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USING THE STUDENT HANDBOOK

Overview
Contents of the RUSM Student Handbook 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, published February 28, 2022, 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.

Any changes to policies or new policies will be listed in the Addendum section.

Pandemic-Related Interim Policies
In response to the COVID-19 pandemic, RUSM modified Student Handbook content to provide academic continuity for our students. These updates can be found in the COVID POLICY INDEX section of the RUSM Student Handbook.
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 empathy, 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**

Ross University School of Medicine (RUSM) is committed to the achievement of superior student outcomes for a diverse population of students. Learning is designed to provide all students with the best academic experience and support services to become extraordinary physicians.

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.

When considering a Doctor of Medicine Degree Program, the student must evaluate their abilities and skills. To succeed in a medical program, a student must possess certain abilities and skills deemed essential functions for the care of the patients they will serve.

Overall, the purpose of technical standards is to delineate the skills deemed essential for admission, continuation in and completion of the educational program. Reflected in the standards are those behaviors, knowledge, and skills that degree candidates must possess to engage safely and competently in required learning activities and in clinical practice to ensure the well-being of the patient/client, self, and others.

Students seeking admission and currently enrolled students should be aware that all students must meet technical standards with or without reasonable accommodation in addition to meeting academic standards. Students will be required to maintain satisfactory demonstration of both academic and technical standards for progression through the program.

A candidate for RUSM’s doctoral degree must have abilities and skills in five areas: Acquiring Information, Developing Communication; Use and Interpretation of Data; Integration of Knowledge to Establish Clinical Judgment (Intellectual and Motor); and Developing Appropriate Professional Approaches, Behavior and Character. RUSM is committed to excellence in accessibility to education; we encourage students with disabilities to seek accommodations. To make an accommodation request contact the Office of Student Disability Services by email at rossmedosds@adtalem.com to begin the request process.

This document, 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.

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.
Technical Standards

A. Acquiring Information
Must demonstrate ability to learn in classroom and clinical settings and acquire the knowledge as well as to be a life-long learner who can adapt their skills to new developments and techniques

• Acquire knowledge from demonstrations and experiences in didactic, experiential learning, and clinical environments, which include group, and physical demonstrations as well as observations of patients.
• Acquire knowledge from written documents and electronic systems which include scholarly articles and journals, films, slides, and videos.
• Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.
• Interpret X-ray and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGs.
• Participate in scientific experiments, including but not limited to activities such as: dissecting cadavers; examining specimens in anatomy, pathology, and neuroanatomy laboratories; microscopic studying of microorganisms and tissues (both in normal and pathological states); review of diagnostic images and information.
• Obtain and analyze medical history.

B. Developing Communication
Must demonstrate the ability to develop and enhance communication skills for sensitive and effective interactions with patients, families and/or communities and members of the healthcare teams.

• Communicate effectively with patients, and all members of the healthcare team in didactic, experiential learning, and clinical environments.
• Elicit information including a medical history & other details to adequately and effectively evaluate a patient’s condition.
• Perceive and interpret non-verbal communication, including body language and facial expressions.
• Maintain accurate patient records.
• Communicate effectively in order to elicit information, describe changes in mood, activity cognition and posture, and assess communications.
• Deliver communication that is concise, pertinent and complete to ensure safe transitions in care or elicit action in critical situations.
• Understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion in emergency situations.

C. Use and Interpretation of Data
Must accurately perform physical examinations and diagnostic exercises to assess and monitor health needs. Be proficient in performing and directing basic laboratory testing. Must meet applicable safety standards for the environment and follow universal precaution procedures.

• Perform palpation, percussion, auscultation, and other diagnostic maneuvers and from them prepare a plan of treatment.
• Perform basic laboratory tests (urinalysis, CBC, etc.) to aid in the diagnostic process and understand the results.
• Carry out diagnostic procedures (proctoscopy, paracentesis, etc.)
• Obtain and interpret information from assessment of patient’s environment and responses to health across the continuum (spanning time and differing circumstances).
• Perform universal precautions against contamination.
• Formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of settings and clinical modalities.

D. Integration of Knowledge to Establish Clinical Judgment (Intellectual and Motor)
Synthesize information, problem solve and think critically to judge the most appropriate theory assessment strategy, and plan of care. Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis.
and treatment of patients. Re-evaluate plan of care and make appropriate changes based on patient’s clinical indicators as well as physiologic and psychologic response.

- Develop and evaluate plans of care
- Measure, calculate, reason, analyze, integrate and synthesize in a timely fashion.
- Comprehend three-dimensional relationships and understand the spatial relationships of structures.
- Respond to emergency situations in a timely fashion to provide general emergency care
- Possess the capacity to perform physical examination (e.g., eliciting information from patients via palpation, auscultation, and percussion), as well as successfully carry out diagnostic maneuvers
- 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.

E. Developing Appropriate Professional Approaches, Behavior and Character
Candidates must demonstrate throughout their medical education compassion, integrity, concern for others, necessary and appropriate interpersonal skills, interest and motivation.

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, other professionals under all circumstances.
- Exhibit effective skills to work in a team
- Exercise skills to advocate for patients’ needs.
- Manifest concern for others
- Demonstrate integrity, accountability, interest, and motivation
- Possess qualities of adaptability, flexibility, and the ability to function in the face of uncertainty
- Exhibit sufficient interpersonal skills, knowledge and attitudes to interact positively and sensitively with people from all parts of society, ethnic backgrounds, and belief systems
- Demonstrate intent and willingness to follow the American Medical Association Principles of Ethics
- Possess stamina to tolerate demanding workloads and function well under stress

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.
A physician shall recognize a responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.

A physician shall, while caring for a patient, regard responsibility to the patient as paramount.

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” includes 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, they 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) An 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, an 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 they are 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.

Your eligibility for federal student aid can be affected by incarceration and/or the type of conviction you have. Please visit the United States Department of Education website for more information.

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 Wellness and Counseling Center.

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 RUSM Wellness and Counseling Center, 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 Wellness and Counseling Center. Any student, spouse, or faculty member can confidentially contact RUSM Wellness and Counseling Center 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 RUSM Wellness and Counseling Center 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 their physician adequate proof or evidence that they have 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.

- **For Cause Testing**— To ensure compliance with institutional policies and to promote a safe and healthy learning environment, RUSM requires students to submit to drug testing "for cause" based upon a) reasonable suspicion of substance use, b) the unauthorized use or possession of alcohol on campus or at a clinical/health care setting or c) the use of or possession of illicit drugs at any time. Reasonable suspicion of substance use may be based upon, but is not limited any of the following criteria:
  - Direct observation by faculty, staff, clinical partners, residents or colleagues of drugs or alcohol use or possession and/or demonstration of physical symptoms of the influence of drugs or alcohol while engaged in an RUSM sanctioned or sponsored activities.
  - A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse
  - Arrest or conviction for a drug or alcohol related offense; identification as the focus of a criminal investigation into illicit drug use, possession or trafficking
  - Evidence that a student has tampered with a drug or alcohol test, or Possession of drug paraphernalia.

- **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 may be sent to the University.

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. In Barbados, each drug test request will be submitted by an ordering physician to comply with national drug testing regulations. The ordering physician will be compensated by RUSM.

**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. Students in Barbados may request a copy of any drug test result from the ordering physician.

**SOCIAL MEDIA POLICY**

The following policy outlines the responsibilities of RUSM students when posting on social media platforms for any purpose, including personal and private content. Social media platforms can include, but are not limited to Facebook®, Twitter®, YouTube™, Instagram™, SNAPCHAT®, TikTok™, websites, blogging, videos, podcasts and email distribution lists. Students should be mindful that their postings, even if done on personal devices and off RUSM premises, could have an adverse effect on RUSM’s institutional interests. Further, “private” postings that become known to the public are still subject to sanctions described in RUSM’s Code of Conduct.

Students are encouraged to join productive social groups, participate in conversations, and share their life experiences with others through social media in a responsible manner. As an RUSM student and emerging physician, students are expected to follow RUSM’s policy on Code of Conduct and professionalism. Ultimately, students are solely responsible for what they post online.

Should RUSM become aware of a possible violation of its Code of Conduct, the behavior is subject to investigation and disciplinary review. Students who violate the Code of Conduct may face disciplinary actions, up to and including non-academic dismissal from RUSM.

RUSM retains the sole right to approve and publish web pages and social media pages containing information about its educational programs, services and activities on its behalf, as well as that of the student body, recognized student organizations and alumni.

**Student Responsibilities**

Students must adhere to the Code of Conduct when engaging on social media platforms. This includes:

1. **Posting Content on Social Media Platforms**
   a. It is the student’s responsibility to make clear, when posting on social media in a manner or context that shows a connection to RUSM, that the student is not speaking on behalf of RUSM and the student’s comments and/or content are strictly the student’s. Additionally, if the student has identified themselves as an RUSM student in their social media profile or otherwise, they will need to provide a disclaimer indicating that their opinion does not represent that of RUSM unless previously approved under the conditions stated in this policy.
b. Students’ communications, regardless of format, must conform to RUSM’s Professional Code of Conduct. Students must keep in mind that even that content which they post under privatization settings may become public if those who have access choose to share the posting.

c. Students are prohibited from posting content that is defamatory, profane, threatening, harassing, hateful or humiliating. This includes any disparaging remarks in violation of RUSM’s Commitment to Non-Discrimination and Non-Harassment Statement. Students must also refrain from inciting violence or propagating hate, which are tantamount to behaviors unbecoming of a physician. The above actions are considered unprofessional and are against the Code of Conduct.

d. Students may not use RUSM logos, trademarks or proprietary graphics that would create the appearance they are speaking on RUSM’s behalf, unless they have received appropriate written prior authorization from RUSM Associate Dean of Student Affairs.

2. Social Media and Learning Environments
   a. Students are not to represent their posts as speaking on behalf of their clinical sites, unless they are given permission from the appropriate site representative, and must follow all applicable policies of their clinical sites related to social media.
   b. Students must not share information (including posting content) in a way that violates any laws or regulations.

3. Social Media and Patient Care
   a. When students are providing care to a patient, HIPAA, and likely the clinical affiliate’s policies, prohibit the disclosure of any identifiable information about a patient, unless doing so pursuant to one of the limited exceptions outlined in HIPAA and/or partner’s policies and procedures. It is the student’s responsibility to know the clinical affiliate’s policies and abide thereby.
   b. Medical students have an ethical and legal obligation to their patients. Students must not refer to patients in a disparaging manner, including standardized patients, even if the patient is not identified. Students are required to maintain patient privacy and confidentiality at all times.
   c. Students are prohibited from taking photos or videos of patients or private patient information, on personal devices, including cell/mobile phones, unless specifically permitted by the clinical site’s policies. Students are required to follow the clinical site’s policy for taking photographs or videos of patients for treatment or other legitimate purposes, using only devices provided by the site.
   d. Posting items that contain patient health information and/or violate HIPAA standards, including photos and videos, on social media is strictly prohibited by RUSM.
   e. Students must maintain professional boundaries during the use of all social media. As with in-person relationships, the student has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment.
   f. Students must promptly report any identified breach of confidentiality or privacy to the Associate Dean of Student Affairs.

General Rules of Social Media Engagement

- **Be Judicious.** Please use your best judgment and make sure your intent reflects the integrity and professionalism of a future physician.
- **Consider the life and audience of your post.** Students should keep in mind what is written and posted in electronic formats on the Internet, instant messaging, email or social networks is easily accessible and may be in existence in perpetuity.
- **Protect yourself.** Personal information can be easily shared over the Internet with more people and at a faster rate than ever before; accordingly, please be careful about what is shared.
SEX AND GENDER-BASED MISCONDUCT RESPONSE AND PREVENTION

Ross University School of Medicine (“RUSM”) is committed to providing a work and educational environment free of unlawful harassment, discrimination, and retaliation. RUSM expressly prohibits sex and/or gender-based misconduct, which includes sexual harassment, sex discrimination, 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. 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 Sexual Misconduct Response Coordinator (See “Definitions” section below for contact information) or the campus complaint administrator in addition to seeking immediate medical and/or safety assistance.

This Policy applies to complaints or reports of alleged sex and/or gender-based misconduct. RUSM states that no student or employee should be denied equal access to educational programs or activities on the basis of sex or gender, regardless of geographic location. Accordingly, RUSM has adopted this institutional Policy to ensure that students and employees are protected even when they are located outside of the United States.

RUSM reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent laws, regulations or holdings.

SCOPE
This Policy applies to all members of the RUSM community, and includes but is not exclusive to faculty, staff, students, 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.

KEY DEFINITIONS

“Affirmative Consent” is the affirmative, knowing, conscious, voluntary and mutual agreement to engage in sexual activity. Consent can only exist free from intimidation, 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. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. While the legal definition of consent is found in the RUSM’s Annual Disclosure, the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed.
- The lack of protest or resistance does not constitute consent, nor does silence.
- Where there is use of threat, force or restraint by the Respondent, 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.
- The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never, by itself, be assumed to be an indicator of consent.
- Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
- A person who initially consents to sexual contact, including penetration, may withdraw continued consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
• A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age, or the person is incapacitated due to a mental disability.

• Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol.

• 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).

• It is not a valid excuse to alleged lack of affirmative consent that the Respondent believed the victim consented to sexual activity if the:
  o Respondent’s belief arose from the Respondent’s own intoxication or recklessness
  o Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented
  o Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was asleep, unconscious, incapacitated due to the influence of drugs, alcohol or medication, or was unable to communicate due to a mental or physical condition.

“Colleague” an employee of Ross University School of Medicine.

“Colleague Code of Conduct” refers to the “Adtalem Code of Conduct and Ethics”, 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 (apps.adtalem.com > Commons - HR Portal > Policy Central).

“Complainant” an individual who is alleged to be the victim of conduct that could constitute sex and/or gender-based misconduct.

“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 violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.

“Decision-Maker” panel of no fewer than three (3) member who will facilitate the live hearing and determine if a violation of this Policy occurred.

“Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Formal Complaint” is a document (hardcopy or electronic) filed by a Complainant or signed by the Sexual Misconduct Response Coordinator alleging Sexual Harassment against a Respondent and requesting that RUSM
investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Sexual Misconduct Response Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in RUSM’s education Program or Activity with which the Formal Complaint is filed.

“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.

“Mandatory Reporter” is an employee who must report all instances of Sexual Harassment to the Sexual Misconduct Response Coordinator. All employees are Mandatory Reporters.

“Member of the RUSM community” includes students, faculty members or staff and any other individuals associated with Ross University School of Medicine. 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 Sexual Misconduct Response Coordinator or their supervisor who, in turn, must make a report to the Sexual Misconduct Response 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.

“Program or Activity” is an on or off campus locations, events, or circumstances over which RUSM exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

“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 affirmative consent of the victim and/or by force. Rape may involve strangers or a non-stranger (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.

“Respondent” an individual who has been reported to be the perpetrator of conduct that could constitute sex and/or gender-based misconduct.

“Sexual Assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Sexual Contact” means the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast, 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” is conduct on the basis of sex that satisfied one or more of the following:

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1 The FBI’s Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of “without the consent of the victim.”
1. A RUSM colleague (employee) conditioning educational benefits or participation on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo).
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RUSM’s education program or activity; or
3. Sexual Assault, Dating Violence, Domestic Violence or Stalking.

“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 that fall outside of RUSM’s Title IX policy. Sex and gender-based misconduct can occur between strangers or non-strangers, 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.

“Sexual Misconduct Response Coordinator” is Kelsey Bowen, Coordinator, Student Affairs RUSM (titleixcoordinator@rossu.edu or 754.208.4774) for overseeing compliance with all aspects of this Policy and designated to receive and monitor resolution for all sexual misconduct reports.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

“Code of Conduct applicable to students” refers to the policy titles “Student 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 the Adtalem Speak Up Program, a reporting system managed by a third-party vendor (Convercent), which encourages members of the RUSM 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. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the Speak Up program by contacting the third-party contractor Convercent by phone at 1.800.461.9330 (in the U.S.) or 1.855.203.6928 (in Barbados), or online at www.speakupadtalem.com.

“Stranger” and “Non-stranger” are terms to describe the association between a victim of sexual harassment or sexual misconduct and the Respondent. A “Stranger” is a person(s) not known by the victim at the time of the alleged sexual harassment or sexual misconduct. A “Non-stranger” is a person(s) known by the victim, whether the person(s) is known casually, intimately or for a short or long period at the time of the alleged sexual harassment or sexual misconduct. RUSM’s Sex and Gender-Based Misconduct Response and Prevention Policy applies to misconduct involving both Strangers and Non-strangers, occurring on- or off-campus.

“Supportive Measures” are individualized services reasonably available upon report of sex and gender-based misconduct.

“Title IX” is a federal law which prohibits Sexual Harassment committed against persons in the United States as part of RUSM’s education program or activity. RUSM’s Title IX policy is https://medical.rossu.edu/student-consumer-information. Title IX is enforced by the U.S. Department of Education.
“Title IX Coordinator” is Kelsey Bowen, Coordinator, Student Affairs RUSM (titleixcoordinator@rossu.edu or 754.208.4774) is responsible for overseeing compliance with all aspects of RUSM’s Title IX policy and responsibilities.

HOW TO FILE A COMPLAINT
If you have experienced or witnessed sex and/or gender-based misconduct, RUSM encourages you to notify the Sexual Misconduct Response Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Sexual Misconduct Response Coordinator. The criminal process is separate from RUSM’s process. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, RUSM will assist a victim of Sexual Harassment in contacting the police. A Complainant is not required to contact the police in order to pursue RUSM’s grievance process.

Complaints against colleagues must be made within three months of the alleged incident to preserve RUSM’s full range of range of sanctions, including termination.

A report can be filed with a manager, one-up manager, incident commander, designated local campus administrator or through the Sexual Misconduct Response Coordinator.

Sexual Misconduct Response Coordinator:
Kelsey Bowen
Coordinator, Student Affairs
Ross UniversitySchool of Medicine
2300 SW 145th Avenue | Suite 200 | Miramar, FL 33027
754.208.4774 | TitleIXCoordinator@RossU.edu

Reports can be made by victims, third parties or bystanders with the option to remain anonymous through the Speak Up program by phone at 1.800.461.9330 (in the U.S.) or 1.855.203.6928 (in Barbados), or online at www.speakupadtalem.com. Timely response to electronic reports should occur within 12 hours of initial receipt.

If a victim wishes to access local community agencies for support or law enforcement to make a report, upon request, RUSM will assist the victim in making these contacts. Direct assistance, though limited, remains available when reports are made anonymously through Speak Up.

Anyone may make a report regarding any information pertaining to violations of this Policy. All RUSM colleagues (faculty, staff, administrators and student workers) who are not otherwise identified in this Policy or through institutional addendums as confidential resources 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.

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 Sexual Misconduct Response Coordinator. Colleagues can also submit named or anonymous reports of sexual and/or gender-based misconduct by utilizing the Adtalem “Speak Up” hotline at www.speakupadtalem.com.

Colleagues should contact the Sexual Misconduct Response 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.

COMPLAINANT’S RIGHTS
RUSM will implement Supportive Measures to protect victims of sex and gender-based misconduct and maintain a positive learning and working environment by minimizing or eliminating contact between Complainant and Respondent and providing reasonable academic, employment, and administrative accommodations. See “Supportive Measures” paragraph above for additional details.

Complainant’s rights include:

1. The right to notify or not notify law enforcement and to request and receive assistance from RUSM in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.
3. The right to be free from undue coercion from RUSM to pursue or not pursue any course of action.
4. The right to 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 (when applicable). RUSM abides by orders of protection (including no-contact orders and restraining orders), which are generally issued by a municipal court to protect a person or entity in a situation involving sexual assault. RUSM may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.
5. The right to 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 (when the incident has not yet been reported to a colleague required to notify the Sexual Misconduct Response Coordinator).
6. The right to contact information for the Sexual Misconduct Response Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.
8. The same rights as the Respondent to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, victims have the right to appeal the outcome.
10. The right to request Supportive Measures.
11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
12. The right to be informed about RUSM’s ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.
14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a victim be required to repeat details of the incident to secure appropriate accommodations.
15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

CONFIDENTIALITY
RUSM wishes to create an environment in which individuals feel free to discuss concerns and make complaints. RUSM understands that victims, 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 may contact a Confidential Advisor.

Confidential Resource:

**Barbados:**

Dr. Dahlia Gibson  
Director of Counseling  
Ross University School of Medicine  
Two Mile Hill, St. Michael, Barbados BB11093  
dgibson@rossu.edu

**United States:**

Dr. Maria Mejia  
Counselor  
Ross University School of Medicine  
2300 SW 145TH Avenue, Suite 200, Miramar, FL 33027  
mmejia@rossu.edu

Students are also encouraged to access counseling services available through the RUSM Wellness and Counseling Center in Barbados at 246.245.1622, the RUSM Wellness and Counseling Center in Miramar at 754.208.4706, or the RUSM Care Team at rusmcares@rossu.edu. Colleagues may contact AskHR at 1.855.882.4770 for information on available resources.

These confidential resources permit discussion of an incident without beginning the investigation process. Local or profession specific mandatory reporting laws related to certain types of concerns (i.e., child sexual abuse) may still trigger a requirement for a confidential resource to report an incident to identified enforcement agencies.

**SUPPORT AND RESOURCES**

Upon report of alleged sex and/or gender-based misconduct, the Sexual Misconduct Response Coordinator will offer individualized appropriate support (“Supportive Measures”) or refer the victim directly to immediate assistance. Supportive Measures are available to the Respondent or Complainant, as appropriate. Examples 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).

Victims of sexual assault, dating violence, domestic violence and/or stalking will also be provided with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available. RUSM will keep confidential the victim’s identity and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair RUSM’s ability to provide the accommodations or Supportive Measures.
Supportive Measures are individualized and appropriate based on the information gathered by the Sexual Misconduct Response Coordinator. If circumstances related to an incident change over time, these and other Supportive Measures 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 student services. A brief list of national and international referral sites can be found at the end of this Policy.

