic probation. Under this policy, a student may only repeat the same semester once. Students who have a cumulative score below 57 for the Foundations of Medicine course will be subject to dismissal. Students who fail a semester while on academic probation will be subject to dismissal.

For students who matriculated into RUSM prior January 1, 2020 and who fully complete (i.e. miss no mandatory activities including exams) but fail any semester for the first time will be allowed to repeat the failed semester. Students who repeat the semester will be on academic probation. Students who fail a semester while on academic probation will be subject to dismissal. Under this policy, a student may only repeat the same semester once.

A student who fails the Foundations of Medicine (FM) course for the first time may be eligible to take the Remediation Exam. Please see the Remediation Exam policy for eligibility criteria and conditions.

A student failing any two medical sciences semesters will be subject to dismissal. Prior to the dismissal, if the student has not failed more than two medical sciences semesters and meets the eligibility requirements for the remediation exam, he/she will have the option to sit for the scheduled remediation exam or to submit an expedited appeal. Eligible students who opt to take the remediation exam and fail will be dismissed with the
option to submit a standard appeal (no expedited appeals will be considered). Please see the Remediation Exam policy for eligibility criteria and conditions.

Students who have been academically dismissed have the right to appeal a dismissal. If a student successfully appeals a dismissal and is allowed to return, the student will be placed on Academic Probation until the student fully remediates the failure.

**Repeating, Return from Approved Absences and Readmitted:**
- Students who began first semester before May 2013 are required to pass all blocks in a semester to maintain SAP.
- Students who began first semester in May 2013 or after are required to pass all courses in a semester to maintain SAP.

**Failing Grades: Medical Sciences**
Should a student fail one course in a semester, the student must repeat the entire semester (all courses) and will be enrolled in the Essential Lifelong Learning Skills (ELLS) course.

For students who matriculate into RUSM on or after September 1, 2018 and fail only one course in the Medical Sciences curriculum will receive a failing (or no pass) grade for both the Foundations of Medicine and Clinical Skills courses regardless if the student received a passing grade in the other course. A grade of “RR” (Required Remediation) will be assigned to the non-failing course. Upon successful remediation, a grade of “R” will be assigned.

Students repeating a semester will be placed on Academic Probation.

Students will not be allowed to proceed with subsequent semesters until they have successfully passed each prior semester’s study.

Students who failed in the Standard Accelerated Curriculum and repeat in the Ross+ curriculum will be required to remediate all curricular content before the Grade Amnesty (grade replacement) policy will be applied.

Students who repeat are required to have an Academic Plan on file with the Office of the Registrar outlining the requirements of satisfactory academic performance signed by the student and the Associate Dean of Student Affairs or authorized designee. Please note that no semester may be repeated more than once.

1) A student repeating the previous semester will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
2) Students who are returning from an AA and have successfully passed the previous semester will be enrolled in Foundations of Medicine and Clinical Skills.
3) Students returning after being readmitted due to failing two semesters or successfully appealing their dismissal will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
4) Students who withdrew with W/WP and were readmitted will be enrolled in Foundations of Medicine and Clinical Skills.
5) For students who withdrew with a WF and were readmitted will be enrolled in Foundations of Medicine, Clinical Skills and ELLS.
Comprehensive Basic Science Exam (CBSE)
The NBME CBSE exam has proven to be a good predictor of student performance on the USMLE Step 1 exam. Effective January 1, 2020, RUSM will no longer require students in good academic standing to pass the NBME CBSE. This will allow students who successfully complete the medical sciences curriculum to proceed directly into Internal Medicine Foundations (IMF) and sit for the United States Medical Licensing Examination® (USMLE) Step 1.

RUSM will provide, at no cost, a single attempt (first attempt only) on the NBME CBSE. This opportunity will not delay the USMLE Step 1 deadline. Students who wish to take a subsequent attempt on the NBME CBSE can do so, but will be charged the cost of the exam for any additional attempts. Students must submit their request to ExamAdministration@RossU.edu at least 45 days in advance. Students who have exam accommodations are strongly encouraged to submit their requests within 60 days.

Retake Fee on Required NBME Exams
Effective March 1, 2020, all RUSM students will not initially be charged for their 1st and 2nd attempt at NBME exams. RUSM students will incur an NBME Fee for failing any NBME on the 2nd attempt. This fee will post to the student account upon NBME’s notification to RUSM that the student failed their 2nd attempt. After the 2nd attempt, additional NBME retakes will be at the expense of the student. RUSM will charge the student’s account for the cost of the exam upon scheduling the student with NBME. Students who are eligible to reschedule must do so within 30 days of their scheduled exam window to avoid incurring an additional charge to reschedule. The NBME Fee will be based on the actual cost of the NBME retake.

USMLE Step 1 Exam
Overview
USMLE Step 1 assesses fluency in basic medical science. Students must sit and pass the USMLE Step 1 to start clinical core track program.