ADDITIONAL RESOURCES FOR COMPLAINANTS
Local Resources can be found in the RUSM’s Annual Security Report distributed to each campus community and posted on the Student Consumer Information page of RUSM’s website. 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

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

- National Sexual Assault Hotline 1.800.656.HOPE (4673) rainn.org
- National Domestic Violence Hotline 1.800.799.7233 (TTY) 1.800.787.3224 thehotline.org
- National Network to End Domestic Violence nnedv.org womenslaw.org
  [Legal information and resources]
- National Center for Victims of Crime victimsofcrime.org
- loveisrespect 1.866.331.9474 (TTY) 1.866.331.8453 loveisrespect.org
- National Suicide Prevention Hotline 1.800.273.TALK (8255) suicidepreventionlifeline.org
- Americans Overseas Domestic Violence Crisis Center 1.866.USWOMEN (International Toll-Free) crisis@866uswomen.org
- U.S. Embassy usembassy.gov
- Child Welfare Information Gateway childwelfare.gov
- State Statutes Including Mandatory Reporting Laws childwelfare.gov/topics/systemwide/laws-policies/state

AMNESTY FOR COMPLAINANTS AND WITNESSES
RUSM will investigate allegations of sex and gender-based misconduct, including when drugs or alcohol may have been involved. 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, RUSM grants victims and witnesses amnesty, when appropriate, for potential RUSM policy violations and provides all parties and witnesses other interim measures as appropriate or needed.

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, RUSM may provide educational options, rather than punitive sanctions, to those who offer their assistance.

COMPLAINT DISMISSAL
RUSM may dismiss a Formal Complaint if the Complainant informs the Sexual Misconduct Response Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by RUSM; or if specific circumstances prevent RUSM from gathering sufficient evidence to reach a determination. If a Formal Complaint is dismissed, the parties will be provided written notice of the dismissal outlining the reason(s) for dismissal.
EMERGENCY REMOVAL
RUSM can remove a Respondent entirely or partially from an educational Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Sexual Misconduct Response Coordinator in conjunction with the Director, Enterprise Safety and Security.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Sexual Misconduct Response Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Sexual Misconduct Response Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

RUSM will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Sexual Misconduct Response Coordinator, these actions could include, but are not limited to: temporarily re-assigning a Colleague, restricting a student's or Colleague's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

GRIEVANCE PROCESS
RUSM utilizes a prompt, equitable and impartial grievance process to evaluate reports. Personnel involved in the grievance process will be free from conflicts of interest or bias for or against the parties.

The parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both parties will be afforded equitable rights and access during the grievance process.

Generally, the grievance process consists of a report, investigation, live hearing (including cross-examination), determination, disciplinary measures, remedies and appeal (if applicable). The grievance process, baring extenuating circumstance, will conclude within 90 calendar days from the date a report is received. The parties will be notified by the investigator or decision-maker if the process will take longer than 90 days.

ADVISOR
The parties may be accompanied by an advisor of their choice. If a party does not have an advisor present at the live hearing, the RUSM will select and provide an advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. The parties may not conduct cross-examination.

Choosing an advisor who is a witness in the grievance process creates potential for bias and conflict of interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the grievance process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address RUSM officials in a meeting or interview unless invited to. An advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a live hearing, during cross-examination. If an advisor is disruptive or otherwise fails to respect the limits of the advisor role, the meeting or interview may be ended.
Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by RUSM. Ross University School of Medicine may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the RUSM’s privacy expectations.

INVESTIGATION
When the Complainant chooses or RUSM believes it is necessary, a prompt, fair and impartial process from the initial investigation to the final result to resolve reports of sex and gender-based misconduct. In the event a Complainant requests that an investigation not occur, their request will be honored when possible and unless RUSM determines in good faith that failure to investigate creates a potential risk of harm to the Complainant or other member of the RUSM community.

If an investigation is initiated, the process will be conducted by officials of the Office of Equity and Access, or its designee, who will receive annual training on the issues related to sex and gender-based misconduct, including sexual assault, dating violence, domestic violence and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. RUSM officials who do not have a conflict of interest or bias for or against the Complainant or the Respondent will conduct the process.

Generally, an investigation will consist of interviewing the Complainant, the Respondent and any witnesses. The parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The parties (and their advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the parties (and their advisors) at least 10 days prior to a live hearing. The parties may provide a written response to the investigative report.

The colleague complaint procedure, which details the investigation and resolution processes for prohibited colleague conduct, can be found on the Commons (apps.adtalem.com > Commons-HR Portal > Policy Central).

Privacy of the records specific to a sex and/or gender-based misconduct investigations are maintained in accordance with applicable law, including the Family Educational Rights and Privacy Act (FERPA). Any public release of information to issue a timely warning will not include the names of victims or information that could easily lead to a victim’s identification. In appropriate instances, pertinent Supportive Measures and the results of disciplinary hearings regarding the Respondent will be disclosed to the 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.

INFORMAL RESOLUTION
If the Sexual Misconduct Response Coordinator deems appropriate and both parties voluntarily consent in writing, Formal Complaints can be resolved through informal resolution, such as mediation. The Sexual Misconduct Response Coordinator will facilitate an appropriate informal resolution process depending on the nature of the allegations, the parties involved, and the overall circumstances. Informal resolution will be conducted by a facilitator, who will be designated by the Sexual Misconduct Response Coordinator. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process. Informal resolution is unavailable to resolve allegations that a Colleague sexually harassed or sexual assaulted a student.

LIVE HEARING
If a report is not resolved informally, RUSM will conduct a live hearing. Live hearings are facilitated by a designated Decision-Maker. The Decision Maker will be selected by the Office of Equity and Access. The Decision-Maker consists of a panel of no fewer than three (3) members, designated from the hearing panel.
Cross-examination during the live hearing will be conducted directly, orally, and in real time by the party’s advisor and not by a party personally. The Decision-Maker will permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including that challenge credibility. Only relevant cross-examination questions (as well as other questions deemed pertinent at the discretion of the Decision-Maker) may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination question, the Decision-Maker must first determine whether the question is relevant and explain to the party’s advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant’s prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

As of August 24, 2021, and pursuant to the Department of Education’s August 24, 2021 guidance, the Decision-Maker may consider statements from a party or witness who are not present at the live hearing in reaching a determination regarding responsibility, so long as the questions are otherwise permissible. However, the Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer questions.

At the request of either party, RUSM will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Live hearings may be conducted with all parties physically present in the same geographic location or, at RUSM’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing will be created and maintained for seven (7) years.

Individuals participating in the live hearing cannot be disruptive and must follow the policies and procedures set by RUSM. The Decision-Maker has the authority to enforce decorum.

STANDARD OF EVIDENCE
The Decision-Maker will utilize the preponderance of evidence standard to determine if a violation of the Sex and Gender-Based Misconduct Response and Prevention Policy occurred. The preponderance of evidence standard means that based on all the information available, it is more likely than not that the alleged sexual harassment or sexual misconduct occurred.

EVIDENCE LIMITATIONS
RUSM will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. RUSM will not access or use a party’s medical, psychological, and similar treatment records unless the party provides voluntary, written consent. Prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged sexual misconduct or offered to prove consent. Past findings of domestic violence, dating violence, stalking or sexual assault may be admissible in the review process stage that determines sanction.

WRITTEN DETERMINATION
Once complete, the parties will be simultaneously informed in writing of the outcome. Notice to both parties will include the written statement detailing the factual findings supporting the determination and the rationale for the sanction/discipline (if any) to the degree possible and always when the sanction/discipline is directly relevant to that individual. The notice will also include appeal procedures, if applicable, and when the results become final.

DISCIPLINARY REVIEW AND ACTION
Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary actions against the Respondent will not be imposed before completion of RUSM’s grievance process. Following a determination of responsibility, appropriate corrective action will be taken, and RUSM will take steps to prevent recurrence. Disciplinary actions taken will be determined on a case-by-case basis. 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. Separate and distinct disciplinary action may also be considered in instances of retaliation against those who in good faith report or disclose an alleged violation of the comprehensive policy, file complaint, or otherwise participate in the complaint resolution procedure. Failure to abide by imposed disciplinary actions (whether by refusal, neglect or any other reason), may result in additional disciplinary action, including suspension or termination. Failure by Respondent to adhere to Disciplinary Action will be considered a form of retaliation or an extension of the initial allegations.

Individuals who make a materially false statement in bad faith in the course of a grievance process under this Policy will be subject to RUSM’s Code of Conduct policies.

REMEDIES
Remedies are provided to a Complainant whenever a Respondent is found responsible and may be disciplinary and punitive. Student remedies are designed to maintain the Complainant’s equal access to education. Remedies will be determined on a case-by-case basis and reasonable under the circumstances. Remedies may include supportive measures.

SANCTIONS FOR STUDENT MISCONDUCT
If RUSM determines that sex and/or gender-based misconduct has occurred, 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 at http://medhandbook.rossu.edu. 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. 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
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.

Colleagues are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Sexual Misconduct Response process and not constrained by the outcome of the Sexual Misconduct Response process.

APPEAL
Both parties have the right to appeal a determination regarding responsibility, RUSM’s dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; (3) a conflict of interest or bias, that affected the outcome of the matter; and/or (4) the proposed Remedy was not reasonable based on the evidence compiled during the investigation.

An appeal must be submitted in writing to the Sexual Misconduct Response Coordinator within ten days of the delivery of the Written Determination.
RETAIATION PROHIBITED
Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of sexual and/or gender-based misconduct, for cooperating in the investigative is prohibited. If you believe you have been retaliated against, you should follow the procedures outlined in RUSM’s Retaliation policy located in the Student Handbook. Colleagues should refer to the Retaliation policy located in the Global Employee Handbook.

TRAINING FOR SEXUAL MISCONDUCT RESPONSE PERSONNEL
RUSM ensures that its Sexual Misconduct Response personnel have adequate training. The Sexual Misconduct Response Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of RUSM’s education Program or Activity, how to conduct an investigation, RUSM’s grievance process (including hearings, appeals, and informal resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the live hearing process, technology to be used in live hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal resolution facilitators are trained on the informal resolution process.

Materials used to train Sexual Misconduct Response personnel are posted on RUSM’s website and may also be requested directly from the Sexual Misconduct Response Coordinator. RUSM will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students and new Colleagues during their first semester.

BIAS/CONFLICT OF INTEREST
To raise any concern involving bias or conflict of interest by the Sexual Misconduct Response Coordinator, contact the Director of the Office of Equity and Access, Dwight Hamilton, by phone at 312.651.1458 or by email at equity@adtalem.com. Concerns of bias or potential conflict of interest by any other personnel should be raised with the Sexual Misconduct Response Coordinator.

TIMELY WARNING REQUIREMENTS
College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. RUSM will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. RUSM reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including safety reporting and disclosures such as the ASR.

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 invite 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 the start of the student’s first session
- Returning and continuing students who did not take the training as a new or transfer student within three weeks of the start of the session the student is scheduled to resume or continue studies
- 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 Sexual Misconduct Response Coordinator for record keeping 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.

**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 acknowledgment. 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.
• 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. The criminal process is separate from RUSM’s process.

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. Victims are not required to report an incident to law enforcement authorities, but RUSM will assist the victim with contacting the police, if requested.
3. Report the misconduct to the manager of student services, sr. manager of campus operations, one-up manager, campus incident commander, local RUSM leadership, Sexual Misconduct Response Coordinator or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Time is a critical factor for evidence collection and reservation that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining an order of protection. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual assault.
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. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual AssaultHotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); www.RAINN.org.

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 the psychological effects and provide a safe environment for recovery.

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 to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, ancestry, disability, veteran status, sexual orientation, pregnancy or parental status, gender, or any other basis protected by federal, state or local law.

What is Discriminatory Harassment?
Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior that is based on one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would 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 on or unauthorized use of property, such as spraying or scratching of 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.

WHOM TO CONTACT IF YOU THINK YOU HAVE BEEN DISCRIMINATED AGAINST OR HARASSED
The Student Service Manager, Dean of Campus Operations Program Dean/Director and/or Dean of Academic Affairs are available to serve as a resource to any student or other member of the RUSM community who has a discrimination or harassment inquiry or complaint. These resource persons have information about RUSM’s non-discrimination policy, rules and procedures (including information about confidentiality) as well as options available for the investigation and resolution of complaints. Individuals with a discrimination or harassment inquiry or complaint may be more comfortable speaking with someone of the same gender, and the resource persons listed can assist in finding help of the preferred gender.

Students who wish to file discrimination or harassment complaints against RUSM should follow the Student Complaint/Grievance Procedure found in this handbook.

Students who wish to file discrimination or harassment complaints against a fellow student should follow the Professional Conduct Procedure found in this handbook.

Complaints involving discrimination or harassment should be reported to Dwight Hamilton, Director, Office of Equity and Access (equity@adtalem.com or 312.651.1458).
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 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
TITLE IX POLICY
Ross University School of Medicine (“RUSM”) is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, RUSM does not discriminate on the basis of sex in its education Program or Activity, which extends to admission and employment. RUSM also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its educational Program or Activity.

If you believe that you have experienced or witnessed sexual misconduct or discrimination as part of RUSM’s educational Program or Activity outside the United States, please follow the procedures outlined in the RUSM Sex and Gender-Based Sexual Misconduct Response and Prevention Policy.

RUSM reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

TITLE IX COORDINATOR
The Title IX Coordinator coordinates RUSM’s efforts to comply with its Title IX responsibilities.

Title IX Coordinator: Kelsey Bowen
Coordinator, Student Affairs
Ross University School of Medicine
2300 SW 145th Avenue | Suite 200 | Miramar, FL 33027
754.208.4774 | TitleIXCoordinator@RossU.edu

The Title IX Coordinator is responsible for implementing RUSM’s Title IX policy, intaking reports and Formal Complaints of Sexual Harassment and providing supportive measures. The Title IX Coordinator is also responsible for maintaining corresponding Clery Act crime statistics and reporting to the Director, Enterprise Safety and Security.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

Reports can be made by victims, third parties or bystanders with the option to remain anonymous through the Speak Up program by phone at 1.800.461.9330 (in the U.S.) or 1.855.203.6928 (in Barbados), or online at www.speakupatalem.com.

KEY DEFINITIONS
“Affirmative consent” is the affirmative, knowing, conscious, voluntary and mutual agreement to engage in sexual activity. Consent can only exist free from intimidation, 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. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. While the legal definition of consent is found in RUSM’s Annual Safety Report, the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed.
- The lack of protest or resistance does not constitute consent, nor does silence.
- Where there is use of threat, force or restraint by the Respondent, the lack of verbal or physical resistance or the submission by the Complainant does not constitute consent.
- The manner of dress of the Complainant does not constitute consent.
• The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never, by itself, be assumed to be an indicator of consent.
• Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
• A person who initially consents to sexual contact, including penetration, may withdraw continued consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
• Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
• A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age, or the person is incapacitated due to a mental disability.
• Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol.
• 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).
• It is not a valid excuse to alleged lack of affirmative consent that the Respondent believed the Complainant consented to sexual activity if the:
  o Respondent’s belief arose from the Respondent’s own intoxication or recklessness
  o Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented
  o Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was asleep, unconscious, incapacitated due to the influence of drugs, alcohol or medication, or was unable to communicate due to a mental or physical condition.

“Colleague” an employee of Ross University School of Medicine.

“Colleague Code of Conduct” refers to the “Adtalem Code of Conduct and Ethics”, 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 (apps.adtalem.com > Commons- HR Portal > Policy Central).

“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.

“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.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of RUSM conditioning educational benefits or participation on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo).
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RUSM’s education Program or Activity; or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA)*:
   a. Sexual Assault: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
   b. Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
   c. Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
   d. Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

*Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in RUSM’s Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim’s behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that RUSM investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in RUSM’s education Program or Activity with which the Formal Complaint is filed.

Program or Activity: On or off campus locations, events, or circumstances over which RUSM exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

2 The FBI’s Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of “without the consent of the victim.”
**Mandatory Reporter:** Designated College employees who must report all instances of Sexual Harassment to the Title IX Coordinator.

**Discretionary Reporter:** Designated College employees who may, with the Complainant’s consent, report instances of Sexual Harassment to the Title IX Coordinator.

**Clery Geography:** As defined in the Clery Act, includes (A) buildings and property that are part of RUSM’s campus; (B) RUSM’s non-campus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus. A map of RUSM’s Clery Geography is contained in RUSM’s ASR.

**PROCEDURE FOR REPORTING SEXUAL HARASSMENT**

If you believe that you have experienced or witnessed Sexual Harassment, RUSM encourages you to notify the Title IX Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from RUSM’s Title IX grievance process. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, RUSM will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police to pursue RUSM’s grievance process.

**CONFIDENTIALITY**

To make informed choices, it is important to be aware of confidentially and reporting requirements when consulting College resources. 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. All College Colleagues are designated mandatory reporters will notify the Title IX Coordinator of any complaints received.

**Confidential Resources:**

**Barbados:**
Dr. Dahlia Gibson  
Director of Counseling  
Ross University School of Medicine  
Two Mile Hill, St. Michael, Barbados BB11093  
dgibson@rossu.edu

**United States:**
Dr. Maria Mejia  
Counselor  
Ross University School of Medicine  
2300 SW 145TH Avenue, Suite 200  
Miramar, FL 33027  
mmejia@rossu.edu

The Adtalem Speak Up Program (“SpeakUp”) is a reporting system managed by a third-party vendor (Convercent®), which encourages members of the RUSM 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. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the Speak Up program by contacting the third-party contractor Convercent® by phone at 1.800.461.9330 (in the U.S.) or 1.855.203.6928 (in Barbados), or online at www.speakupadtalem.com.

RUSM will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX grievance process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to RUSM’s jurisdiction and/or significant time has passed, the ability to investigate, respond,
and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer Supportive Measures and/or Remedies, and/or engage in informal or formal action, as appropriate.

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. To increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, RUAM 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 invite 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 the start of the student’s first session
- Returning and continuing students who did not take the training as a new or transfer student within three weeks of the start of the session the student is scheduled to resume or continue studies
- 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. RUAM 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 record keeping 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.
Complainant Rights
Complainant rights include:

1. The right to notify or not notify law enforcement and to request and receive assistance from RUSM in making a report if desired.

2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.

3. The right to be free from undue coercion from RUSM to pursue or not pursue any course of action.

4. The right to 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 (when applicable). RUSM abides by orders of protection (including no-contact orders and restraining orders), which are generally issued by a municipal court to protect a person or entity in a situation involving sexual assault. RUSM may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.

5. The right to 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 (when the incident has not yet been reported to a colleague required to notify the Title IX Coordinator and/or Sexual Misconduct Response Coordinator).

6. The right to contact information for the Title IX Coordinator and/or Sexual Misconduct Response Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.

7. The right to be fully informed of any applicable disciplinary conduct process and procedures.

8. The same rights as the Respondent to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.

9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, both parties have the right to appeal the outcome.

10. The right to request Supportive Measures.

11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.

12. The right to be informed about RUSM’s ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.

13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.

14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a complainant be required to repeat details of the incident to secure appropriate accommodations.

15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

For more specific instructions on how to properly comply with this Policy, consult the Title IX Coordinator.

Amnesty for Complainants and Witnesses
RUSM will investigate allegations of sex and gender-based misconduct, including when drugs or alcohol may have been involved. RUSM encourages the reporting of sex and gender-based misconduct by complainants 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 complaints and witnesses come forward to share what they know regarding violations of this Policy. To encourage reporting, RUSM grants complainants and witnesses amnesty, when appropriate, for potential RUSM policy violations and provides all parties and witnesses other interim measures as appropriate or needed.
Similarly, 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 complainant, policy violations should not be overlooked; however, RUSM may provide educational options, rather than punitive sanctions, to those who offer their assistance.

**SUPPORTIVE MEASURES**
The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Once the Title IX Coordinator receives a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant’s wishes with respect to Supportive Measures.

RUSM will maintain the privacy of the Supportive Measures, provided that privacy does not impair RUSM’s ability to provide the Supportive Measures.

**EMERGENCY REMOVAL**
RUSM can remove a Respondent entirely or partially from an education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with the Director, Enterprise Safety and Security.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

RUSM will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning a Colleague, restricting a student’s or Colleague’s access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.
**COMPLAINT DISMISSAL**
Dismissal of a Formal Complaint may occur under several circumstances. RUSM must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in RUSM’s education Program or Activity, or did not occur against a person in the United States.
RUSM may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by RUSM; or if specific circumstances prevent RUSM from gathering sufficient evidence to reach a determination. If a Formal Complaint is dismissed, the parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by RUSM under its Sex and Gender-Based Sexual Misconduct Response and Prevention Policy.

**TITLE IX GRIEVANCE PROCESS**
RUSM utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinators, Investigators, Decision-Makers, individuals who facilitate informal resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person’s status as a Complainant, Respondent or witness.

Both parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both parties will be afforded equitable rights and access during the grievance process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Generally, the grievance process consists of a Formal Complaint, investigation, live hearing, determination, disciplinary measures, remedies and appeal (if applicable). The grievance process, baring extenuating circumstance, will conclude within 90 calendar days from the date a Formal Complaint is filed.

**Advisor**
The parties may be accompanied by an advisor of their choice and at their own expense. If the Complainant or Respondent does not have an advisor present at the live hearing, RUSM will select and provide an advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. The Complainant and Respondent may not conduct cross-examination.

Choosing an advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Complainant and Respondent are expected to ask and respond to questions on their own behalf throughout the investigation phase of the grievance process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a live hearing, during cross-examination. If an advisor is disruptive or otherwise fails to respect the limits of the advisor role, the meeting or interview may be ended by the Decision Maker.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by RUSM. Ross University School of Medicine may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by RUSM’s privacy expectations.
Investigation of Complaints

RUSM will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant’s wishes as to whether RUSM investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the RUSM community. A Complainant is not required to participate in an investigation and grievance process for Formal Complaints signed by the Title IX Coordinator. However, the ability to investigate, respond, and provide Remedies may be limited or impossible without participation of the Parties. RUSM may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the parties. The Notice of Investigation will include: details of the allegations (including identities of the parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to RUSM’s grievance process; a statement that the parties may have an advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

Formal Complaints involving Colleagues may also be referred to Human Resources and simultaneously evaluated under Colleague conduct policies and procedures.

During the investigation, the Office of Equity and Access will select an Investigator to conduct interviews and gather evidence. The parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The parties (and their advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the parties (and their advisors) at least 10 days prior to a live hearing. The parties may provide a written response to the investigative report.

Informal Resolution

If the Title IX Coordinator deems appropriate and both parties voluntarily consent in writing, Formal Complaints can be resolved through informal resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate informal resolution process depending on the nature of the allegations, the parties involved, and the overall circumstances. Informal resolution will be conducted by a facilitator, who will be designated by the Title IX Coordinator. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process. Informal resolution is unavailable to resolve allegations that a Colleague sexually harassed a student.

Live Hearing

If a report is not resolved informally, RUSM will conduct a live hearing. Live hearings are facilitated by a designated Decision-Maker. The Decision Maker will be selected by the Office of Equity and Access. The Decision-Maker consists of a panel of no fewer than three (3) members, designated from the hearing panel.

Cross-examination during the live hearing will be conducted directly, orally, and in real time by the party’s advisor and not by a party personally. The Decision-Maker will permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including that challenge credibility. Only relevant cross-examination questions (as well as other questions deemed pertinent at the discretion of the Decision-Maker) may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination question,
the Decision-Maker must first determine whether the question is relevant and explain to the party’s advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant’s prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

As of August 24, 2021, and pursuant to the Department of Education’s August 24, 2021 guidance, the Decision-Maker may consider statements from a party or witness who are not present at the live hearing in reaching a determination regarding responsibility, so long as the questions are otherwise permissible. However, the Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer questions.

At the request of either party, RUSM will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Live hearings may be conducted with all parties physically present in the same geographic location or, at RUSM’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing will be created and maintained for seven (7) years.

Individuals participating in the live hearing cannot be disruptive and must follow the policies and procedures set by RUSM. The Decision-Maker has the authority to enforce decorum.

Evidence Limitations
RUSM will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. RUSM will not access or use a party’s medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

Standard of Evidence
For all Formal Complaints of Sexual Harassment (including where Colleagues are Respondents), RUSM utilizes the preponderance of the evidence standard; whether it is more likely than not that the Respondent violated the policy as alleged.

Disciplinary Actions
Disciplinary actions against the Respondent will not be imposed before completion of RUSM’s grievance process. Following a determination of responsibility, appropriate corrective action will be taken, and RUSM will take steps to prevent recurrence. Disciplinary actions taken will be determined on a case-by-case basis. Any Colleague determined by RUSM to be responsible for an act of Sexual Harassment will be subject to appropriate disciplinary action, up to and including termination. Colleagues are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Remedies for student-related claims may include, but are not limited to, additional training, a restriction on contact, suspension, or termination.

Failure to abide by imposed disciplinary actions (whether by refusal, neglect or any other reason), may result in additional disciplinary action, including suspension or termination.

Individuals who make a materially false statement in bad faith in the course of a Title IX grievance process will be subject to RUSM’s Code of Conduct policies.

Remedies
Remedies are provided to a Complainant whenever a Respondent is found responsible and may be disciplinary and punitive. Student remedies are designed to maintain the Complainant’s equal access to education. Remedies will be determined on a case-by-case basis and reasonable under the circumstances. Remedies may include supportive measures.
Written Determination
The Decision-Maker will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the live hearing, disciplinary sanctions imposed on the Respondent and whether remedies will be provided to the Complainant. The determination will be sent simultaneously to the parties along with information on how to file an appeal.

Appeal
Both parties have the right to appeal a determination regarding responsibility, RUSM’s dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter; and/or (4) the proposed Remedy was not reasonable based on the evidence compiled during the investigation.

An appeal must be submitted in writing to the Title IX Coordinator within ten days of the delivery of the Written Determination. 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 either the decision-maker 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.

RETAILIATION PROHIBITED
Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the grievance process is prohibited.

If you believe you have been retaliated against, you should follow the procedures outlined in RUSM’s Retaliation Policy located in the Student Handbook and Employee Handbook.

TRAINING
RUSM ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of RUSM’s education Program or Activity, how to conduct an investigation, RUSM’s grievance process (including hearings, appeals, and informal resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the live hearing process, technology to be used in live hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal resolution facilitators are trained on the informal resolution process.

Materials used to train Title IX personnel are posted on RUSM’s website and may also be requested directly from the Title IX Coordinator.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and the Violence Against Women Reauthorization Act of 2013 (“VAWA”), RUSM will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students and new Colleagues during the fall term.

BIAS/CONFLICT OF INTEREST
To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Director of the Office of Equity and Access, Dwight Hamilton, by phone at 312.651.1458 or by email at equity@ad talem.com. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.
REPORTING REQUIREMENTS
College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. RUSM will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. RUSM reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

ADDITIONAL INFORMATION
Students and Colleagues may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at http://www.ed.gov/ocr/. To the extent that a Colleague or contract worker is not satisfied with RUSM’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Lynden Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Primary Prevention and Awareness Programs
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 acknowledgment. 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.
- 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
Complainants 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. The criminal process is separate from RUSM’s process.

Whenever possible, Complainants 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. Complainants 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 the Complainants 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. Complainants are not required to report an incident to law enforcement authorities, but RUSM will assist the Complainants with contacting the police, if requested.

3. Report the misconduct to the manager of student services, sr. manager of campus operations, 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. Time is a critical factor for evidence collection and reservation that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining an order of protection. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual assault. 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. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); www.RAINN.org.

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 the psychological effects and provide a safe environment for recovery.

Resources for Victims
Local Resources can be found in the RUSM’s Annual Security Report distributed to each campus community and posted on the Student Consumer Information page of RUSM’s website. 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.

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

- National Sexual Assault Hotline 1.800.656.HOPE (4673) rainn.org
- National Domestic Violence Hotline 1.800.799.7233 (TTY) 1.800.787.3224 thehotline.org
- National Network to End Domestic Violence nnedv.org womenslaw.org
  [Legal information and resources]
- National Stalking Resource Center victimsofcrime.org
- Love is respect 1.866.331.9474 (TTY) 1.866.331.8453 loveisrespect.org
- National Suicide Prevention Hotline 1.800.273.TALK (8255) suicidepreventionlifeline.org
- Americans Overseas Domestic Violence Crisis Center 1.866.USWOMEN (International Toll-Free) crisis@866uswomen.org
- U.S. Embassy usembassy.gov
- Child Welfare Information Gateway childwelfare.gov
- State Statutes Including Mandatory Reporting Laws childwelfare.gov/topics/systemwide/laws-policies/state

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 their informal complaint to a liaison not directly involved, such as the student affairs Conduct Administrator. If a complaint pertains to the Conduct Administrator, contact the Assistant Dean, Student Affairs.

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, they are encouraged to discuss their concerns with the Assistant Dean, Student Affairs. 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 Dean, Student Affairs. The written complaint can be submitted electronically or in person.

If a complaint pertains to the Conduct Administrator or the Assistant Dean, Student Affairs, contact the Associate Dean of Student Affairs.

**Notice of Receipt**
Upon receipt of the formal complaint, the designated point of contact (Assistant Dean, Student Affairs) or their designee will identify the appropriate party to investigate and resolve the matter; typically, this will be a reported party’s 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 seven calendar days of the issuance of the final report, the complainant may appeal to the Associate Dean, of Student Affairs. 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 Wellness and Counseling Center.

**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 their complaint to the person whom they believe 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 their academic performance during a specified timeframe or be subject to dismissal and/or loss of financial aid.

Administrative Withdrawal: 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 their 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, they are 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 their 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 financial aid.

**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 Withdraw:** 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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</thead>
<tbody>
<tr>
<td>AA</td>
<td>Approved Absence A student who wishes to temporarily interrupt their studies may apply for an Approved Absence (AA).</td>
</tr>
<tr>
<td>AAMC</td>
<td>Association of American Medical Colleges The AAMC is a not-for-profit association representing 172 accredited U.S. and Canadian medical schools; 400+ major teaching hospitals and health systems, including Department of Veterans Affairs medical centers; and 70+ academic and scientific societies (per the AAMC website). <a href="http://www.aamc.org">www.aamc.org</a></td>
</tr>
<tr>
<td>ACGME</td>
<td>Accreditation Council for Graduate Medical Education ACGME is a private professional organization responsible for the accreditation of 12,300+ residency education programs in the U.S. (per the ACGME website). <a href="http://www.acgme.org">www.acgme.org</a></td>
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<tr>
<td>AMA</td>
<td>American Medical Association 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 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>
</tr>
<tr>
<td>CCSE</td>
<td>Comprehensive Clinical Science Exam 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 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>CSA</td>
<td>Clinical Skills Assessment The CSA is a 6-station objective structured clinical examination (OSCE) using standardized patients to assess students’ competency in clinical skills.</td>
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<tr>
<td>CSGA</td>
<td>Clinical Student Government Association Association representing students in semesters 6-10 in Clinical Sciences that serves as a liaison between Administration, Faculty and the clinical student body of RUSM.</td>
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<tr>
<td><strong>ECFMG</strong></td>
<td>Educational Commission for Foreign Medical Graduates®</td>
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<td><strong>ERAS</strong></td>
<td>Electronic Residency Application Service®</td>
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<tr>
<td><strong>FCVS</strong></td>
<td>Federation Credentials Verification Service®</td>
</tr>
<tr>
<td><strong>FERPA</strong></td>
<td>Family Educational Rights and Privacy Act</td>
</tr>
<tr>
<td><strong>FSMB</strong></td>
<td>Federation of State Medical Boards (Step 3)</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>Grade Point Average</td>
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<tr>
<td><strong>IMG</strong></td>
<td>International Medical Graduate</td>
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<tr>
<td><strong>ISP</strong></td>
<td>Independent Study Period</td>
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<tr>
<td><strong>LCME</strong></td>
<td>Liaison Committee on Medical Education</td>
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<tr>
<td><strong>LESC</strong></td>
<td>Lloyd Erskine Sandiford Centre</td>
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<tr>
<td><strong>LOE</strong></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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<td>-----------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>MD</td>
<td>Doctor of Medicine</td>
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<tr>
<td>MMR</td>
<td>Measles, Mumps, Rubella</td>
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<tr>
<td>MPS</td>
<td>Minimum Passing Score</td>
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<tr>
<td>MSPE</td>
<td>Medical School Performance Evaluation/Dean’s Letter</td>
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<tr>
<td>NBME</td>
<td>National Board of Medical Examiners®</td>
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<td>NRMP</td>
<td>National Resident Matching Program®</td>
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<tr>
<td>NYSED</td>
<td>New York State Education Department</td>
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<tr>
<td>OASIS</td>
<td>Online Applicant Status and Information System</td>
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<tr>
<td>RUSM</td>
<td>Ross University School of Medicine</td>
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<tr>
<td>SAP</td>
<td>Satisfactory Academic Progress</td>
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</tbody>
</table>
### 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 – 90 credit hours
- United States Medical Licensing Examination (USMLE) Step 1
- USMLE Step 2 Clinical Knowledge (CK)
- Clinical Skills Assessment
- 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.
PRE-MATRICULATION COURSE FOR NEW STUDENTS

At Ross University School of Medicine, our mission is to prepare highly dedicated students to become effective, successful physicians. The keywords in this statement are “dedicated” and “successful.” RUSM’s three-week, online pre-matriculation course has been developed to help prepare you for success.

The complimentary course, delivered through eCollege® and the New Student Portal, is meant to be informative and fun. We are confident that you will find participating beneficial: when you arrive in Barbados, you will be better prepared for the island, you will have knowledge of the curriculum that awaits you, and you will also be equipped with resources to help you succeed at RUSM. New students can log in to the pre-matriculation course through the myCampus Portal.

The purpose of the course is to:

- Prepare you to ‘hit the ground running’ you when you arrive in Barbados
- Familiarize you with the island and the RUSM curriculum
- Help you gain lifelong learning skills needed to be successful at RUSM and throughout your journey to become a practicing physician

The course components are:

- A daily dose of anatomy and biochemistry
- Daily activities to help you acquire important skills needed to be successful at RUSM
- Weekly challenges that will allow you to improve your critical thinking and explicit reasoning skills - both essential skills of medical doctors
- Discussion forums
- Weekly Twitter® chats to share information with your future classmates
- "Live" Online Meeting featuring Q&A with faculty and junior faculty

The daily assignments and resources through eCollege will attribute to your medical school success.

Medical Sciences Curriculum 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>
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<tbody>
<tr>
<td>Semester/Course</td>
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<tr>
<td>Semester 1</td>
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<tr>
<td>• Foundations of Medicine 1</td>
<td>13</td>
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<tr>
<td>• Clinical Skills 1</td>
<td>2</td>
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<tr>
<td>Semester 2</td>
<td></td>
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<tr>
<td>• Foundations of Medicine 2X</td>
<td>13</td>
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<tr>
<td>• Clinical Skills 2X</td>
<td>4</td>
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<tr>
<td>Semester 3</td>
<td></td>
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<tr>
<td>• Foundations of Medicine 3X</td>
<td>13</td>
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<tr>
<td>• Clinical Skills 3X</td>
<td>4</td>
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<tr>
<td>Semester 4</td>
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<tr>
<td>• Foundations of Medicine 4X</td>
<td>13</td>
</tr>
<tr>
<td>• Clinical Skills 4X</td>
<td>2</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>64</strong></td>
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</tbody>
</table>
**Ross+:** This offers completion of the prescribed coursework within five semesters (consisting of 64 credit hours).

<table>
<thead>
<tr>
<th>Semester/Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td></td>
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<tr>
<td>- Foundations of Medicine 1</td>
<td>13</td>
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<tr>
<td>- Clinical Skills 1</td>
<td>2</td>
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<tr>
<td><strong>Semester 2</strong></td>
<td></td>
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<tr>
<td>- Foundations of Medicine 2</td>
<td>10</td>
</tr>
<tr>
<td>- Clinical Skills 2</td>
<td>4</td>
</tr>
<tr>
<td><strong>Semester 3</strong></td>
<td></td>
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<tr>
<td>- Foundations of Medicine 3</td>
<td>10</td>
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<tr>
<td>- Clinical Skills 3</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester 4</strong></td>
<td></td>
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<tr>
<td>- Foundations of Medicine 4</td>
<td>9</td>
</tr>
<tr>
<td>- Clinical Skills 4</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester 5</strong></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>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

**Eligibility for the Standard Accelerated Curriculum**: The first semester for the Standard Accelerated Curriculum and the Ross+ Curriculum are identical. Beginning in January 2022, both new and repeating first semester students who have earned a 80% 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 80% 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 Clinical Sciences Curriculum. 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 Clinical Sciences Curriculum on academic probation or recommend the student for dismissal. If the student is permitted to advance to Clinical Sciences Curriculum, 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.

**Core Clerkships and Clinical Elective Rotations**
The Clinical Sciences curriculum consists of required core clerkships and clinical elective rotations. 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 clinical elective rotations, students are required to pass the USMLE Step 2 Clinical Knowledge (CK) and the Clinical Skills Assessment to pass this phase of training.

Prior to starting core clerkships, students may request permission to complete a limited number of clinical elective rotations. Students should contact their clinical advisor for more information. Students are required to pass USMLE Step 1 before continuing to the Clinical Science curriculum.

Core Scheduling Policy
Upon receiving a passing USMLE Step 1 score, students are responsible for sending in their score reports in PDF format to the Office of Clinical Advising and Clerkships (clinical@rossu.edu) which is responsible for scheduling students’ core tracked rotations. Priority for core scheduling is based on USMLE Step 1 sit date.

Advisors from the Office of Clinical Advising and Clerkships will contact students in order of priority to offer the student a core clerkship placement as available. Students must review and acknowledge receipt of their proposed schedule within 48 hours of receipt. Clinical Advisors will attempt to match a student’s clinical rotations to their preference selections, but there is no way to guarantee that match.

Students may decline their initial core scheduling option. However, should a student choose to decline the initial core schedule option, they will lose their place in the scheduling priority list and will be reassigned to the bottom of the list.

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

Clinical Science Curriculum Requirements:

<table>
<thead>
<tr>
<th>Required Core Clerkship Clerkships (48 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine – 12 weeks</td>
</tr>
<tr>
<td>Surgery – 12 weeks</td>
</tr>
<tr>
<td>Pediatrics – 6 weeks</td>
</tr>
<tr>
<td>Psychiatry – 6 weeks</td>
</tr>
<tr>
<td>Obstetrics/Gynecology – 6 weeks</td>
</tr>
<tr>
<td>Family Medicine – 6 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (42 weeks) – must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online electives: No more than 14 weeks without prior approval</td>
</tr>
<tr>
<td>Medicine Electives (minimum 8 weeks)</td>
</tr>
<tr>
<td>10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)</td>
</tr>
</tbody>
</table>

**Total: 90 Weeks**

**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>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>IP</td>
<td>In Progress</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.

Recognition of Exemplary Grades
Students earning exemplary grades are recognized as follows:
- **Medical Sciences 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.
- **Medical Sciences 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.
- **Clinical Sciences Dean’s List:** Beginning September 1, 2021, students who start their first clinical rotation on or after September 1, 2021 will be eligible for review and consideration for the Clinical Sciences Dean’s List. Review of eligibility will occur at the conclusion of each fall, spring, and summer clinical term. The
Clinical Dean’s award will be presented to eligible students upon successful completion of all requirements as mentioned below:

- **Clinical Sciences Dean’s List – 3rd Year** During Clinical Sciences, students must meet the following criteria to qualify for the Clinical Dean’s List - 3rd Year:
  - Minimum Clinical Weeks
    - Students must successfully complete at least 40 weeks of clinical rotations.
  - Clinical GPA
    - Students must maintain a 3.8 clinical GPA.
  - United States Medical Licensing Examination” (USMLE”) Step 1
    - Must pass Step 1 on first attempt.
  - NBME Subject Clerkship Exams (SCE) taken within the student’s first 40 clinical weeks
    - Students must receive a first-time passing letter grade of an “A” on all required NBME SCEs.
      - Internal Medicine
      - Surgery
      - Family Medicine
      - Pediatrics
      - OB/GYN
      - Psychiatry

Any SCEs completed within a student’s first 40 clinical weeks will be evaluated to determine a student’s eligibility for the 3rd year Clinical Dean’s List.

- Determination of eligibility can only be made upon successful completion and receipt of the following:
  - USMLE Step 1 score report
  - All graded evaluations for rotations completed within a student’s first 40 clinical weeks
  - NBME SCE scores for any NBME SCE completed within a student’s first 40 clinical weeks

- **Clinical Sciences Dean’s List – 4th Year** During Clinical Sciences, students must meet the following criteria to qualify for the Clinical Dean’s List – 4th Year:
  - Minimum Clinical Weeks
    - Students must successfully complete at least 80 weeks of clinical rotations.
  - Clinical GPA
    - Students must maintain a 3.8 clinical GPA.
  - NBME Subject Clerkship Exams
    - Students must receive a first-time passing letter grade of an “A” on all required NBME SCEs.
      - Internal Medicine
      - Surgery
      - Family Medicine
      - Pediatrics
      - OB/GYN
      - Psychiatry

Students will be evaluated on all SCEs completed between their 41st and 80th week of clinical clerkships.

- Comprehensive Clinical Subject Examination (CCSE)
  - Students must receive a first-time passing score of a 220 or higher
- USMLE Step 2 Clinical Knowledge (CK)
  - Students must receive a first-time passing score of a 230 or higher
- Clinical Skills Assessment (CSA)
  - Must pass CSA on first attempt.

- Determination of eligibility can only be made upon successful completion and receipt of the following:
  - USMLE Step 2 CK score report
• All graded evaluations for rotations completed within a student’s 41st and 80th clinical weeks
• SCE scores for any SCE completed within a student’s 41st and 80th clinical weeks
• National Board of Medical Examiners’ (NBME®) CCSE score report
• CSA score report

• **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 a 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 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),
  • Pass the CSA, 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 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 the 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 My Ross Med portal 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 fail two or more medical sciences semesters are subject to dismissal.

Students who have not previously failed a medical sciences course may be allowed to repeat the semester under the following conditions:
• Students matriculating into RUSM on or after January 1, 2020:
  o Students who fail in Semesters 01, 02, or 2X, will be allowed to repeat the failed semester if their overall Foundations of Medicine course cumulative score for that semester is 57 or higher.
  o Students who have a cumulative score below 57 for the Semester 1, Semester 02, or Semester 2X Foundations of Medicine course will be subject to dismissal and will not be eligible to automatically repeat the semester.
  o Students who fail in Semester 3 – 5 will be allowed to repeat the failed semester.
• Students who matriculated into RUSM prior January 1, 2020, will be allowed to repeat the failed semester.

Students who repeat the semester will be on academic probation until they meet Satisfactory Academic Progress. Students who fail a semester while on academic probation will be subject to dismissal.

Students who are academically dismissed have the right to appeal as per the RUSM Student Handbook.

A student failing any two medical sciences semesters will be subject to dismissal.

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 Academic Enhancement (ACE) course (formerly 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 Academic Enhancement (ACE) course (formerly Essential Lifelong Learning Skills [ELLS] course).
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 ACE.
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 ACE.