Eligibility
In order take USMLE Step 1, students must be ECFMG verified by the Office of the Registrar. Effective January 1, 2020, eligibility for verification includes the following:
1) Enrollment as a full-time student in good standing;
2) Have met all financial obligations; students with a Bursar hold will not be verified;
3) Passed all courses in the Medical Sciences curriculum;

Timeframe
Students who successfully complete medical sciences and Internal Medicine Foundations (IMF) must sit for the first attempt USMLE Step 1 exam within eight (8) weeks of completing IMF.

Students who fail to sit for their first attempt by the established deadline will be Administratively Withdrawn from RUSM.

Step 1 Failures
Students who fail will be required to sit for their retake within four (4) months of their prior exam attempt. Any student who fails to sit for their USMLE Step 1 retake by this deadline will be administratively withdrawn from RUSM.

Please note that all USMLE scores (pass or fail) must be submitted to the Office of the Registrar within 30 days of receipt. Students who fail to submit their score reports will have a Registrar Hold placed on their account.
Students must submit their failing USMLE Step Score report to the Office of the Registrar prior to being verified for the retake.

Effective September 1, 2018, students who matriculate into RUSM on or after 9/1/18 will have up to four (4) attempts to pass USMLE Step 1. Students who matriculated into RUSM prior to 9/1/18 will have up to six (6) attempts to pass USMLE Step 1. Students who fail to pass USMLE Step 1 on their final attempt will be subject to dismissal.

These attempts must be in accordance with the requirement for the student to complete their degree requirements within seven (7) years of matriculation. If it is determined that the student will not be able to complete their degree requirements within the seven year timeframe, they will be dismissed from RUSM.

Please refer to “Appeals Process for Academic Dismissals” section for more information.

Students who are dismissed or withdrawn (personally or administratively) will have their ECFMG status revoked. If the student is reinstated or readmitted, they will need to reapply to ECFMG and register for a new exam. Students reinstated or readmitted for USMLE Step 1 will be given a deadline and will be required to submit:

- USMLE Step 1 sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

**Administrative Withdrawal – Page 68**

**Administrative Withdrawal**

Students are subject to Administrative Withdrawal if they:

- Do not return to campus to check-in during the designated check-in period prior to the start of the semester. Check-in period is determined by the Office of the Registrar;
- Fail to participate in a mandatory ATL advising session;
- Fail to report to a clinical clerkship on the first day of the clerkship (for IMF and clinical clerkships);
- Do not return at the time specified at the end of an AA without prior approval or take an unauthorized leave;
- Have an unexcused absence, or multiple unexcused absences or fail to respond to requests regarding enrollment status and/or unexcused absences.
- For students who passed NBME CBSE on or before March 31, 2019, do not sit for their first attempt of the USMLE Step 1 within six (6) months of becoming eligible;
- For students who passed NBME CBSE on or after April 1, 2019, do not sit for their first attempt of the USMLE Step 1 within four (4) months of becoming eligible;
- For students who complete IMF after January 1, 2020, do not sit for their first attempt of the USMEL Step 1 within eight (8) weeks of becoming eligible.
- For students who fail USMLE Step 1 on or before March 31, 2019, do not sit for their retake of USMLE Step 1 within six (6) months of prior attempt;
- For students who fail USMLE Step 1 on or after April 1, 2019, do not sit for the retake of USMLE Step 1 within four (4) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CK within six (6) months after passing NBME CCSE;
- Do not sit for their retake of USMLE Step 2 CK within six (6) months of prior attempt;
- Do not sit for their first attempt of the USMLE Step 2 CS within one (1) year after passing CSA;
- Do not sit for their retake of USMLE Step 2 CS within one (1) year of prior attempt;
- Failure to meet the conditions of their readmission.
A student who is Administratively Withdrawn will be reported as withdrawn effective the last date of any academically related activity or the date the institution determined the change in status. The withdrawal date will be reported to the U.S. Department of Education which will cause the student’s loans to enter repayment status, in accordance with the terms and conditions of the loans. Please consult with the Office of Student Finance to determine the impact on individual loan repayment.

### Academic Dismissal – Page 68

#### Academic Dismissal

- Effective for students matriculating on or after January 1, 2020: Failing a Foundations of Medicine course with a score below 57;
- Failing any course or semester upon two attempts;
- Failure of remedial courses;
- Student is, or will be, unable to complete the Medical Sciences curriculum in no more than 75 instructional weeks (five semesters) for students who completed their first semester prior to May 2013. Students who complete their first semester after May 2013 must complete their Medical Sciences curriculum in 90 instructional weeks (six semesters). The Promotions Committee may make an exception based on academic progress or mitigating circumstances;
- Failure to achieve a cumulative GPA of 2.00 or above by the completion of the Medical Sciences curriculum;
- Students who matriculate before 9/1/18: Failure to pass the USMLE Step 1 or Step 2 CK or CS in six (6) attempts;
- Students who matriculate on or after 9/1/18: Failure to pass the USMLE Step 1 or Step 2 CK or CS in four (4) attempts;
- Failure to pass any SCE in four (4) attempts;
- Failure of two different core SCEs on the third attempt;
- Failure of two clinical clerkships (including IMF);
- Failure of a clinical clerkship where a grade of R was awarded for the same clerkship (i.e. failing the same clerkship twice);
- Student demonstrates the inability to meet the RUSM’s technical standards;
- Failure to meet the conditions of their reinstatement on appeal; or
- Failure to complete all required degree requirements within seven (7) years of matriculation or as otherwise noted on reacceptance or reinstatement.