**Medical Sciences Grade Appeal Policy**

Students may appeal their final grade within the medical sciences curriculum within 3 business days of being posted if they believe a grading error has been made. The first appeal must be written and submitted from the student’s RUSM email account with the subject line “Grade Appeal” to the appropriate email address listed below. The appeal must include the student’s name, ID #, semester/track, course, 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 will be sent within 3 business days of receipt unless otherwise notified.

- Foundations of Medicine (FM) Course Grade: examcenter@rossu.edu
- Clinical Skills (CS) Course Grade: Contact Course Director (see syllabus)
- Academic Enhancement (ACE) Course Grade: ATL@rossu.edu

Grade appeals will be reviewed by the exam center, course director, and/or other relevant faculty.

Students may appeal the outcome of the above decision (first appeal) to the Associate Dean of Student Affairs for a second and final appeal. Second appeals must be submitted on the Foundations of Medicine & Clinical Skills Grade Appeal Policy form (found on My Ross Med portal) with supporting documentation to Studentaffairs@rossu.edu, within three (3) business days of the first appeal 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 review that would affect the outcome of the original decision.
- There were procedural irregularities in the appeal process that affected the outcome.
- The outcome of the grade appeal was not reasonable based on the evidence compiled during the review.

Appeals that do not demonstrate procedural irregularity or provide additional evidence that was not considered by the exam center, course director or other relevant faculty will not be considered.

The Associate Dean’s decision is final.

**Promotion Policies: Clinical Science Semesters**

**Clinical Sciences Clerkship Eligibility**

In order to be eligible to begin 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;
- Approved Health Clearance; and
- Complete background checks.

**Clinical Sciences Clerkships**

Passing the USMLE Step 1 is required for continuation into clerkships. Students who have completed this step 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.

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 clerkships and clinical elective rotations. 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 NBME SCE policy can be found in the Policies and Administrative Procedures section of this Student Handbook.

**Core Clerkships – General Expectations**

1) **Study Hours**
   - Reading/Case assignments are outlined and organized by week. Students should set aside time in review and preparation for the NBME SCE. 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) 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

<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>70%</td>
</tr>
<tr>
<td>NBME SCE</td>
<td>25%</td>
</tr>
<tr>
<td>Online Clinical Curriculum</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>100%</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>NBME SCE</td>
<td>25%</td>
</tr>
<tr>
<td>Online Clinical Curriculum</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

*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.

Clinical Elective Rotations – 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 on 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, students 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 encounter will vary by location and assignment during a clerkship, we encourage students to log each encounter soon after the interaction.
   b) Mid-Rotation 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 Rotation starting before November 1, 2019
Final Clinical Elective Clerkship Grade Calculation Percent of Final Grade
CCAMSP 100%

Clinical Elective Rotation starting on or after November 1, 2019
Final Clinical Elective Clerkship Grade Calculation Percent of Final Grade
CCAMSP* 90%
Online Clinical Curriculum 10
100%

*Weight of CCAMSP is calculated on the exact GPA equivalent from points earned.

Please also note the following:
- If a student fails an elective rotation, 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 rotation.
- Students who receive two F or R grades during the Clinical Sciences (core clerkships or electives) are subject to dismissal.
**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 or clinical elective 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.

**Clinical Sciences Grade Appeal Policy**

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.

**ACADEMIC STANDING & PROGRESS**

**Good Standing:** Students maintain good standing by achieving Satisfactory Academic Progress (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 quantitative 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 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 financial aid 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 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 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 USMLE Step 1 in no more than four (4) attempts.
- Passing all clinical core NBME Subject Clerkship Exams
- Taking the USMLE Step 2 CK exam within six (6) months of passing the NBME CCSE.
- Passing the Clinical Skills Assessment (CSA).
- Passing the USMLE Step 2 CK in no more than four (4) attempts.

**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 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; 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.

ACADEMY FOR TEACHING AND LEARNING
The mission of the Academy for Teaching and Learning (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 their 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 Academic Enhancement 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.

MANDATORY ATL ADVISING – MEDICAL SCIENCES
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 date and time of the required 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.
rescheduled for the advising session. If the student fails to meet with ATL after meeting with the conduct coordinator, they may be subject to administrative withdrawal.

Clinical Academy for Teaching and Learning (cATL)
cATL offers several resources for student academic success in preparation for their USMLE Step 1, USMLE Step 2 CK and Clinical Skills Assessment (CSA) examinations.

USMLE Step 1 resources include:
- Individual academic advising to help students identify a study strategy to help student achieve their Step 1 goals. This includes identifying appropriate resources, study schedule, study timeline, study techniques focused on each student’s unique learning styles and strengths.
- Individual academic tutoring to help students apply concepts learned using simulated USMLE style questions for review and discussion.
- Interactive didactic sessions for integration of medical knowledge with clinical patient presentations and help students prepare for knowledge assessments.
- Organ system based NBME-Style MCQ review sessions
- Discipline based NBME-Style MCQ review sessions

USMLE Step 2 CK resources include:
- Individual academic advising to help students identify a study strategy to help student achieve their Step 2 CK goals. This includes identifying appropriate resources, study schedule, study timeline, study techniques focused on each student’s unique learning styles and strengths.
- Individual academic tutoring to help students apply concepts learned using simulated USMLE style questions for review and discussion.
- Core clerkship specialty based MCQ Organ system based MCQ review sessions
- Discipline based NBME-Style MCQ review sessions

CSA resources include:
- CSA workshops to help students understand expectations of CSA and resources to improve clinical skills competencies assessed during CSA. This includes identifying appropriate resources, study schedule, study timeline, study techniques focused on each student’s unique learning styles and strengths.
- Individual CSA practice sessions prior to testing to help refine clinical skills and provide formative feedback for improvement.

MANDATORY ATL ADVISING & TUTORING– CLINICAL SCIENCES
Students completing Medical Sciences on or after May 1, 2021, may be required to participate in mandatory clinical ATL (cATL) advising and tutoring activities as determined by the Clinical Student Promotions Committee.

If the student fails to participate in the mandatory cATL activities, the student may be referred to the conduct coordinator and may be subject to disciplinary action including but not limited to administrative withdrawal.

ELECTRONIC BOOKS
Medical Sciences
Ross University School of Medicine uses electronic books (eBooks) for all of semesters in Medical Sciences. Students are charged for the cost of their eBooks within the Educational Resource fee they pay every semester. In addition to the eBooks, the Educational Resource fee also covers additional course materials used throughout the student experience, online study materials, and 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 have the ability to opt out of receiving university provided eBooks by logging onto the myRoss website and completing the opt-out form. The opt out form must be completed prior to the end of the first week of class.
during semester 1 of Medical Sciences. Students who opt out will receive a credit issued to their student account in the amount of the total cost of books offered during their Medical Science curriculum. All students, including those who opt out, will continue to be required to pay the Educational Resource Fee.

Students who opt out will need to independently purchase the complete list of all required books. Please note that as not all vendors offer all the required books as new, used, for rent or electronic, students may have to purchase books from several vendors. The total 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 ask a student to confirm they have purchased all required materials.

**Clinical Sciences**
Ross University School of Medicine uses electronic books (eBooks) for all of their semesters in Clinical Sciences. The required texts are available on the Online bookstore accessed through COMMUNITY PORTAL. RUSM has developed relationships with the publishers of the books to offer the eBooks at a reduced price.

Alternatively, students may elect to independently purchase the complete list of all required books. Please note that 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. Students may be required to pay sales tax, value added tax (VAT) tax and international shipping charges.

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. Exam time and location are reflected in students’ Medtrics schedule.

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

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, ballpoint pens, mechanical pencils, wristwatches, USB drives, 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.
Lateness:
Students are required to attend the exam groups to which they are assigned. Once again, promptness is a component of attendance and extreme late* arrivals will be considered as unexcused absences. There is zero tolerance to this policy on lateness and attendance.

Students, who arrive late for an exam will be subject to a 10-point reduction in their exam score for the 1st offense. A 2nd offense will result in a referral to the Special Circumstances Committee with a default score of zero.

* Lateness is defined as any time after the time listed in the Medtrics schedule.

Special Circumstances Committee
Students are required to complete all exams and attend mandatory activities as scheduled. In the case where a student believes an extraordinary unavoidable circumstance prevented them from meeting a specific exam or mandatory activity attendance requirement that would have otherwise been unexcused by current policy, a student may submit an appeal for review to the Special Circumstances Committee (SCC). Such instances include, but are not limited to, complications immediately prior to a missed or late arrival to exam or other mandatory activity, onset of illness, or other unforeseen occurrence during the activity. A brief explanation, including what actions were taken prior to the exam or mandatory activity to mitigate the situation that is the subject of the appeal, and supporting documents must be submitted to SpecialCircumstancesCommittee@RossU.edu, with the subject line “Special Circumstances Committee”, within 3 business days of the missed activity. The Committee may deny any appeal that does not adhere to the stated submission guidelines.

Mid-term and Final Examinations Attendance
Students are required to complete all exams as scheduled. There are no make-up exams. Students who are unable to complete all exams, except for those occurring during a single excused 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 an exam.

Excused Absences & Remediation:
Students who experience a medical emergency on the day of an exam or other mandatory activity must obtain documentation that medical services were sought prior to or at the scheduled time of the event. If an acute illness, injury, or mental health issue prevents student attendance at a mandatory session, the student must present a health services provider or physician’s note to the below contact within 24 hours of the start of the exam or mandatory activity. The note must indicate that the student was under the provider’s care and that their medical issue prevented them from attending. 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 remedial measures will be assigned at the discretion of the faculty overseeing the missed examination or mandatory activity.

- Foundations of Medicine (FM) Examination: studentaffairs@rossu.edu
- Anatomy mandatory activity: contact the Chair Department of Medical Foundations snunn@rossu.edu
- Clinical Skills (CS) examination or mandatory activity: studentaffairs@rossu.edu
- Academic Enhancement (ACE) examination or mandatory activity: ATL@rossu.edu

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.

Unless otherwise stated in the course syllabus, the following will apply to all exams:
• A student may have no more than one excused absence from an exam per academic term.
• An excused absence is defined as a single exam (mid-term, lab practical, or final) or series of exams within a single approved leave per academic term.
• In the case of a single excused absence from a lab practical, the student’s corresponding discipline score(s) on their final exam will be substituted for those on the missed lab practical(s).
• In the case of a single excused absence from a mid-term exam (mini or lab practical), the student’s score(s) on their final exam will be substituted for those on the missed mid-term exam(s).
• In cases where there are multiple sections on the Final exam, the student’s score on the entire Final exam will be substituted.
• If excused from the Final exam, then student will sit the end-of-semester remediation exam. This score replaces the missed final.
• If the FM cumulative score is passing, then the cumulative score stands. If the cumulative score is failing but all remediation criteria met, then the remediation exam score will also be used as a remediation score – if passing, the student will receive a P* or C*.

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, the student will sit for the remediation exam as a replacement for the missed final exam. If cumulative score is passing, the cumulative score stands. If cumulative score is failing but remediation criteria is met, then the exam score is also used as the remediation score. If passing, student will receive a grade of P* (semester 1) or C* (semester 2-5).

Remediation Exam – Medical Sciences
Eligible medical sciences 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 at risk of failing the semester due to not attaining the Foundations of Medicine (FM) course minimum passing score (MPS) for that semester but has attained the Clinical Skills (CS) course MPS.
2. The student has not failed any prior courses or semesters.
3. The student has not successfully remediated any prior FM courses by exam; and
4. The student is failing the FM course due to their cumulative overall score being up to 5 points below the MPS.

Eligibility Exclusions:
1. Students who have failed a course in a past academic term are not eligible to participate in the remediation exam and are subject to dismissal upon failing a second course or semester.
2. Students who fail the Clinical Skills (CS) course are not eligible to participate in the remediation exam.
3. A student who has successfully passed by remediation exam in a prior semester is not eligible to remediate a later course by exam*.
   *Successful remediation by exam in the Spring 2020 and Summer 2020 semesters will not count towards this exclusion.

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.
• 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 and upon passing NBME CBSE, sitting for USMLE Step 1.
• Students in Semester 4X or 05 who pass the remediation exam will be scheduled to sit for the National Board of Medical Examiners® (NBME) Comprehensive Basis Sciences Examination (CBSE) to complete the remaining Foundations of Medicine course requirements and receive a final grade.
• A student who successfully remediates by exam must satisfactorily follow a post-remediation program determined by the Academy for Teaching and Learning (ATL).

• Eligible students will have two business days 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.

• Semester 1 students who pass the remediation exam will be assigned a final course grade of “P*”. As with the semester 1 grades, there are 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 that was 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. Remediation exam dates are subject to change.

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, 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 future tuition, fees, or housing costs for the new term.

**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. Students completing medical sciences on or after August 20, 2021, will have up to three (3) attempts to meet the
minimum passing score (MPS) on the NBME CBSE prior to scheduling their USMLE Step 1 exam. The minimum passing score for the NBME CBSE will be determined by RUSM.

Students are required to take the NBME CBSE at the end of their final medical sciences semester as their first attempt on the NBME CBSE. Students will have a total of three (3) attempts to meet CBSE MPS prior to advancing to USMLE Step 1. Attempt dates are pre-established by the Office of the Registrar and students will be notified, in advance, of their exam window. Please refer to the Retake Fee on Required NBME Exams policy regarding incurred expenses by the student on any NBME retake.

Students who fail to sit for the NBME CBSE or fail on their third attempt will be referred to the Clinical Student Promotions Committee (CSPC) and may be required to participate in mandatory clinical ATL advising and tutoring activities. Students are expected to demonstrate good faith and perform at their optimal level in completing the NBME CBSE. Students who fail to demonstrate a good faith effort on the exam may be referred to the Office of Student Conduct to address any professionalism concerns and may be subject to administrative withdrawal.

**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.
- Students who fail their 1st attempt on the NBME SCE but pass their remediation exam will receive a grade of “C” for their exam.

**NBME SCE Scheduling – 1st Attempt**
NBME SCEs 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 require 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. Students 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 remediation 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.

Please refer to the *Retake Fee on Required NBME Exams* policy regarding incurred expenses by the student on any NBME retake.

**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.

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.

Students who fail to cancel/reschedule within the time frame indicated by the Office of the Registrar will be charged an exam fee of $147 USD; this fee is subject to change.
Failure to sit by this deadline will count as a failed attempt and the student will be charged an exam fee of $147 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.

Please refer to the Retake Fee on Required NBME Exams policy regarding incurred expenses by the student on any NBME retake exam.

**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 CBSE, SCE or CCSE exams. RUSM students will incur an NBME Fee if they fail any NBME CBSE, SCE or CCSE on their 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, including the associated Prometric costs. The current fee schedule for NBME exams is available on the NBME site: [https://www.nbme.org/assessment-products/assess-learn/subject-exams](https://www.nbme.org/assessment-products/assess-learn/subject-exams).

**Clinical Skills Assessment (CSA)**

RUSM requires students to pass a Clinical Skills Assessment (CSA). The CSA is a multi-station Objective Structured Clinical Examination (OSCE) using standardized patients (SPs) and physician evaluators and is scored pass/fail. There are three sections: integrated clinical encounter (ICE), communication and interpersonal skills (CIS), and spoken English proficiency (SEP). You must pass all three components of the exam to pass the entire exam. The results of your exam and score report will be sent to your RUSM student email within one week of taking the test. Exam Administration will then notify you of a pass/fail status within three to five weeks of the CSA.

The CSA is offered by both Kaplan and RUSM. Passing the CSA is a requirement for graduation and to obtain certification for ECFMG Clinical Skills Attestation.

**Eligibility**

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

**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 $400 USD. This fee is subject to change.

**CSA Remediation & “No Shows”**

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

Students who fail to cancel/reschedule within the time frame indicated by the Office of the Registrar will be charged an exam fee of $400 USD and this fee is subject to change.
For CSA remediation, students may sit for their next attempt 45 days after the date of the previous attempt and contingent on completing the mandatory advising session. However, the deadline to sit for the RUSM CSA remediation 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 $400 USD and 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.

**USMLE Step 2 Clinical Skills (CS) Failure**
For students who failed USMLE Step 2 CS and did not remediate the exam before its discontinuation are required to pass a RUSM CSA to remediate the failed USMLE Step 2 CS.

**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 the clinical core track program.

**Eligibility**
In order to take USMLE Step 1, students must be ECFMG verified by the Office of the Registrar. Students completing medical sciences on or after May 1, 2021 will be eligible for verification upon:

1) Upon passing the NBME CBSE or as determined by the CSPC and having met both of the following:
   a. Enrollment as a full-time student in good standing; and
   b. Passed all courses in the Medical Sciences curriculum.

**ECFMG Certification & Verification**
RUSM will automatically verify a student as eligible to sit for the USMLE Step 1 as soon as all eligibility criteria are met.

**Timeframe**
Upon successful completion of medical sciences, students must sit for their first USMLE Step 1 attempt as follows:

- Completes Medical Sciences in Fall – Deadline is 4/30
- Completes Medical Sciences in Spring – Deadline is 8/31
- Completes Medical Sciences in Summer – Deadline is 12/31

Students must pass USMLE Step 1 prior to starting the Clinical Sciences curriculum.

Students who fail to sit by this deadline will be referred to the Clinical Student Promotions Committee (CSPC) for review and will be required to submit a Show Cause form. Failure to respond to the CSPC or submit a Show-Cause form may result in Administrative Withdraw.

**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 is subject to administrative withdrawal from RUSM.

Students who fail any USMLE Step 1 attempt will be referred to the CSPC for review.

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.

Per USMLE and NBME, students will have up to four (4) 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.

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 their USMLE Step 1 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.

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 their 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 CLINICAL KNOWLEDGE (CK) EXAMS**

**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.

**ECFMG Certification & Verification for the USMLE Step 2 CK**
RUSM will automatically verify a student as eligible to sit for the USMLE Step 2 CK as soon as all eligibility criteria are met.

**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.

Per USMLE and NBME, students will have up to four (4) attempts to pass the USMLE Step 2 CK. Students who fail to pass USMLE Step 2 CK 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 (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 their USMLE Step 2 CK sitting date to the Office of the Registrar 30 days in advance of the deadline to sit for the exam.

**USMLE Score Reports**

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

For those seeking to start a clinical clerkship, 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.

**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 World Directory of Medical Schools (www.wdoms.org) 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. 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.

**ECFMG Match Certification and Clinical Skills Attestation Process**

Students entering the NRMP MATCH should complete all clinical clerkships 60 days prior to their anticipated graduation date to ensure timely processing of ECFMG certification. After the Office of the Registrar has cleared the student for their eligible graduation date, a copy of their diploma and final transcript are provided by the Office of Registrar - Licensing, Credentialing and Records to be submitted to ECFMG for certification. The ECFMG certificate should arrive approximately 4-6 weeks after ECFMG’s receipt of the diploma copy. Please monitor the ECFMG website periodically for updates on ECFMG certification requirements in light of the current Covid-19 pandemic.

Please visit the ECFMG website to review ECFMG’s certification requirements, including the Occupation English Test (OET) requirement and information on the Pathways Application for the NRMP MATCH.

**Clinical Skills Attestation**

In response to the cancellation of USMLE Step 2 CS, ECFMG announced a pathways process for qualified international medical graduates (IMGs) who have not passed USMLE Step 2 CS to meet the requirements for
ECFMG certification, which is available on the ECFMG website. This process requires RUSM to certify a student’s Clinical Skills Attestation.

RUSM has developed an internal process and timeline to conduct an evaluation of your clinical skills. We feel confident that our plan is fair and objective, requires little additional effort from students, and provides a deep level of support for those who do not initially meet the attestation conditions.

**How RUSM Will Evaluate Your Clinical Skills**
RUSM will conduct a thorough and holistic review of your clinical performance with a focus on two key indicators:

- A passing grade in Internal Medicine, Surgery, and Obstetrics/Gynecology.
- A passing score on the CSA (Becker, Kaplan or RUSM).

If you are progressing satisfactorily through clinicals, you can expect to receive certification of your clinical skills attestation without any further action.

If you failed your Internal Medicine, Surgery, or OB/GYN rotation, have yet to take or pass the CSA (Becker, Kaplan or RUSM), or have a concerning evaluation, further action will be required. Students with a failed rotation, for example, will be connected with a clinical dean or advisor for personalized support to improve their skills and/or performance before the ECFMG’s clinical skills attestation deadline.

Students who failed USMLE Step 2 CS and do not have a current passing USMLE Step 2 CS score are required to remediate by successfully completing the RUSM CSA.

**Important:** Students are only eligible to receive attestation once they have met the criteria. If you have not already met the CSA requirement, please schedule your CSA as soon as possible. RUSM will continue to process student attestation forms prior to the deadline, however, we cannot guarantee there will be enough time to remediate scores that do not meet the passing criteria before ECFMG’s deadline.

**USMLE Step 3:**
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.
• 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.
- Not meeting Satisfactory Academic Progress
- 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 complete academic 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 register for a medical sciences semester prior to the start of semester.
- Fail to participate in a mandatory ATL advising session.
- Fail to report to a clinical clerkship on the first day of the clerkship.
- 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.
- 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.
- Failure to submit any required documents.
- Failure to respond to a request by the Office of Student Affairs, the Student Promotions Committee and/or the Clinical Student Promotions Committee, including Show-Cause requests.
- Failure to meet the conditions of their readmission.

A student who is Administratively Withdrawn will be reported as withdrawn to any and all government agencies as are applicable to the student effective the last date of any academically related activity or the date the institution determined the change in status.
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**

- Effective for students matriculating on or after January 1, 2020: Failing a Foundations of Medicine course in Semester 1 or Semester 2 with a score below 57.
- Failing any course or semester upon two attempts.
- Failure of any 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 USMLE Step 1 in four (4) attempts.
- Failure to pass the USMLE Step 2 CK in four (4) attempts.
- Failure to pass any NBME SCE in four (4) attempts.
- Failure of two different core SCEs on the third attempt.
- Failure of two clinical clerkships.
- 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**

A 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. See below for appeal procedures and student requirements.

**Standard Appeal Process**

**First 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 considered.

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Second Appeal (Final):
- In cases of procedural irregularity, or where additional evidence has become available that was not considered by the SPC, 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 SPC.
  - 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.
  - If the Dean overturns the dismissal on standard review, the student must sit out a full term before returning to repeat the term.
  - Appeals that do not demonstrate procedural irregularity or provide additional evidence that was not considered by the SPC will not be considered.
  - Appeals received after the deadline (15 calendar days after the date on the decision letter) will not be accepted. The student is required to meet all the conditions set forth by the Dean or his designee in their decision.

Expedited Appeal Process
This Policy allows students who are dismissed at the end of the term for failing two Medical Sciences semesters or for failing to achieve a 57 or higher in the Semester 1 or Semester 2 Foundations of Medicine course the option to seek an expedited appeal of their dismissal. 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. Appeals made to the Dean level (as explained below) may be decided during the first week of the following term.

First Appeal:
- Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to PromotionAppeals@RossU.edu within 48 hours of the date of the dismissal notification. Any appeals received after this deadline will be processed in accordance with the Standard Appeal procedures.
- 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.
- 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.

Second Appeal (Final):
- If the SPC upholds the dismissal on an Expedited appeal, the student’s final appeal is to the Dean or Dean’s designee.
- Students may appeal the SPC decision on only one or more of the following bases: (a) procedural irregularity that reasonably could have affected the outcome of the SPC decision, (b) the discovery of additional evidence that was not considered by the SPC that reasonably could have affected the outcome of the SPC decision and/or (c) the SPC decision is manifestly unreasonable and unsupported by the great weight of information.
- The student’s appeal must indicate the basis for appeal.
- The Dean or designee may disallow the appeal if the above conditions (including filing deadline) are not met. Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed, along with any supporting documentation, to the Dean at PromotionAppeals@RossU.edu within 48 hours of the date on the decision letter from the SPC.
  - Should a student need more than 48 hours to gather and provide additional evidence, they may submit a standard second (final) appeal in accordance with the procedures set forth above.
Note that should a student elect to submit a standard second (final) appeal and the dismissal is overturned, the student is required to sit out a term.

- The Dean’s decision is final.
- If the Dean overturns the dismissal on expedited review, 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 Dean or his designee in their decision.

**Applicable to Both Standard and Expedited Appeals**

Students must adhere to the instructions outlined above and on the Academic Dismissal Appeal Form in order for their appeal to be considered. Students will be sent the Academic Dismissal Appeal Form with their dismissal notification. Students may also request the Academic Dismissal Appeal form by submitting a request to Registrar@RossU.edu. Students may only submit one first appeal and one second (final) appeal for a dismissal.

**Note:** Students seeking to appeal a dismissal for failing two Medical Sciences semesters or failing to achieve a 57 or higher in the Semester 1 or Semester 2 Foundations of Medicine course have the option of submitting an Expedited Appeal or Standard Appeal. For all other academic dismissal reasons, students may only file a Standard Appeal.

**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 Fall 2020 term and whose standard appeal is granted during Spring 2021 term, would be on inactive status for the Spring 2021 term and then allowed to resume studies for the Summer 2021 term.

**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](http://www.rossu.edu/medical-school/apply) and will be subject to the tuition policy for withdrawals and the student loan 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. Students who complete their final exam and earn a final grade for their course may not withdraw if they are subject to dismissal. A student may not pursue a withdrawal once they are subject to dismissal or administrative withdrawal.

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, are requested to complete exit counseling each time they drop below half-time enrollment, graduate, or leave school, but are only required to complete this once per institution attended.
Students must complete exit counseling at www.studentaid.gov. During exit counseling, you will review your rights and responsibilities as a borrower.

ABSENCES – MEDICAL SCIENCES
Approved Absence – 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 granted an AA 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, are requested to complete exit counseling each time they drop below half-time enrollment, graduate, or leave school, but are only required to complete this once per institution attended. Students must complete exit counseling at www.studentaid.gov. During exit counseling, you will review your rights and responsibilities as a borrower.
Short-Term Personal Leave (STPL): Medical Sciences
Petitions for permission to leave during the semester for a short personal leave, based on extraordinary personal circumstances, 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 request form must be submitted in advance of the start date of the requested leave.

Qualifications and conditions if granted are outlined below:
- **Qualifications**: Excused absences are only granted if a student has a significant and unavoidable conflict preventing them from attending an examination or other mandatory exercise. Examples include immigration hearings, legal summons, jury duty, or military obligation. No more than one STLP will be granted per semester.
- **Timeframe**: The leave will be granted for no more than one week (7 calendar 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.

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. Qualifications and conditions if granted are outlined below:
- **Qualifications**: Emergency situations include severe illness or major injury to the student or a similar emergency or death in the student's immediate family. No more than one ELOA will be granted per semester.
- **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 calendar days) of such an emergency and complete all coursework for that semester. Their 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.
- **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.

ABSENCES – CLINICAL SCIENCES
Approved Absence – 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 NRMP MATCH and state licensure.
An AA may only be taken during the Clinical Sciences curriculum under the following conditions:
1. 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 outline 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, are requested to complete exit counseling each time they drop below half-time enrollment, graduate, or leave school, but are only required to complete this once per institution. Students must complete exit counseling at www.studentaid.gov. During exit counseling, you will review your rights and responsibilities as a borrower.

IN Voluntary Leave 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 conditions 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. 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 durations. 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 or 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 beginning the Clinical Sciences Curriculum.

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 a private secular institution 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:

- Students who have been granted an AA, ELOA, or STPL from the office of Student Affairs prior to the event will be excused from all mandatory activities (excluding exams) within the approved time period. (See Absences, Withdrawals and Deferrals section of RUSM Student Handbook). Stipulations surrounding excused absences from exams are outlined in the Examinations section of this Handbook.
• 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 exam or other mandatory activity must obtain documentation that medical services were sought prior to or at the scheduled time of the event. If an acute illness, injury, or mental health issue prevents student attendance at a mandatory session, the student must present a health services provider or physician’s note to the below contact within 24 hours of the start of the exam or mandatory activity. The note must indicate that the student was under the provider’s care and that their medical issue prevented them from attending. 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 remedial measures will be assigned at the discretion of the faculty overseeing the missed examination or mandatory activity.
  ▪ Foundations of Medicine (FM) Examination: studentaffairs@rossu.edu
  ▪ Anatomy mandatory activity: contact the Chair Department of Medical Foundations snunn@rossu.edu
  ▪ Clinical Skills (CS) examination or mandatory activity: studentaffairs@rossu.edu
  ▪ Academic Enhancement (ACE) examination or mandatory activity: ATL@rossu.edu

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.

Anatomy Policy on Lateness:
Lateness occurs when a student arrives to the anatomy session after the session start time shown in Medtrics®. Students arriving late for the session will be denied access to the session. This will normally be less than five minutes after the scheduled start time. Students are responsible for all information in any missed activity.

Anatomy Policy on 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:

Unexcused Absences from Gross Anatomy Laboratories (GALB)
If a student misses a mandatory anatomy laboratory and does not have an excused absence, they will be required to remediate this lab. To be eligible for remediation students should contact snunn@rossu.edu within 24 hours of the missed lab. The remediation will be mandatory attendance at a defined lab office hour where the student will be questioned on the lab workbook material and supporting material. If the student attends and displays a knowledge of the material, no penalty will be applied. A student is only able to remediate once in any given term. If a student does not attend the defined lab office hour, or fails to demonstrate an understanding of the material the following penalties will be applied:
  ▪ First unexcused absence results in a 5-point reduction over the cumulative average (out of 100) of the Gross Anatomy (GA) practical examinations.
  ▪ Second unexcused absence results in a 10-point reduction over the cumulative average (out of 100) of the Gross Anatomy GA practical examinations.
  ▪ Three or more unexcused absences occurring within a semester lead to a zero for the practical examination percentage of the total semester grade

Special Circumstances Committee
Students are required to complete all exams and attend mandatory activities as scheduled. In the case where a student believes an extraordinary unavoidable circumstance prevented them from meeting a specific exam or mandatory activity attendance requirement that would have otherwise been unexcused by current policy, a student may submit an appeal for review to the Special Circumstances Committee (SCC). Such instances include, but are not limited to, complications immediately prior to a missed or late arrival to exam or other mandatory activity, onset of illness, or other unforeseen occurrence during the activity. A brief explanation, including what
actions were taken prior to the exam or mandatory activity to mitigate the situation that is the subject of the appeal, and supporting documents, must be submitted to SpecialCircumstancesCommittee@RossU.edu, with the subject line “Special Circumstances Committee”, within three (3) business days of the missed activity. The Committee may deny any appeal that does not adhere to the stated submission guidelines.

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 Advising and Clerkships at clinical@rossu.edu notifying that off of the absence. Students may also be required to provide documentation for an absence (i.e., note from physician) and to make up the time missed due to illness or emergency.

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 due to inclement weather.

Duty Hours
RUSM 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 and clinical work done from home.
- Medical students must be provided with a continuous 24 hours off during every seven (7) days of duty.
- Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours per day for patient care, plus four (4) additional hours for transitional care or educational activities (e.g., transition of care, conferences).

Night float rotation should not exceed six (6) nights in a row; at a minimum, there should be eight (8) hours off between shifts.

Time Away from Clerkships and Electives
RUSM permits students to take time off of clerkships and electives for residency interviews, conference attendance, and USMLE and CSA 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 USMLE and CSA 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 USMLE and CSA examinations.

During all clinical clerkships, on the calendar day prior to the National Board of Medical Examiners® (NBME) Subject Clerkship Exam (SCE), all students will be relieved of work responsibilities and will be allowed to leave at 1 p.m. (local time). In addition, students will be fully relieved of their clinical work/responsibilities on the calendar day of the NBME SCE (shelf). Students are expected to schedule their NBME SCE at a Prometric site within the geographic location of their clinical site to limit the required time away from their clinical clerkship. This protected
time-away from a clerkship or elective for an NBME SCE is in addition to the current Time-Away from Clerkships and Electives policy.

Please note that any 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 Advising and Clerkships at clinical@rossu.edu. Students will be required to provide their scheduling confirmation from Prometric, NBME and/or USMLE for any exam-related time-off requests.

Students must obtain prior approval by both RUSM and the clinical site for any absences that exceed 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 clinical@rossu.edu 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.

COMMENCEMENT
Unless otherwise excluded pursuant to the policies in 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; or
2) Approved for a Special Graduation Date for that academic year (Between 6/30 and 7/1), or
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, or
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.

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. Please remember to update contact information as necessary (especially at the point of transitioning between sites). Contact information can be updated through My Ross Med portal.

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.
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 Medtrics™. 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 Medtrics. Failure to evaluate a core clerkship results in failing the online curriculum 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.

COVID-19 VACCINATION POLICY
In the midst of the COVID-19 pandemic, Adtalem Global Education and Ross University School of Medicine (RUSM) want to assure you of their continued commitment to maintaining a safe and healthy educational environment. We are taking additional measures to protect you, your classmates, and your families from contracting and spreading COVID-19 by implementing a mandatory vaccination policy, subject to the exemptions in this policy (explained below).

This policy is based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and other local administrative or governmental agencies and ministries, and is designed to comply with all applicable laws.

Compliance with this policy may be a condition of your initial or continued enrollment. Please read this policy carefully.

Vaccination Requirements
Consistent with the CDC and WHO’s guidance, to prevent the infection and spread of COVID-19, and as an integral part of its public health and safety measures, RUSM requires that all students be fully vaccinated against COVID-19 by September 30, 2021. A person is considered fully vaccinated two weeks after having all doses of a vaccine (including 2 doses for Pfizer-BioNTech, Oxford-AstraZeneca, Moderna, Sinopharm-BBIBP, and CoronaVac; 1 dose for Johnson & Johnson).

Students who choose not to meet this COVID-19 vaccine requirement and do not receive an exemption may be barred from entering the campus, utilizing student housing, attending or participating in University sponsored activities, and/or beginning their clinical rotation or clinical practicum (subject to reasonable accommodation and
other requirements of applicable federal, state, and local law). RUSM also reserves the right to remove a student’s registration for classes, and facilitate a withdrawal or dismissal for noncompliance with this policy.

**Policy Compliance**

By **September 30, 2021**, students are required to meet the COVID-19 vaccination requirement and submit proof of vaccination via the SafeApp, as explained in the Proof of Vaccination section below.

Any medical sciences student who, by September 30, 2021, fails to meet the above requirements and (i) has not received an approved exemption or accommodation from the vaccination requirement, (ii) does not have an accommodation or exemption request pending (and state such in the Safe App), or (iii) is not awaiting review and approval of submitted vaccination records, may have a registration hold placed on their account. Please note that a reduction in enrolled hours may affect financial aid eligibility and/or awards. Any medical sciences student who thereafter becomes compliant with the vaccination policy, including receiving an accommodation or exemption, prior to the start of the spring semester on January 10, 2022, will be eligible to enroll for the January 2022 semester and receive financial aid in accordance with existing policy. Any student who still has a registration hold on their account at the start of the spring semester on January 10, 2022 may receive an Approved Absence (AA) as defined in the RUSM Student Handbook. Any student on an AA, who thereafter becomes compliant with the vaccination policy, including receiving an accommodation or exemption, after the start of the January semester, but before the start of the May 2022 semester will be eligible for medical sciences registration at RUSM in May 2022 in accordance with existing policy.

Any clinical sciences student who, by September 30, 2021, fails to meet the above requirements and (i) has not received an approved exemption or accommodation from the vaccination requirement, (ii) does not have an accommodation or exemption request pending (and state such in the Safe App), or (iii) is not awaiting review and approval of submitted vaccination records may have all rotations beginning January 1, 2022 or later removed from their schedule and a registration hold placed on their account. This may result in a reduction in enrolled hours. Please note that a reduction in enrolled hours may affect financial aid eligibility and/or awards during the January (Spring) 2022 semester. Any clinical sciences student who, after September 30, 2021, becomes compliant with the vaccination policy, including receiving an accommodation or exemption, prior to the January 1, 2022 semester will be eligible to schedule clinical rotations and receive financial aid so long as they are compliant with other policies required for clinical registration in accordance with existing policy. Any student who still has a registration hold on their account at the start of the spring semester on January 10, 2022 may be placed in a Temporary Withdrawal status as defined in the RUSM Student Handbook. Any student in a Temporary Withdrawal status, who thereafter becomes compliant with the vaccination policy, including receiving an accommodation or exemption, prior to the January 2022 semester and the entirety of future semesters so long as they are compliant with other policies required for clinical registration in accordance with existing policy. Any student who is currently on an Approved Absence (AA) or any non-active status including but not limited to: Temporary Withdrawal (TW), Inactive Status (IS), or Suspension (SU) as defined in the RUSM Student Handbook and by September 30, 2021 fails to meet the above requirements and (i) has not received an approved exemption or accommodation from the vaccination requirement, (ii) does not have an accommodation or exemption request pending (and state such in the Safe App), or (iii) is not awaiting review and approval of submitted vaccination records, may have a registration hold placed on their account. Any student who was on an Approved Absence or non-active status who thereafter becomes compliant with the vaccination policy, including receiving an accommodation or exemption, prior to the January 2022 semester will be eligible to come out of their AA or non-active status in accordance with existing policy. Any student who is placed in an AA or TW status during the January 2022 semester due to vaccine non-compliance as outlined above, and on the last day of the January 2022 semester is on that status due only to vaccine non-compliance, may be Administratively Withdrawn from the University before the first day of the May (Summer) 2022 semester.
**Vaccine Administration**
You are responsible for scheduling and obtaining all recommended doses of an FDA or WHO approved or EUA-approved COVID-19 vaccine. In the event you are unable to obtain the vaccine due to your physical location or health/religious reasons, you will need to follow the Accommodation and Exemption Request Process outlined below.

**Proof of Vaccination**
Where permitted by local law (exceptions noted in attached chart), you must provide proof of vaccination from the vaccine administrator or a CDC-issued vaccination card including the vaccination place, date(s), and name, by the date communicated by your institution via the Safe App. In locations where mandated disclosure is not permitted, you may volunteer to provide written proof of vaccination as prescribed above; if you choose not to volunteer such written proof, you will be required to wear a mask while on campus and to otherwise adhere to all other COVID-19 safety measures, as communicated by Adtalem and RUSM. Do not include any medical or genetic information with your proof of vaccination. Adtalem and RUSM will keep your vaccination information confidential, consistent with applicable laws.

**Accommodation and Exemption Requests**

**Disability Accommodation**
In accordance with RUSM’s disability accommodation policy, RUSM provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to participate in their educational program. Reasonable accommodation may include appropriate adjustment or modifications of policies, including this Mandatory Vaccination Policy.

If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the institution or program’s disability services provider. The Office of Student Disability Services can be reached at rusmosds@adtalem.com or 855.229.0848 to begin the request process. Please note that documentation will be required as part of the process.

**Religious Accommodation**
Adtalem Global Education and its institutions provide reasonable accommodations to students with sincerely held religious beliefs, observances or practices that conflict with getting vaccinated or receiving the type of vaccine currently available.

If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from the Office of Equity and Access at equity@adtalem.com.

**Exemption for Access Reasons**
Exemptions for students who are unable to access the vaccine may be available on a case-by-case basis. Students requesting an exemption are required to provide supporting documentation outlining why their circumstances prevent them from obtaining a vaccine. For exemption requests not related to health conditions or religious reasons, students are required to upload a personal statement explaining their lack of access, along with the exemption form. Students receiving a vaccination exemption may be required to participate in increased levels of COVID-19 testing, masking and quarantine/isolation procedures.

Adtalem and its institutions may request additional documentation supporting the need for an accommodation or request for any other exemption. Adtalem and its institutions will maintain confidentiality with any medical information obtained in connection with your request for a reasonable accommodation or other exemption. However, we ask that you not provide any genetic information when responding to a request for additional information or providing proof of vaccination in compliance with this policy.

**Determinations**
Adtalem and its institutions make determinations about requested accommodations and exemptions on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Adtalem and its institutions strive to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination. Access Exemption determinations are final, conclusive, and binding.

**Continued Applicability of Other Infection Control Policies and Protocols**

This Mandatory Vaccination Policy is a key part of our overall strategy and commitment to maintaining a safe and healthy educational environment in light of the COVID-19 pandemic. This policy is designed for use together with, and not as a substitute for, other COVID-19 prevention measures.

However, fully vaccinated individuals may be excused from complying with certain COVID-19 prevention measures, such as face mask or social distancing requirements. For more on those excused requirements, if any, refer to the institution’s communications regarding COVID-19 prevention measures.

We need your full cooperation and compliance with this and other health and safety protocols to make them effective.

**Policy Modification**

Government and public health guidelines, restrictions and best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available and further research is conducted. Adtalem and RUSM reserve the right to modify this policy at any time in their sole discretion to adapt to changing circumstances and safety concerns, consistent with its commitment to maintaining a safe and healthy educational environment.

**CRIMINAL BACKGROUND CHECK & HEALTH DOCUMENTATION**

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 from 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, they must have their criminal background check completed and results received by RUSM no later than the end of the third week of classes.

Students must maintain their health documentation status to ensure that no documentation expires throughout both medical sciences and clinical sciences. Students whose health documentation is incomplete or expires during medical sciences will be subject to disciplinary action which can include removal of registration for medical sciences.

**Continuing Students**

Both continuing students and transfer students scheduled for matriculation into Clinical Sciences will complete a criminal background check prior to starting any clerkship. Students will complete this requirement along with any additional health documentation requirements when they register for clinical clerkships. Students starting clinical
clerkships must have their completed documents submitted to RUSM 30 days prior to the start of the first clerkship. Students must maintain health documentation compliance throughout active enrollment at RUSM. Students must ensure expired health documents are updated via the Compio® portal (www.rusmhealthdocs.com) prior to registration for their course or clerkship.

Students who fail to submit their required documents to RUSM by the deadline or fail to maintain their health documents, are subject to disciplinary actions which can include removal from one or more clinical rotations. Students who have clinical rotations removed are subject to the penalty fee of $600 per week plus any additional fees charged by the clinical site.

Matriculating students whose results indicate an incident (i.e., conviction) not previously disclosed in their medical school application to 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 to RUSM or the American Medical College Application Service® (AMCAS) will be referred to the Office of Student Conduct for further review. The outcome of this review may result in disciplinary action.

All students are required to disclose any and all criminal charges that occur on or off campus, during periods of active enrollment, during semester break, TW, AA, ELOA, STPL, while suspended or withdrawn from RUSM, to the Office of Student Conduct.

All students are required to disclose any and all criminal charges that occur on or off campus, during periods of active enrollment, during semester break, on a leave from RUSM (TW, AA, ELOA, STPL), while suspended or withdrawn from RUSM, to the Office of Student Conduct.

DIPLOMAS
Original diplomas are outsourced by a third-party vendor and mailed to the graduation address provided in the application for graduation. Diplomas are not distributed at the Commencement Ceremony. Therefore, when submitting the application for graduation, please provide an accurate, available physical address where a diploma can be mailed. Students are required to list their name on the application for graduation exactly as they are registered with ECFMG. If the student’s name on the application for graduation does not match their name in the RUSM database, they must submit legal documentation of an official name to RUSM. Name discrepancies may result in licensing and certification issues or delays.

Requests for duplicate or replacement diplomas can be ordered via Parchment. RUSM does charge a fee for duplicate or replacement diplomas.

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.
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/tuition-and-fees/financial-aid](https://medical.rossu.edu/admissions/tuition-and-fees/financial-aid). At RUSM, we know that tuition and financial aid are important aspects 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 My Ross Med portal 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 and Fees Payment Deadline
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 Director of Student Financial Services or designee.

Where the 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.

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 and fees 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 ACE 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 they attended. 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 states of Missouri, Georgia and other states where applicable 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.
- Students who rely on US federal financial aid should review the Return to Title IV Funds section of the handbook and contact the Office of Student Finance with any questions.