Students may also be dismissed for non-academic reasons or professionalism concerns pursuant to the Code of Conduct. (See Code of Conduct section in this Student Handbook).

#### Appeals Process for Academic Dismissal

**First Appeal:** Any student dismissed from the Medical Sciences or the Clinical Sciences curriculum who can demonstrate and document a significant extenuating circumstance that resulted in unsatisfactory academic performance may appeal the dismissal to the Student Promotions Committee (SPC).

**First Appeal – Medical Sciences: Expedited Appeal Option**

Students seeking to appeal a dismissal for failing two Medical Sciences semesters have the option of submitting an Expedited Appeal or Standard Appeal.

- A Standard Appeal requires the student to submit an appeal, using the Academic Dismissal Appeal form, within 15 calendar days from the date of the dismissal notification. The Standard Appeal process takes an average of 45 to 60 calendar days for the SPC to review the appeal and issue the decision. If the SPC overturns the dismissal, this requires the student to sit out a full term before returning to repeat the semester.
o Standard Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to PromotionAppeals@RossU.edu within 15 calendar days of the date on the dismissal notification letter.

o The appeal will be heard by the SPC, which will then make an official decision to uphold or overturn the dismissal.

o Appeals that do not demonstrate or document extenuating circumstances will not be considered.

o Appeals received after the deadline (15 calendar days after the date on the dismissal notification letter) will not be accepted.

- An Expedited Appeal allows students who are dismissed at the end of the term for failing two Medical Sciences semesters the option to seek an expedited review of their appeal by the SPC. The expedited review process provides an opportunity for the student to have their appeal reviewed and a decision issued by SPC prior to the start of the next Medical Sciences term.

  o The appeal must be submitted using the Academic Dismissal Appeal form, and must be emailed to PromotionAppeals@RossU.edu within 48 hours of receipt of the dismissal notification. Any appeals received after this deadline will be subject to the Standard Appeal process.

  o Students who are eligible and elect to participate in the remediation exam are not allowed to submit an expedited appeal. Students who fail the remediation exam will be dismissed and must follow the instructions for a standard appeal.

  o If the SPC overturns the dismissal, the student will be allowed to repeat the term without having to sit out for a term. The student is required to meet all the conditions set forth by the SPC in their decision.

  o Any student who submits a request for an Expedited Appeal and their dismissal is upheld is not eligible to submit a Standard Appeal. If the SPC upholds the dismissal on an Expedited Appeal, the student’s last appeal is to the Dean and/or Provost or Dean/Provost’s designee.

Second Appeal: In cases of procedural irregularity, or where additional evidence has become available that was not considered by the Student Promotions Committee, a final appeal may be made to the Dean and/or Provost. Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to the Dean and/or Provost at PromotionAppeals@Rossu.edu within 15 calendar days of the date on the decision letter from the Student Promotions Committee. The appeal will be heard by the Dean and/or Provost or designee, who will make the final decision to uphold or overturn the dismissal. The Dean/Provost’s decision is final. Appeals that do not demonstrate procedural irregularity or provide additional evidence that was not considered by the Student Promotions Committee will not be considered.

Appeals received after the deadline (15 calendar days after the date on the decision letter) will not be accepted. Students must adhere to the instructions outlined above and on the Academic Dismissal Appeal Form in order for their appeal to be considered. The Academic Dismissal Appeal Form may be found on the student portal and RUSM Student Timeline.

Medical Sciences: A student in the Medical Sciences curriculum who successfully appeals a dismissal decision will be:

- Expedited Appeal: Reinstated to the semester following the term the dismissal was issued.

- Standard Appeal: Reinstated to the semester subsequent to the semester in which the decision regarding the appeal is made. For example, a student who is dismissed at the end of the September 2018 term, and is allowed to return, would be on inactive status for the January 2019 term and then resume their studies during the May 2019 term if their appeal is granted.

Medical Sciences and Clinical Sciences: A student who successfully appealed a dismissal for failure to pass any required examinations, failed two clerkships or failure to complete all degree requirements within seven (7) years
of matriculation will be notified of the reinstatement conditions and deadline to sit for the exam or complete the degree requirements.

Requests to change the conditions of the reinstatement are not granted, including an extension to sit for the exam or complete the degree requirements. Students who are unable to meet the condition of their reinstatement have the option to withdraw. Failure to meet the condition of the reinstatement will result in a dismissal from RUSM.