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.

US federal loan recipients who are placed in a TW status are reported to the US Department of Education as withdrawn. Students are advised to contact their loan servicer(s) 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.

Return to Title IV Funds
According to federal regulations, a refund calculation must be performed if a student receiving financial aid withdraws, is placed into AA or TW status during a semester. Length of enrollment is equal to the number of calendar days in the payment period for which the student was registered, excluding breaks of five days or more. All days, including weekends and holidays, are counted. The withdrawal date is the date the student begins the official withdrawal process or otherwise notifies the institution of his/her intent to withdraw. Notification may be done electronically, in writing, in person or by telephone.

All RUSM students who receive Title IV aid and withdraw prior to the end date of a payment period will be reviewed and a Return of Title IV Funds (R2T4) calculation performed within 30 days of the date RUSM determined that they withdrew. R2T4 calculations evaluate whether unearned Title IV aid must be returned to Title IV. In the event a student enrolls and receives Title IV aid for a payment period but never attends, no R2T4 will be performed, as eligibility for funds was not established. In this case, the funds disbursed will be canceled and returned in their entirety. For RUSM students, the term “Title IV aid” refers to the following federal financial aid programs: Direct Unsubsidized loans and Direct Graduate PLUS loans.

To determine whether a student’s unearned Title IV aid must be returned, as a nonattendance-taking institution, RUSM must determine the student’s withdrawal date. RUSM considers students to have withdrawn as follows:
- Students who cease attendance from all their courses eligible for Title IV aid will be considered to have withdrawn.
• A student is considered to have withdrawn if he or she does not complete all the days in the payment period.
• The effective date of withdrawal is either the date the student notified the institution of their withdrawal or the student’s last academically related event, if available. When a student withdraws, RUSM determines earned aid based on the period he or she attended.
• The effective date of withdrawal is either the date the student notified the institution of their withdrawal or the student’s last academically related event, if available. When a student withdraws, RUSM determines earned aid based on the period he or she attended.
• In the case of an unofficial withdrawal, and the school may not know that the student has ceased attendance until late in the period, the determination of the withdrawal date will be the midpoint or the last date of an academically related activity.

Students may officially withdraw based on the date the student notifies the institution or date of the last academically related event. If they earn all Fail (F) or Withdrawn (W) grades within a semester due to failure to complete the semester, the 50 percent mark will be used for the semester for return of Title IV calculations purposes.

Please note that in addition to the withdrawal notification, students must also follow the required process as set forth by RUSM for withdrawing. This process requires the student to complete all applicable forms and retrieve all required signatures.

DETERMINING EARNED FINANCIAL AID
Until a student has passed the 60 percent point of a payment period, only a portion of the student’s aid has been earned. A student who remains enrolled beyond the 60 percent point is considered to have earned all awarded aid. Further, if a student has earned a passing grade in at least one course with a duration spanning the entire payment period in question, RUSM may presume the student to have completed the period. RUSM may also presume that a student completed the period if the student’s term registration is comprised of modules (individual clinical clerkships with a length that is shorter than the whole semester), and they either earned semester credits equivalent to half-time enrollment, or if they have earned a passing grade in a module with duration of 49% or more of the semester.

All students who withdraw, including those who remain enrolled beyond the 60 percent point, will be reviewed to determine whether unearned Title IV aid must be returned or whether post-withdrawal disbursements of Title IV aid are due.

If the total amount of Title IV aid that a student earned is greater than the total amount of Title IV aid that was disbursed to the student as of the date of determination, the difference between these amounts will be treated as a post-withdrawal disbursement. A post-withdrawal disbursement will be offered to the student within 30 days of the date of determination. The student will have 14 days to accept all, or a portion of the loan funds offered, after which time the funds will be canceled without exception. Upon acceptance, a disbursement payment will be made to the student’s account as soon as possible and no later than 180 days, and a notification sent by email.

Earned aid is not related in any way to institutional charges. RUSM’s refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe institutional charges.

The responsibility to repay unearned Title IV aid is shared by RUSM and the student. For example, the calculation may require RUSM to return a portion of federal funds to the federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the federal student loan programs based on the terms and conditions of the promissory note of the loan.
The return of Federal aid is in the following order: Direct Unsubsidized loans followed by Direct Graduate PLUS loans. RUSM is required to return the funds by the 45th day after the date the institution determined the student has withdrawn.

The following formula is used to determine the percentage of unearned aid that must be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period for most students is the entire semester. However, for students enrolled in modules (courses or clinical rotations which do not span the entire length of the semester), the payment period only includes those days for the module(s) in which the student is registered.
- The percent unearned is equal to 100 percent minus the percent earned.
- Institutional funds are earned and recalculated based on the pro-rated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid.

**GRADUATION APPLICATION**

All eligible students must complete the application for graduation via the [My Ross Med Community Portal](#).

- Students are eligible to submit an application for graduation upon completion of 75 weeks of clinical clerkships. RUSM will not accept applications for graduation submitted prior to the completion of 75 weeks of clinical clerkships.
- Students are to provide an accurate and available physical address when completing the application for graduation for diploma mailing.
- Students will receive a confirmation upon receipt of the graduation application with detailed information on next steps of the graduation process.
- Students who do not complete an application for graduation are not considered for graduation.

**Graduation Date**

A student’s eligible graduation date is determined by successful completion of clinical clerkships and the date in which the USMLE Step 2 CK are passed. However, a student’s graduation date is contingent upon when all graduation requirements having been satisfied. It is strongly recommended that students complete all graduation requirements at least 60 days prior to their eligible graduation date to ensure timely processing of outstanding exam score reports and clinical evaluations. Students completing graduation requirements between:

- May 1 through November 30 will receive a diploma dated **November 30**.
- December 1 through March 31 will receive a diploma dated **March 31**.
- April 1 through April 30 will receive a diploma dated **April 30**.

Students completing graduation requirements on or after May 1 are eligible for the next available graduation date of November 30 of the following academic year, unless pre-approved for a Special Graduation Date. Please refer the Special Graduation Date policy for additional information.

**Graduation Clearance**

Following the final degree audit, the below graduation requirements must be satisfied for a student to be cleared for an eligible graduation date, receive ECFMG certification, and obtain their diploma.

**Graduation requirements:**

- Successful completion of all courses in the Medical Sciences curriculum.
- Successful completion of all required clinical clerkships, consisting of core and elective clerkships, as dictated by the Clinical Sciences curriculum.
- Passing scores on Step 1, and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Exam® (USMLE).
• RUSM does not automatically receive a student’s scores from ECFMG or USMLE. Regardless of results, a student must submit copies of both sides of their score report to ExamAdministration@RossU.edu.

• Passing score on the USMEL Step 2 CS or the CSA exam.

• **Removal of all administrative holds.** While each department makes every effort to notify students of holds, it is the student’s responsibility to ensure that holds are removed. Please My Ross Med portal to view any holds. The following hold types may appear on a student’s account:

  • **Student Accounts:** outstanding balances, including tuition and fees.
  • **Registrar:** failure to submit official transcripts or a Gap Disclosure Form for a clinical gap over 31 days in length.
  • **Health Documentation:** failure to maintain and submit updated health documentation resulting in non-compliance for clinical clerkships.

• **All official clinical evaluations received.** RUSM makes every effort to track missing evaluations, but it is in a student’s best interest to follow-up on all evaluations. Please visit the My Ross Med Community Portal to view your clinical clerkship schedule, track receipt of evaluations, and contact the Office of Hospital Partnerships and Compliance for information regarding missing evaluations or evaluations pending corrections.

Please note a student may no longer be eligible for their initial eligible graduation date if they do not ensure the above requirements are satisfied.

**Degree Audit:**

• **Initial Degree Audit:** Once a student has successfully completed the application for graduation and 75 weeks of clinical clerkships, Registrar Advising will conduct an initial degree audit. An initial degree audit is a comprehensive review of the student’s academic file.

• **Final Degree Audit:** Once a student has successfully completed the application for graduation and 90 weeks of clinical clerkships, Registrar Advising will conduct a final degree audit. A final degree audit is the final review of the academic file to ensure all graduation requirements have been satisfied prior to graduation clearance.

The Office of the Registrar will notify students of any discrepancies in their academic file upon completion of both the initial and final degree audits. Please note a final audit does not indicate the student is cleared for graduation or ECFMG certification.

Please note that a student may no longer qualify for their eligible graduation date if they do not ensure the above items are satisfied.

**HEALTH 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.

**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, until graduation. 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 Aetna. 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**

It is highly recommended that companions and dependents (long-term guests of students) maintain health and evacuation insurance while living in Barbados at all times. This also applies to short-term guests traveling to the island to visit an RUSM student for a short stay. Please note that while evacuation insurance alone may provide immediate help, a transport may not be provided if the receiving hospital requires health insurance coverage to receive treatment. All guests should confirm evacuation insurance as well as insurance that will permit transfer to a US hospital.

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

**Clinical Sciences Semesters**

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 of 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 or Barbados hospitalization and routine care. Emergency, temporary, and travelers’ policies cannot be accepted.

**Affordable Care Act**


**IMMIGRATION**

Students are required to comply with all local and international immigration laws whilst enrolled with RUSM. Failure to show compliance may result in various outcomes including being unable to register for classes in Medical Sciences, a removal from Clinical Clerkships in Clinical Sciences and/or disciplinary actions up to and including administrative withdrawals.

It is the student’s responsibility to remain immigration compliant at all times during enrollment at RUSM across all semesters. RUSM has neither jurisdiction nor influence on the Barbados Immigration office in reviewing applications or approvals of applications. It is also the student’s responsibility to provide any changes to citizenship and residency to RUSM to update their student data and for assessment of any impact to immigration compliance.

**Medical Sciences**

Students are required to comply with all Barbados Immigration requirements as listed in the Welcome Package that is provided during acceptance into RUSM and any additional requirements set by the Barbados government. The Office of Admissions, and the RUSM Immigration office are available to guide students through the process of submitting the required documentation to meet the requirements for Barbados Immigration. New students can contact their New Student Coordinator for assistance with this submission. Enrolled students can contact immigration@rossu.edu for assistance with submission documents or changes to student information.

**Preparing to travel to Barbados**

All new students are responsible for ensuring that their immigration documents are submitted to RUSM during the application process and prior to planning any travel to Barbados.
Entry Visas are required for specific countries and are based on the traveler’s passport country. Should a student require an Entry Visa, RUSM will facilitate this request with the Barbados Immigration office.

All enrolled students should ensure that they continue to meet the guidelines for their entry visas. These guidelines will be issued with the entry visa in electronic format.

All students are required to comply with aircraft boarding requirements during travel to Barbados, which includes a valid passport, and the return ticket requirements for each traveler, including boarding and entry requirements to countries that are transited on route to Barbados. Students should continue to discuss airline requirements with their airline vendor to ensure that they are prepared for travel. New students can discuss these needs with their New Student Coordinator.

**Arrival in Barbados**

All students will present themselves to a Barbados Immigration officer on arrival at Barbados airport. Barbados Immigration officials will review the student’s travel documents and determine admissibility into Barbados. The student will receive an electronic *visitor* stamp on arrival if admitted. Once a student has checked into RUSM and has submitted the full student visa application file, RUSM will facilitate this submission to the Barbados Immigration Office. Once approved by Barbados Immigration, the status for a student will change from a *visitor* to a *student visa*.

All students are responsible to ensure that the required items included in the immigration checklist are provided and submitted to RUSM for application of the Student Visa. Failure to submit all required items will result in non-compliance and will result in the following actions:

1. Student visa application will not be filed with Barbados immigration
2. Student may not be eligible to register or complete academic check-in for classes for upcoming semesters
3. Student will be escalated to the office of Student Conduct. Disciplinary action may occur for non-compliance with immigration policies in Barbados
4. RUSM will notify Barbados Immigration of the non-compliance in the submission of the required documents in preparation for the application for the Student Visa

**Maintaining Compliance**

All students must ensure that they comply with obtaining the student visa stamp in their passport through the approval of a student visa. RUSM will facilitate this process, and all students will be REQUIRED to provide their passport to RUSM designated officials when requested to do so from the Barbados Immigration office. RUSM will ensure that this document will be tracked and kept secure during the student visa stamping process.

All enrolled Medical Science students in Barbados must ensure that they remain compliant with immigration regulations in Barbados. These requirements are listed on the H2 application that is submitted by each student as part of their student visa application.

Should a student’s Medical Sciences enrollment status change, the student may need to depart Barbados immediately. Notification of this will be provided by the Office of the Registrar. RUSM is required to provide an immediate update of the change to a student’s enrollment status to the Barbados Immigration Office. Students who wish to remain in Barbados after they have changed enrollment status with RUSM will be required to communicate with the Barbados Immigration office to move to another visa status. RUSM will not be responsible for any visa compliance outside of the RUSM enrolled Medical Science students.

Students who do not obtain a Student Visa during their first semester due to failing to submit documents, or a passport for stamping, will not be allowed to register for the second semester and may be administratively withdrawn.
Dependent/Companions of Students
Students are responsible for ensuring that any dependents are compliant with Barbados Immigration requirements to remain on island. RUSM does not facilitate this process for dependents but the RUSM Immigration team can be contacted at immigration@rossu.edu for advising sessions.

Non-resident visitors may be granted a visitor visa that will be valid at the discretion of the Barbados Immigration officer for a period of stay. Non-residents are required to comply with these dates, or to contact the Barbados Immigration office to extend their stay. RUSM is not responsible for the compliance of non-resident visitors.

All RUSM Students and their visitors are responsible for compliance with immigration policies, as well as local and federal laws and regulations.

Transitioning to the US
At the conclusion of Medical Sciences, students transition into the Clinical Semesters. The clinical semesters begin with the required passing of the USMLE Step 1 examination, followed by Core Clerkships which are held in the United States. All Non-US citizens / residents will be required to know of and comply with US Immigration laws, USCIS guidelines, and the Dept. of Homeland Security processes. RUSM does not have jurisdiction or influence in matters related to US Immigration, and outcomes are at the discretion of USCIS.

International Visitors to US
Some international applicants may be required to apply and obtain a visa through a US embassy prior to the departure for the US. Information about the visa can be found at the following: https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html.

Students can contact RUSM at immigration@rossu.edu for questions about this information in preparation for this application.

It is the responsibility of an international student to apply for a visa at a US Embassy in order to enter the US. The application, preparation of documentation for an application, and the interview with a consular officer remains the full responsibility of the applicant. The outcome of the application for this visa is at the full discretion of the Dept. of Homeland Security and the Consular officers.

It is the sole responsibility of students to ensure that their immigration status always remains valid while present in the Unites States both during their enrollment at RUSM, and during residency planning activities prior to graduation from RUSM.

Compliance to USCIS
The I94 arrival and departure record show immigration compliance. RUSM requires that all NON-US citizen/residents provide continued immigration compliance documentation.

Students can obtain an I94 record at the following https://www.uscis.gov/I-94information and should continue to ensure compliance to the Admit until date. Students will be required to submit I94 records for continued compliance through graduation.

Additional USCIS documentation may also be submitted in lieu of the I94. Students that are found to be out of compliance with immigration requirements will be immediately removed from clinical clerkships until they are found to be in compliance with USCIS regulations.

RUSM has no jurisdiction or influence with respect to application and approval of visas, periods of stay or any other immigration procedures.
It is the responsibility of the student to ensure that they remain familiar with and comply with USCIS guidelines as a visitor to the US. It is also the student’s responsibility to ensure that RUSM has updated address and contact information in the RUSM student system at all times.

It is the responsibility of the student to request all enrollment confirmations and hospital letters pro-actively in order to maintain immigration compliance during times of entering the US or applying to extend a stay in the US. Please contact the Office of Student Service Operations and Immigration for more information and submit all visa-related requests to the immigration office at immigration@rossu.edu.

It is the responsibility of the student to ensure that RUSM has up-to-date information about any citizenship or residency changes, name changes, and changes to immigration documentation. All students are required to submit copies of all I-94 records, receipts of extensions of stay, passport bio data information, and other applicable immigration documents to show compliance.

**NATIONAL HOLIDAYS**
For students in medical sciences, RUSM observes the following Barbados national holidays. Please note that the campus will be closed and no classes or exams will be scheduled.
- Independence Day – Barbados
- Errol Barrow Day
- Whit Monday

For students in clinical sciences, RUSM observes the following United States holidays for students in clinical sciences:
- Labor Day – United States
- Thanksgiving (fourth Thursday and Friday in November)
- Winter Holiday (December 24 and 25)
- New Year’s Eve (December 31)
- New Year’s Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Spring Holiday (same day as Good Friday)
- Memorial Day (last Monday in May)
- Independence Day – United States (July 4)

Please note that students are excused from clinical rotations on these holidays. For holidays that fall on a Saturday, the observance will be on the prior Friday. For holidays that fall on a Sunday, the observance will be on the following Monday.

RUSM is a private 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.

**PERSONAL PROTECTIVE EQUIPMENT**
The COVID-19 pandemic has highlighted just how important the use of proper Personal Protective Equipment (PPE) is in the clinical environment. Because we value our students’ safety and success in these settings, and in response to clinical partner requests, we have developed a 1-hour PPE training course that is required for all clinical students. The course is available on Canvas.

Students transitioning to clinicals will be required to complete the course at least one week prior to the start of their first rotation.
This course will be provided in addition to our clinical partner sites’ specific requirements, including any local PPE training.

**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 POLICY

Ross University School of Medicine (“RUSM”, “we”, or “us”) is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, process, and disclose your personal information and the choices you can make about how we collect, use, process, and disclose your personal information. This Privacy Policy applies to all individuals, including current and prospective students, alumni, campus visitors, and anyone else who interacts with our digital properties and/or other services we offer (collectively, our “Services”), as well as anywhere this policy is posted.

We follow this Privacy Policy in accordance with applicable law in the places where we operate. If you are a student at RUSM, your educational information that is part of your educational record is maintained in accordance with the U.S. Federal Family Educational Rights and Privacy Act (“FERPA”), state laws, and RUSM’s policies. RUSM is a limited liability company with a principal place of business at 2300 SW 145th St., Suite 200, Pembroke Pines, FL 33027. If you are located in the European Economic Area (“EEA”) RUSM is the data controller of all personal information collected via the Services.

Personal Information We Collect

We collect personal information to provide and improve the Services we offer and to communicate with you about our Service offerings. We collect personal information in the following ways:

• **Information you provide us:** We collect personal information you provide to us as part of the Services, such as when you request informational materials, submit an application, enroll in our programs or courses, apply for financial aid, participate in a promotion or survey, use career services, set up profiles for online educational or administrative tools, register for housing, or utilize our mobile, online or offline resources. Examples of the type of information you may provide to us are:
  o Personal identifying information, such as your name, mailing address, email and phone number, emergency contact, social security number, date of birth, passport details, sex, national origin, medical condition, educational and employment history, photo, fingerprints, financial information, and health insurance information.
  o Demographic information, job application or career preferences, interests, and information provided in your admissions or housing materials.
  o Information that you provide in course discussion boards, community forums, in directories, on social media, or in response to promotions and surveys, such as photos, comments, and reviews; and
  o Audio from customer service calls.

• **Automatic Information:** We automatically collect and store certain types of information about your use of the Services, such as information collected through the use of Cookies and Similar Technologies. Examples of the type of information we may collect automatically includes:
  o Log-in, email address, and password.
  o IP address of the device you are using.
  o Device ID.
  o Location of your device.
  o Browser type.
  o Internet service provider.
  o Audio recordings for quality and training purposes.
  o Video recordings from CCTV security monitoring; and
  o Content interaction information, such as files or content viewed, time spent viewing content, and download information.

• **Information from other sources:** We may receive information from other sources, such as education partners that administer exams and courses, provide scholarships or financial services or manage educational records, service providers, testing centers, social media, third-party platforms and forums, and business partners. Examples of the type of information we may receive from other sources are:
o Personal identifying information, such as your name, personal and professional mailing address, email and phone number, and professional and educational history.

o Educational performance, professional history, information contained in letters of reference, and student loan or grant information related to your attendance at RUSM.

o Profile information, comments, and similar information provided to or on social networks and other forums that connect to us; and

o Interests, demographic data, and internet browsing behavior.

You are responsible for ensuring the accuracy of personal information you provide to us. Inaccurate information may affect your ability to use the Services, the information you receive when using the Services, and our ability to contact you.

How We Use the Personal Information Collected

We use, store, and process the personal information we collect to provide and improve the Services, administering application, enrollment, registration, housing and financial services, to support our business functions, as well as to personalize, provide, measure and improve our advertising and marketing.

Some examples of how we use personal information include:

- To provide you with information, products, or services that you request from us such as details about our programs, enrollment, ongoing education, financial aid, student services, and career services.
- To administer applications, enrollment, registration, housing, financial services, and alumni programs.
- To fulfill any other purpose for which you provide it.
- To carry out our obligations and enforce our rights arising from any contracts entered between you and us, including for billing and collection.
- To process payment or facilitate delivery of services requested.
- To provide you with support and respond to your inquiries, such as to investigate and address your concerns, and monitor and improve our responses.
- To provide, personalize, measure, and improve our website experience and to deliver content and product and service offerings based on your advertising customization preferences.
- To send you information about our products, services, and promotions.
- To administer promotional activities, such as surveys, sweepstakes, contests, and referrals.
- To help maintain and improve the safety, security, and integrity of our facilities, website(s), and applications.
- For testing, research, analysis, and product development, such as to develop and improve our websites, products and services, databases and other technology assets, and offerings.
- To support our general business operations; and
- As described to you when collecting your personal information.

Disclosing Personal Information

We may disclose your personal information to other businesses or entities, in accordance with other regulatory requirements, as follows:

- To affiliates that control us or are under common control with us, only for use in the manner described in this Privacy Policy.
- To service providers that perform services on our behalf, such as process credit card payments, event planners and coordinators, data management and storage providers, property managers, marketers and advertisers, analytics and research companies, and professional advisors.
- To clinical affiliates and residency programs.
- To law enforcement agencies, regulators, and courts in response to a court order, subpoena, or similar legal process, to report any activities we reasonably believe to be unlawful, or as otherwise required by law.
• To combat fraud or criminal activity, and to protect our rights, users, and business partners, or as part of legal proceedings affecting RUSM.
• To another entity in connection with a merger, reorganization, divestiture, financing, dissolution, or similar corporate event; and
• Otherwise with your consent.

Cookies and Similar Technologies
We, as well as third parties that provide content or other functionality for our Services, may use cookies, pixel tags, local storage, and other technologies to automatically collect information through the Services. These tracking technologies are small data files downloaded to or stored on your computer, tablet, mobile phone or other internet-enabled device that enable us to record certain pieces of information whenever you visit or interact with our website, applications, and tools. These technologies allow us to understand who has interacted with us and also help us to operate our Services more efficiently.

• Cookies. Cookies are small text files downloaded on your browser that store your preferences. Most browsers allow you to block and delete cookies. However, if you do that, the website may not work properly.
• Pixel Tags/Web Beacons. A pixel tag (also known as a web beacon) is a piece of code embedded on the website that collects information about users’ engagement on that web page. The use of a pixel allows us to record, for example, that a user has visited a particular web page.
• Behavioral-based advertising. A third party may use technology, such as a cookie on your browser or a web beacon, to identify you so that they can provide advertising about products and services tailored to your interests. If you would like to opt-out of third-party behavioral advertising that collects information on your use, you can do so by visiting the Network Advertising Initiative and the Digital Advertising Alliance. Alternatively, you may opt out of this advertising by visiting http://preferences-mgr.truste.com/ or if located in the European Union by visiting http://www.youronlinechoices.eu/. Please note, you will continue to receive generic ads.
• Analytics. We also use Google Analytics and Google Analytics Demographics and Interest Reporting to collect information regarding visitor behavior and visitor demographics for some of our Services and to develop content. This analytics data is not tied to any personal information. For more information about Google Analytics, please visit https://policies.google.com/technologies/partner-sites. You can opt-out of Google’s collection and processing of data generated by your use of the Services by going to https://tools.google.com/dlpage/gaoptout.
• Third party vendors, including Google, show our ads on the Internet and use cookies to serve ads based on a user’s prior visits to this website. We also use data analytics to serve ads based on a user’s prior visits to this website. More information about Google Analytics is available at https://www.google.com/settings/ads/onweb/.

More information about how we use cookies is available in our Cookie Policy. Some web browsers and devices permit you to broadcast a preference that you not be “tracked” online. At this time, we do not modify your experience based upon whether such a signal is broadcast.

Security
To help protect the privacy and security of your personal information we use reasonable security measures, including administrative, technical, and physical measures. These measures help protect against loss, misuse or unauthorized access, disclosure, alteration or destruction of your personal information. Additionally, we train our colleagues about the importance of confidentiality and maintaining the privacy and security of your personal information.
While we do our best to protect your personal information, please be aware that no security measures are perfect or impenetrable. If you know or have reason to believe that your personal information has been lost, stolen, misappropriated, or otherwise compromised, please contact us.

International Transfer of Personal Information
RUSM operates and processes personal information in multiple jurisdictions. Personal information may be collected, used, disclosed, stored, and processed in a jurisdiction other than where you reside or are located, including in the United States. These jurisdictions may have data protection laws that differ from your home jurisdiction. By using our Services, you consent to the transfer, storage, and processing of your personal information to a jurisdiction other than where you reside or are located. For individuals located in the EEA, we are committed to protecting the privacy and confidentiality of your personal information when it is transferred and use appropriate safeguards for personal information transferred outside of the EEA.

Retention
We keep personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by applicable laws or regulations.

Third-party Websites
Any links to third-party websites on our site are provided solely as a convenience to you. We do not endorse or make any representations about these websites or any products, materials, or services. Any personal information you provide on these third-party websites is subject to the privacy practices and policies of those sites. We do not accept any responsibility or liability for the privacy practices or content of any websites or services that are not operated by or for us.

International Privacy Practices
If you are an individual located in the EEA, you have the following rights:

- The right to request access to your personal information.
- The right to edit, correct, and update your personal information.
- The right to request erasure of your personal information.
- The right to restrict processing of your personal information.
- The right to object to the processing of your personal information.
- The right to data portability; and/or
- The right to withdraw your consent, to the extent that we have collected your personal information based on your affirmative informed consent.

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for our legitimate interests. This can include processing your personal information for the purposes of providing and enhancing the provision of our Services, as well as advertising our products, credentials, designations, services, and information to you.
- Where we need to perform the contract we have entered into or are about to enter with you.
- Where we need to comply with legal obligations, resolve disputes, and enforce our contractual agreements.
- Where we have your express opt-in consent.

If you wish to contact us in connection with the exercise of your rights listed above, contact us at privacy@adtalem.com. Unless we notify you at the time of your request, we will not charge any fee in connection with the exercise of your rights. If you are not satisfied with our response, you have the right to complaint to or seek advice from a supervisory authority and/or bring a claim against us in any court of competent jurisdiction.
California Privacy Rights

Beginning January 1, 2020, and pursuant to the California Consumer Privacy Act of 2018 (“CCPA”) California residents have the right to know what personal information is collected about them, request deletion of their personal information, opt out of the sale of their personal information, and not be discriminated against if they choose to exercise any of their rights. If a California resident would like to exercise any of the rights afforded to them, you may contact us at privacy@adtalem.com. We do not discriminate against anyone who exercises their CCPA rights. This section describes your CCPA rights and explains how to exercise those rights.

Notice of Collection: Although the personal information we collect and how we use it is described in greater detail in the sections titled Personal Information We Collect and How We Use the Personal Information Collected, the categories of personal information we may have collected about you in the prior 12 months are:

- **Identifiers**, such as, name, postal address(es), email address, phone numbers, social security number, passport details, driver’s license number, online identifier, IP address.
- **Customer Records**, name, postal address, email address, phone numbers, date of birth, social security number, passport details, education, employment, employment history, bank account number, financial information, medical information, health insurance information.
- **Protected Classifications**, such as, race, sex, age, national origin, citizenship status, marital status, sexual orientation, veteran or military status, medical condition.
- **Commercial Information**, such as, products or services purchased, other purchasing or consuming tendencies.
- **Internet or Other Electronic Network Activity**, such as, browsing history, search history, website or advertisement interaction.
- **Geolocation Data**, such as, IP address, physical location.
- **Audio, Video and Other Electronic Data**, such as, audio, visual, or electronic, such as photos, call recordings, and CCTV footage.
- **Professional or Employment-related Information**, such as, current or past job history.
- **Non-public Education Information**, related to past and present education, such as, grades, transcripts, class lists, schedules, student identification, disciplinary records, institutions attended, years of attendance, courses of study; and
- **Inferences**, such as, a profile reflecting preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

**Request to Know**: California residents have the right to request, subject to certain exemptions, that we disclose certain information to them about our collection and use of their personal information over the past 12 months. As a California resident, you have the right to request the following without charge:

- Categories of personal information collected about you.
- Categories of sources for the personal information we collected about you.
- Business and/or commercial purposes for collecting and selling that personal information.
- Categories of third parties/with whom we have disclosed or shared that personal information.
- Specific pieces of personal information we have collected about you.
- Categories of personal information that we have disclosed or shared with a third party for a business purpose; and
- Categories of third parties to whom the residents’ Personal Information was sold.

California residents may make up to two requests to know within a 12-month period. If you would like to exercise your rights, email us at privacy@adtalem.com or call us 1-866-653-5656.

**Request to Delete**: A California resident has the right to request deletion of the personal information we have collected about them and we will delete such personal information, except where an exemption applies. You may email us at privacy@adtalem.com to request that we delete your personal information.
**No Sale of Personal Information:** We do not sell your personal information as those terms are defined under the CCPA.

**Incentives:** Under CCPA, a business may offer financial incentives for the collection, sale or deletion of California residents’ personal information, provided it is not unjust, unreasonable, coercive or usurious, and is made available in compliance with applicable transparency, informed consent, and opt-out requirements. We may run sweepstakes or contests from time to time. Each contest or sweepstakes has its own terms and conditions that describe how an eligible consumer can opt-in, as well as withdraw from the contest or sweepstakes. In order to enter a sweepstakes or contest, you may be required to provide us (or our service provider) with certain personal information, such as your name and contact information. If you submit your entry in accordance with the applicable promotion’s rules, you will be entered into the promotion and will get a chance to win a prize. These promotions may be deemed a “financial incentive” under California law. We will not discriminate against you if you exercise your rights under CCPA. However, if you ask us to delete your information, you may not be able to participate in the sweepstakes or contest for which the deleted information was required to administer the promotion.

Parents/Guardians
Our Services are not directed to children under the age of 16. If we become aware that we have unknowingly collected personal information from a child under the age of 16, and do not have parent or guardian consent on file, we will delete such personal information from our records. If you believe we are incorrectly processing the personal information of a child under the age of 16, we recommend you contact us as provided in the final section of this policy.

Changes to this Privacy Policy
This Privacy Policy may be updated periodically. If we make material changes, we will attempt to let you know via email or other communication. We encourage you to periodically review this page for the latest information on our privacy practices. As long as you continue to use the Services, you agree to this Privacy Policy and any updates we make to it. We will not, however, use your personal information in a manner that is materially different than what we disclosed to you at the time the personal information was collected without your consent.

Contact Us
If you have any questions or concerns about this Privacy Policy, contact us at:
Adtalem Global Education
500 W. Monroe Street
28th Floor
Chicago, IL 60661
Email Us: privacy@adtalem.com

**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 POLICY**

**Medical Sciences Registration and Academic Check-In**

**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.

**Continuing Medical Students**
The Office of the Registrar will automatically register continuing medical sciences for the subsequent term on the condition the student has cleared all administrative holds, including:

- Bursar/Student Accounts
- Registrar
- Health Documents
- Immigration

It is the student’s responsibility to resolve all holds. Once the student has resolved their hold, they must submit a request to registrar to Registrar@RossU.edu. A student who fails to resolve their hold and are unable to register by the first day of classes for the semester may be subject to Administrative Withdrawal.

Students currently in the Standard Accelerated track who wish to switch to the Ross+ curriculum track must submit a request to Registrar@RossU.edu no later than the first day of classes.
Medical Sciences Registration and Check-In

Students enrolled in the Medical Sciences curriculum must:

- Register online
- Complete Academic check-in requirements
- 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.

Late Academic Check-In – Medical Sciences

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.

Students requesting to check-in late must email the Office of Student Affairs, StudentAffairs@RossU.edu, by the advertised academic check-in date for each semester. All supporting documentation should be provided in that email or provided at the time of academic check-in.

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 the ending hours of regular academic 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 are reviewed are final.

Clinical Sciences Registration

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

1) Submitted a Passing Step 1 score.
2) Submitted health records and required documentation to the Office of Hospital Partnerships and Compliance 30 days prior to the start of their first Clinical Clerkship.
3) Completed Clinical Sciences Orientation, scheduled directly after their respective Step 1 deadline, through the Office of Student Affairs.

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

Students who begin the Clinical Science curriculum are permitted to complete a limited number of clinical 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 their 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.

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 RUSM IT Services – Miramar to request a replacement. Students will be charged a fee of $10 USD to replace an ID card.

**REGISTRAR SERVICES**

**Transcript Requests**
Students may request official transcripts from the Office of the Registrar at LCR@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 COMMUNITY PORTAL website. There is no charge for an unofficial transcript.

**Enrollment Verification Letter Requests**
Enrollment Verification Letters can be requested via the myRoss portal or via email at LCR@rossu.edu. Additionally, students may request an official letter of Enrollment Verification (for student loans, visa requests, etc.) by submitting a request to LCR@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 to ExamAdministration@Rossu.edu. Students should allow at least five calendar days for processing.

**RELIGIOUS OBSERVANCES**
RUSM is a private 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.
RUSM STUDENT IDENTIFICATION CARD POLICY

Medical Sciences
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 or BB IT Help Desk team, on the directive of the campus Operations Administrator and Medical Sciences or Associate Dean. The ID card will have the student’s photograph, RUSM logo and type of card issued (Student/Faculty/Colleague/Contractor/Visitor). 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 ID visible 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: east (main) entrance.
- 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 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 from RUSM Reception, which is located at the northern entrance of RUSM, 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 their 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 their 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 their 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 $12.50. 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 they will receive a new ID card after the payment of a BBD $25 or USD $12.50 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 and BB IT Help Desk team will only issue IDs for the following individuals:

- Students
- Colleagues (Long-term and short-term)
- Contractors and vendors
- Visitors
Professional and standardized patients

**Clinical Sciences**

To ensure proper identification, students must present their official RUSM identification cards when requested.

For those students in clinical clerkship who need to replace lost ID cards for students, please contact RUSM IT Services in Miramar, Florida. There is a charge of USD $10 for replacement cards.

**SERVICE ANIMAL POLICY**

Ross University School of Medicine ("RUSM" or the "University") is committed to promoting full participation and equal access to University programs and activities for individuals with disabilities. Pursuant to these commitments, service animals (defined below) are permitted on campus for persons with disabilities in accordance with the requirements of this policy. Prior to arrival on campus, an individual with a service animal may, but is not required to, contact the Office of Student Disability Services (OSDS) at: rossmedosds@adtalem.com or 855-229-0848 to notify the institution that they will be bringing a service animal.

In any case RUSM has shared purview over a space/activity with the government of Barbados, or in spaces where the purview is solely that of the Barbados government, RUSM will defer to the government regulation. In the case where Barbados law takes precedence over RUSM policy, students may work with the OSDS to determine if options and potential modifications may exist. Private businesses on Barbados may have their own rules and procedures that restrict or otherwise prevent access by service animals.

**Definitions**

"**Service Animal**" means any guide dog, signal dog or other dog or miniature horse that is individually trained or undergoing training; to do work or perform tasks for an individual with a disability. Disability refers to an impairment that substantially limits one or more major life activities. Service animals perform some of the functions and tasks of daily living for an individual with a disability. A service animal is a working animal, not a pet. To be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual’s disability. Although the animal must be trained, it is not required to be licensed or certified by a state or local government or particular training program to be a service animal. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Examples of work or tasks performed by a service animal include but are not limited to:

- Guiding people with impaired vision
- Alerting individuals with impaired hearing to the presence of other people or sounds
- Assisting with opening doors or pushing buttons
- Aiding persons with impaired mobility by steadying the person when walking
- Pulling a wheelchair
- Retrieving dropped items
- Alerting and protecting a person who is having a seizure
- Reminding a person with a mental health impairment to take prescribed medications
- Recognizing that a person is about to have a psychiatric or neurological episode and responding in a manner that prevents or interrupts the episode or otherwise protects the person until the episode subsides
- Providing minimal rescue or non-violent protection work

"**Disability**" means a physical or mental health impairment that substantially limits one or more major life activities.

"**Individual with a Disability**" refers to a person with a disability or who has a record of a disability or who is regarded as having a disability.
"Handler" means either the trainer of a service animal or the individual who utilizes a service animal to perform work or tasks pertaining to that individual’s disability.

Requirements of Handlers & Service Animals
Service Animals are permitted inside RUSM buildings and facilities pursuant to the requirements below. Outside of RUSM buildings on the campuses, animals are permitted to transiently use other outdoor campus areas, e.g., walkways, parking lots and streets, while in transit to and from the grassy area or the destination building or site.

- The service animal must be vaccinated and licensed as required by local ordinance;
- Service animals must be accompanied by the handler;
- The handler must remain near the service animal;
- The service animal must be restrained on a leash at all times unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. It should be noted, however, that service animals that leave their handlers could be indicating the handler needs help or medical assistance and the animal should be followed back to the handler;
- The service animal should be responsive to commands and be under the full control of the handler at all times. The handler must ensure that the service animal is behaving, and neither interfering with the day-to-day operations and business of the RUSM community (e.g., not barking regularly), nor posing a threat to others (e.g., not growling or biting others). Handlers, whose service animal does not behave appropriately are expected to remove the animal from the immediate environment if asked by RUSM staff or faculty. Instances of inappropriate behavior may result in a determination by the Office of Accommodations that the service animal is no longer allowed on campus;
- The handler is responsible for designating an alternate caregiver in case of emergency;
- The handler is responsible for the care and feeding of the service animal and immediately cleaning up waste or solicit proper assistance to clean up waste of their service animal. The handler of the service animal is solely responsible for any damage to persons or property caused by the service animal; and
- A service animal is not required to have a special harness/collar, documentation of training or identifying tags;

Visitors and their service animals are expected to comply with the requirements of handlers and service animals listed above.

Interacting with Service Animals
The handler may request that others avoid: Petting or addressing his/her service animal as it may distract it from the task at hand, feeding the service animal, deliberately startling the service animal and separating or attempting to separate the handler from his/her service animal.

To the extent possible, the service animal should not: Block an aisle or passageway for fire and/or emergency egress.

Permissible Inquiries
Members of the RUSM community who have questions or concerns regarding the behavior of a service animal or the presence of a service animal on campus or within a RUSM facility should not direct their concerns to the individual and/or handler. Rather, direct all questions or concerns to the OSDS at rossmedosds@adtalem.com or 855-229-0848. RUSM students, faculty, and staff shall not ask any questions about the individual’s disability.

Health of the Service Animal
The service animal must have an annual clean bill of health from a licensed veterinarian. A service animal must be clean and groomed and measures should be taken for flea and odor control. Service animals that are ill or in poor health should not be taken into public areas. A handler with an ill service animal may be required to remove the animal from RUSM property at the discretion of the OSDS.

Campus Access for Service Animals
A service animal is permitted to accompany the handler anywhere the handler goes on campus with exceptions in areas where specifically prohibited due to health, environmental or safety hazards. Any protective wear required for the service animal will be at the cost of the Handler to obtain. For information on purchasing protective wear, contact the OSDS. RUSM administration should contact the OSDS to identify areas which may pose a danger to the wellbeing of the service animal or when the animal’s presence fundamentally alters the nature of a program or activity. Upon identification of prohibited areas, the OSDS will notify the Handler.

Management of Service Animal off RUSM’s Campuses
Management of a service animal off of RUSM’s campuses is beyond the scope of this policy. RUSM defers to the policies of individual clinical training sites regarding the use of service animals. For questions regarding a service animal at the clinical training site, please contact the designated semester’s Clinical Skills Course Director.

Conflicting Needs
Individuals with medical needs impacted by the presence of animals (e.g., respiratory conditions, allergies, or psychological conditions) should contact the OSDS at rossmedosds@adtalem.com or 855-229-0848.

Inquiries or Complaints
General inquiries or questions should be directed to the OSDS at rossmedosds@adtalem.com or 855-229-0848. Student complaints and escalations should be directed to Adtalem’s Office of Equity and Access at equity@adtalem.com.

Emotional Support Animals and Therapy Animals
Questions about emotional support animals and therapy animals should be directed to the OSDS at rossmedosds@adtalem.com or 855-229-0848.

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.

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

- A student is a non-US resident and required to take USMLE Step 3 in order to qualify for an employment-based visa offered by a program.
  - Required verification of international citizenship
- A student is applying for a program that will not offer an interview or allow application without ECFMG certification.
  - Required proof of program requirements
- Student has received a residency position or other employment scheduled to begin at least one month prior to their eligible graduation date.
  - Required offer letter or contract

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

- Anticipated date the student will complete all graduation requirements.
- One of the three reasons listed above.
- All supporting documentation as indicated above
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.

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 CSGA. 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.
STUDENT LIFE – MEDICAL SCIENCES

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 local businesses 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, cleaning each semester, Wi-Fi, trash pickup, monthly utility allotment (water, electric and sewer), access to parking and gym. Additional information regarding Housing is available on the RUSM website.

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, pots and pans, food preparation items, and waste basket
- 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-sized bed, nightstand, desk, chair, wardrobe/, ceiling fan, air-conditioner, desk lamp, smoke detector, blinds, and dry erase board (3’ x 4’)
- Bathrooms: Shower curtain with rod, where applicable, and waste basket
- Other: plunger

Housing Policies

Disability-Related Requests: To make a request for accommodation based on a disability for RUSM Housing, please contact the Office of Student Disability Services (OSDS) at rossmedosds@adtalem.com or 855-229-0848.

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 animals 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. Adoption and fostering of animals, and animal-sitting must be approved by RUSM Housing. Animals 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 animal fee is not applicable.

- Household animals: There are certain residential areas designated as “animal friendly.” Students choosing to live in these designated areas must apply to have a dog or cat as an animal in their residential unit. The
The maximum weight of animals is 40 pounds. One (1) animal is allowed per student, with a maximum of two (2) animals per residential unit. Exceptions to these limits may be permitted if there is "special approval" given by RUSM Housing prior to arrival. Animal 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 animals are only permitted within residential units designated as “animal friendly.” Therapy animals (commonly referred to as emotional support or comfort animals) are considered household animals for the purposes of this policy and must abide by the same process for approval.

- **Service Animals:** Any guide dog, signal dog or other dog or miniature horse that is individually trained or undergoing training; to do work or perform tasks for an individual with a disability. Disability refers to an impairment that substantially limits one or more major life activities. Service animals perform some of the functions and tasks of daily living for an individual with a disability. A service animal is a working animal, not a pet. To be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual’s disability. Although the animal must be trained, it is not required to be licensed or certified by a state or local government or particular training program to be a service animal. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Please refer to the Service Animal Policy section for additional information.

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 “animal friendly.”

Students applying to have on-campus animals are required to do the following:
- Complete housing application indicating details and requirements requested for having an animal at RUSM Housing Community in Coverley.
- Animal Care to include but not limited to grooming and clean-up
- Animals residing in animal friendly houses must be controlled by the owner on a leash or in animal carrier once outside of the house, including on the porch and within the Villages at Coverley.
- Should not leave animal unsupervised for extended period, including travel during university breaks.
- Ensure that animals:
  - 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.
  - Are properly secured in the student’s room during their absence and not left to roam freely on the premises
  - Are kept in their cage or kennel or not present during designated deep cleaning days.

The animal owner will be held fully responsible for animal bites or scratches, flea or tick infestation or causing allergic reactions. Animal 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 an animal. Charges will be applied accordingly to student.

**Assignments and Roommates:** Students are charged a one-time housing application fee and deposit that apply as long as the student remains continually enrolled and on-campus. The housing agreement (sub-lease) is for one semester and automatically renews for two (2) additional consecutive semesters (3 total). Students will be provided with access to the Housing Portal each semester to reserve or cancel their housing for the subsequent semester. Specific dates will be communicated accordingly by the RUSM Housing Department. All students MUST complete the RUSM Housing Application upon admission to RUSM and update their application every semester thereafter on the Housing Portal should they be residing with the RUSM Residential Village.
Unless prior arrangements for late occupancy have been made with RUSM Housing, failure of a student to occupy their 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 their 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 makes every effort to 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 residents 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, on a semester basis. Maximum occupancy = 2 adults, 5 total people
  - **Option 2:** Students with non-student residents 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 an additional sum/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.

**Housing Agreement:** All on-campus students must have an active housing agreement on file. Regardless of whether a student has an active housing agreement, by occupying RUSM Housing such student agrees to abide by the Student Handbook and any other rules or policies communicated by RUSM Housing.

**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 their house and room on move-in day after completing a residential check-in with a housing staff member. Prior to accepting keys and moving into the residential unit each Student must sign their Housing Agreement.

**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 current 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.

Current students must have an active Housing Agreement on file in order to remain in their same room or change units or bedrooms.

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 required to vacate RUSM Housing for disciplinary, academic dismissal, withdrawal, or any other 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: RUSM provides one cleaning per semester, typically performed over break. Additional 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. Trash disposal is included in rent. All trash must be secured in sealed bags and placed in the outside waste bin for trash collection. 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 the following, the overage will be divided and charged to each occupant of the house, including any non-student resident:

- **Student Only:** $120 per month
- **Student + 1 Non-student resident:** $150 per month
- **Student with approved family housing:** $280 per month

**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 within 5 calendar days or as otherwise instructed by RUSM Housing. 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 their 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. Students will be charged accordingly for guest staying exceeding fourteen (14) calendar days. Non-student companions approved to share a bedroom in a general student unit pay a $500 per semester amenities and administration fee. 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 their 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 and Security 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 RUSM Security for assistance. A student is required to present their Student ID before or after the process is facilitated. Lockouts will only be facilitated for registered guest upon request.

- **Lost Keys:** A student who has lost the keys to their 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 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. Students are responsible for the actions of their non-student residents while on RUSM’s premises, including adherence to RUSM policies and housing rules. Members of the RUSM community bear ultimate responsibility for the actions and behaviors of non-student residents they bring into our community.

Ross University School of Medicine (RUSM) has adopted a new policy requiring students to be fully vaccinated against COVID-19 to enter campus, utilize student housing, attend or participate in RUSM sponsored activities and/or begin clinical rotation or clinical practicum. Please refer the COVID-19 Vaccination policy for additional information.
The health and well-being of all our students, as well as the community around us, is top priority. In light of this, Non-Student Residents who are residing with RUSM students within RUSM Residential Village must also comply with RUSM’s Mandatory COVID-19 Vaccination Policy. This means that these companions/dependents must be fully vaccinated against COVID-19, as defined in the policy, by September 30, 2021.

**Exemption for Access and/or Age Reasons**
Exemptions for those who have been unable to access the vaccine may be available on a case-by-case basis. Students requesting this exemption for their Non-Student Resident are required to provide supporting documentation outlining why their circumstances prevented them from obtaining a vaccine by the August 28 deadline and a personal statement explaining their lack of access, along with the exemption form.

Exemptions are also available for Non-Student Residents under 18 years of age.

We ask that you not provide any genetic information when submitting an exemption request or responding to RUSM’s requests for additional information. Please see the policy for information on exemption request determinations.

Non-Student Residents receiving a vaccination exemption may be required to participate in increased levels of COVID-19 testing, masking and/or other prevention measures.

**Compliance Requirement**
Non-Student Residents who choose not to meet this COVID-19 vaccine requirement and do not receive an exemption may be barred from RUSM Residential Village.

**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 first-semester students to reside in RUSM Housing. After the successful completion of the first semester a student may choose to live off-campus by following the proper cancellation protocols communicated by the housing agreement (sub-lease) and RUSM Housing Office.

On-campus students sign a housing agreement (sub-lease) prior to arrival that automatically renews for two (2) additional consecutive semesters (3 total). Unless proper exemption or housing cancellation protocols have been followed, the student will be given an additional Housing Agreement (sub-lease) with the same terms for the remainder of their time in the medical sciences curriculum. This subsequent sub-lease will automatically cancel once the student completes the medical sciences curriculum. In the event the Housing Agreement (sub-lease) is not signed prior to move-in, the student accepts the terms of the Agreement by accepting the key or residing in the home.

Upon entering RUSM, a student may apply for an exemption from RUSM On-Campus Housing. Students seeking an exemption 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 first semester student who has not been exempted from this requirement will be assigned a residential space and charged the housing fees, regardless if a housing application or request has been completed.

First semester students seeking an exemption because of a disability or medical condition that cannot be accommodated within the RUSM living environment must follow the above “Disability-Related Requests” policy. If approved RUSM Housing will be notified.
**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, 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 RUSM Security is present and patrolling the property 24-hours/day 7-days/week. RUSM Security contact information for both the Academic and Residential campus is located on the back of the Student ID.

*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. Students are not to store combustible materials within their homes at any time.

**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 in uncovered areas and is not permitted in areas, to include but not limited to gas station, playgrounds, and any covered area (including porches) 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 polices 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.

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 requirements, are 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 RUSM Library 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 provides online access to a full range of biomedical books, journals, study aids, and computer-assisted materials.

The Library Director is available to help students access and efficiently use the library's many resources during normal library hours.

Protocol
Normal library protocol applies in the RUSM Library. 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.

Personal Items
When leaving the library, students are expected to take their notes, books, laptops, devices, 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. Security officers may 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, or the SGA.

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.

**NO SMOKING POLICY**
The Ross University School of Medicine campus is a no smoking 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 no smoking 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.

**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 Canvas 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 any extension of hours for throughout the semester. Notification will be sent via email.

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 30 minutes for any reason anywhere on campus.

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 30 minutes, belongings must be collected and taken with them. 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.

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 Scheduling. 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 in this Student Handbook, 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.

**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) Group Study Rooms can be reserved using the room reservation system. Reservations must be scheduled 48 hours in advance and approved. These rooms have a minimum number of required occupants to quality for use. All occupants must be present for the entirety of the reservation. Failure for all occupants to arrive within 15 minutes of a reservation time nullifies the full reservation and the room may be used on a first come basis. Further information on reserving rooms can be found in Canvas.

4) If at any time a space is unoccupied, not booked, or occupied with less than the minimum required number of students, an individual student may use the room on a first come basis.
5) Failure to comply with study space policies, including minimum occupancy requirements, may result in a suspended use of group study space for those present and/or on the reservation.

6) Conversations and discussion should be kept at a tone that is conducive to studying. Students understand that at times this might be loud.

7) 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 30 minutes for all study spaces.
- Periodic “sweeps” will take place and those enforcing the policy may come into a study space at any time, wait for 30 minutes, 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 designated location announced each semester.
- Items collected may be held for a maximum of 24 hours.
- Unclaimed items will be donated or disposed of.
- 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.

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 via email.

**Terms**
- **Study Spaces** are spaces identified within in the Campus Study Space policy as areas for studying.
- **Snacks** are defined as dry food in small quantities that may be eaten in study areas. Examples include (but not limited to) snack bars, dry cereal, crackers, candy, or cookies.
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, 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
- Study areas must remain tidy at all times.
- 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 and snacks as defined below.
- Where Snacks are allowed, all trash and food debris MUST be thoroughly cleaned and removed when vacating study area. All drinks must be in a spill-proof container.
- 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 be 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 animals to enter the country. If a student is planning to bring their pet 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 must enter the country within that time period or another application must be completed.
2) Submission of an Official Export Health Certificate
   - All pets 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). 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.

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. 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 designees are the main enforcers of this policy, and any campus member has the right to remind others of the policy; cordial interactions are expected.

RUSM CAMPUS TRANSPORTATION POLICY

Current Students
As part of the RUSM Student Services Fee all current Medical Sciences students have access to the shuttle service between Coverley Residential Campus and LESC Academic Campus. To access the service the student must show their valid Student ID for the current semester. Current Students may sponsor a Shuttle Pass for a long-term companion or dependent who traveled with them to Barbados. The student sponsor will be responsible for the actions of their companion and/or dependents at all times while utilizing the shuttle service. Current students are given priority for available seats over any companions/dependents who have a current valid Shuttle Pass. Dependents 12 and under are required to be accompanied by an adult.

Registered Companions/Dependents Living in RUSM Housing
Usage of the RUSM Shuttle Service is a benefit offered to all companions and dependents who are registered full-time residents within RUSM Housing. At the start of the first academic term a Shuttle Pass can be collected and validated from RUSM Security each term.

RUSM Companions/Dependents NOT Living in RUSM Housing
Students not residing in on-campus housing may apply for a Shuttle Pass for their long-term companions or dependents. Shuttle Passes are valid from the date of receipt until the day prior to the start of the subsequent semester (usually 17-18 total weeks). Shuttle Pass fees are established and published each term.

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
Students must submit all requests to add, drop or reschedule a clinical rotation to the Office of Clinical Advising and Clerkships at Clinical@rossu.edu.

Adding a Clerkship
Affiliate Hospital Sites: Students are permitted to add a clinical clerkship at an affiliate hospital 45 calendar days* prior to the clerkship’s scheduled start date. Approval to add a clinical clerkship is at the discretion of RUSM’s Office of Clinical Advising and Clerkships. Requests made outside of the Office of Clinical Advising and Clerkships will not be accepted.

*Please note some affiliate hospital sites require no additions within 60 or 90 calendar days from the start date of the rotation. Students are strongly advised to contact the Office of Clinical Advising and Clerkships prior to scheduling.

Non-Affiliate Hospital Sites: Students interested in non-affiliate clerkships must submit a Non-Affiliate Application 60 calendar days prior to the clerkship’s scheduled start date. Requests to add a non-affiliate clerkship within 60 calendar days of the start will not be accepted.

Students are required to send confirmation of their non-affiliate clerkship to the Office of Clinical Advising and Clerkships prior to the scheduled start. Failure to send confirmation and receive approval (i.e., added to the student’s schedule) will result in no credit for the clerkship and no reimbursement for any fees paid.

Dropping a Clerkship
If the student cancels or changes the schedule for any reason with 45 days’ or less notice, they will be charged a late cancellation fee of $600 per week for the total number of weeks cancelled or changed. This fee will be in addition to any penalty fee charged by the clinical site/hospital.

Please note some affiliate hospital sites do not permit students to drop within 60 or 90 calendar days of the clerkship’s scheduled start date. Students are strongly advised to contact RUSM’s Office of Clinical Advising and Clerkships prior to dropping any clerkships. Those sites that require advance notice beyond 45 days will be held to the same cancellation and penalty fees for dropping the clinical rotation after the deadline.

Exceptions to this policy may be made by the Vice President of Clinical Operations or authorized designee, at their discretion.
Students who are currently in a clinical rotation who seek to withdraw from the rotation must contact the Office of Clinical Advising and Clerkships to obtain approval, regardless of whether the clinical site and/or preceptor has agreed to any changes. Students who wish to drop their current clinical rotation may be subject to any cancellation and penalty fees.

Students must obtain permission from the Office of Clinical Advising and Clerkships to withdraw from a clinical rotation. Students who are approved by the Office of Clinical Advising and Clerkships to be removed from a current clinical rotation will receive a grade of “W”.

Students who fail to obtain approval from the Office of Clinical Advising and Clerkships to withdraw from a current clinical rotation will receive a grade of “F” for the rotation and will be referred to the Office of Students Affairs for review.

Students who withdraw from a current clinical rotation and do not start a clinical rotation within 31 days from the last date of attendance will be placed in a Temporary Withdraw status and be required to complete a gap disclosure form.

If a student drops a clinical clerkship 45 calendar days or less of the start date or after beginning the clerkship without written permission from the Office of Clinical Advising and Clerkships, 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 CLERKS 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.
## Curriculum Overview

<table>
<thead>
<tr>
<th>Requirement to complete 90 weeks of clinical rotations</th>
<th>Students graduating in the Class of 2020 and 2021 may be cleared, with approval, to be cleared upon completion of 72 weeks.</th>
<th>April 14, 2020</th>
<th>June 30, 2021</th>
<th>Applies to students who have completed a minimum of 72 weeks, including required cores by June 30 of their anticipated graduation year (2020 or 2021)</th>
</tr>
</thead>
</table>

<p>| Passing USMLE Step 2 CS | Students who were not able to sit and pass USMLE Step 2 CS prior to its initial suspension and subsequent cancellation allowed to graduate with successfully passing the Clinical Skills Assessment (CSA). | July 10, 2020 | Permanent | Students graduating in Class of 2020 were notified on 7/10/20 of the Temporary Waiver to Step 2 CS as a graduation requirement. Students graduating in the Class of 2021 were notified on 1/26/21 that USMLE Step 2 CS was discontinued. In both notifications, RUSM indicated that passing the CSA would remain a graduation requirement. |</p>
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<tbody>
<tr>
<td>Eligibility for the Standard Accelerated Curriculum</td>
<td>Increase in FM01 Course: Requirement for new semester 1 students in Spring 2020 to achieve a 75 or higher in their Foundations of Medicine 1 (FM01) course to be eligible for Standard Accelerated Semester 2 for Summer 2020</td>
<td>RUSM suspended the revised policy of changing the FM01 qualifying score from 70 to 75. New semester 1 students who achieved a 70 or higher were allowed to advance to Standard Accelerated Semester 2.</td>
<td>May 8, 2020</td>
<td>August 31, 2021</td>
<td>Repeating semester 1 students still had to achieve a 75 or higher in FM01 to be eligible for Standard Accelerated Semester 2. RUSM will resume requiring new students in Semester 1 for the Fall 2021 term to achieve a score of 70 or higher to advance to the Standard Accelerated Semester 2 for Spring 2022 (January 2022) term. Please see Addendum regarding the policy change on Standard Accelerated eligibility for Spring 2022 Semester 1 students</td>
</tr>
</tbody>
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# 2021-2022 Student Handbook: Policies modified due to COVID-19 Pandemic

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<tr>
<td>Core Scheduling Policy</td>
<td>Students beginning a core clerkship track must complete their entire core clerkship track prior to completing any clinical elective rotations outside of their initial track schedule (unless approved for clinical electives). Once students begin a track, they may not exit the track for any reason until all six core clerkships are completed.</td>
<td>RUSM has temporarily suspended this policy to allow students to schedule up to 14 weeks of electives, with approval and submission of a passing USMLE Step 1 score report, prior to scheduling/starting their core clerkship track.</td>
<td>December 23, 2020</td>
<td>Until further notice</td>
<td>Students are also limited to 14 weeks of online electives.</td>
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### 2021-2022 Student Handbook: Policies modified due to COVID-19 Pandemic

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<tr>
<td>Timeframe</td>
<td>Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams.</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the 7-year deadline.</td>
<td>May 1, 2020</td>
<td>Until further notice</td>
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<tr>
<td>NBME SCE 1st attempt sit date.</td>
<td>Student will sit for their first NBME SCE at the conclusion of the clinical core clerkship.</td>
<td>RUSM temporarily suspended enforcement of this policy due to the remote administration of the NBME Subject Clerkship exams.</td>
<td>March 16, 2020 (pause in clinical rotations.)</td>
<td>June 30, 2021. Exceptions after this date are reviewed on a case-by-case basis.</td>
<td>RUSM resumed administering NBME SCE at Prometric on July 1, 2021. Students are encouraged to sit for their exams as scheduled to ensure they meet their clinical completion date for graduation and MATCH.</td>
</tr>
<tr>
<td>NBME SCE retake sit date.</td>
<td>Students will sit for their retake at the end of their core clerkship track or independent study period.</td>
<td>RUSM temporarily suspended enforcement of this policy due to the remote administration of the NBME Subject Clerkship exams.</td>
<td>March 16, 2020 (pause in clinical rotations.)</td>
<td>June 30, 2021. Exceptions after this date are reviewed on a case-by-case basis.</td>
<td>Students are encouraged to sit for their exams as scheduled to ensure they meet their clinical completion date for graduation and MATCH.</td>
</tr>
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## NBME CCSE

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<tbody>
<tr>
<td>NBME CCSE</td>
<td>Eligibility to sit for the NBME CCSE is passing four (4) NBME Subject Clerkship Exams (SCE)</td>
<td>RUSM has temporarily reduced this requirement to passing three (3) NBME SCEs</td>
<td>April 16, 2020</td>
<td>Until further notice</td>
<td>It is recommended that students successfully complete the Internal Medicine core clerkship prior to sitting for the NBME CCSE</td>
</tr>
<tr>
<td>NBME CCSE</td>
<td>First attempt deadline</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the exam 1st attempt deadline.</td>
<td>May 1, 2020</td>
<td>Until further notice</td>
<td>Students are encouraged to sit for their exams as scheduled to ensure they meet their clinical completion date for graduation and MATCH.</td>
</tr>
<tr>
<td>NBME CCSE</td>
<td>Retake deadline</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the exam retake attempt deadline.</td>
<td>May 1, 2020</td>
<td>Until further notice</td>
<td></td>
</tr>
<tr>
<td>NBME CCSE</td>
<td>Passing NBME CCSE to advance to USMLE Step 2 CK</td>
<td>RUSM allowed students to pass the NBME CCSSA to advance to USMLE Step 2 CK.</td>
<td>April 16, 2020</td>
<td>June 30, 2020</td>
<td>Beginning July 1, 2020, RUSM offered the NBME CCSE via remote administration. Effective July 1, 2021, RUSM returned to using Prometric for NBME CCSE administration.</td>
</tr>
<tr>
<td>NBME Retake Fee</td>
<td>Effective March 1, 2020, all RUSM students will not initially be charged for their 1st and 2nd attempt at NBME SCE or CCSE exams. RUSM students will incur an NBME Fee for failing any NBME SCE or CCSE on the 2nd attempt. The NBME Fee will be based on the actual cost of the NBME retake.</td>
<td>RUSM temporarily suspended enforcement of this policy.</td>
<td>March 1, 2020</td>
<td>December 31, 2021</td>
<td>RUSM will resume charging students for any NBME retake effective January 1, 2022.</td>
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<tr>
<td><strong>Clinical Skills Assessment (CSA) - Eligibility</strong></td>
<td>Students must pass four (4) NBME SCEs in order to sit and schedule a CSA (Kaplan or RUSM). Upon passing their fourth NBME SCE, students can schedule their CSA.</td>
<td>RUSM has temporarily reduced this requirement to passing three (3) NBME SCEs</td>
<td>April 16, 2020</td>
<td>Until further notice</td>
<td></td>
</tr>
<tr>
<td><strong>CSA – 1st attempt deadline</strong></td>
<td>Students are required to sit for their first attempt on the CSA within 90 days from passing all six (6) NBME SCEs.</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the 1st attempt deadline.</td>
<td>May 1, 2020</td>
<td>Until further notice</td>
<td>Students are encouraged to sit for their CSA to ensure they meet their clinical completion date for graduation and MATCH.</td>
</tr>
<tr>
<td><strong>CSA – Retake deadline</strong></td>
<td>The deadline to sit for the retake is 120 days from the date of the previous attempt.</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the 1st attempt deadline.</td>
<td>May 1, 2020</td>
<td>Until further notice</td>
<td>Students are encouraged to sit for their CSA to ensure they meet their clinical completion date for graduation and MATCH.</td>
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## USMLE Step 1 first attempt deadline.

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<tr>
<td>USMLE Step 1 first attempt deadline</td>
<td>First attempt deadline</td>
<td>RUSM temporarily suspended this policy.</td>
<td>March 16, 2020</td>
<td>For students who completed medical sciences prior to January 1, 2021 – they are required to sit for their first attempt by September 30, 2021. Students who completed medical sciences at the end of the Spring 2021 term have until October 31, 2021. Students who complete medical sciences after Spring 2021 must follow the deadline in the RUSM Student Handbook.</td>
<td>Prometric center closed the week of March 16, 2020. Students who fail to sit by the deadline will be referred to the Clinical Student Promotions Committee for review.</td>
</tr>
</tbody>
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## USMLE Step 1 retake deadline

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<tr>
<td>USMLE Step 1 retake deadline</td>
<td>Students who fail will be required to sit for their retake within four (4) months of their prior exam attempt.</td>
<td>RUSM temporarily suspended this policy.</td>
<td>March 16, 2020</td>
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<tr>
<td>USMLE Step 2 CK Eligibility</td>
<td>Students are eligible to schedule and sit for the USMLE Step 2 CK after passing the NBME CCSE.</td>
<td>RUSM allowed students to pass the NBME CCSSA to advance to USMLE Step 2 CK.</td>
<td>April 16, 2020</td>
<td>June 30, 2020</td>
<td>Beginning 7/1/2020, RUSM offered the NBME CCSE via remote administration.</td>
</tr>
<tr>
<td>USMLE Step 2 CK first attempt deadline.</td>
<td>Students must sit for USMLE Step 2 CK within six (6) months of passing the NBME CCSE.</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the exam 1st attempt deadline.</td>
<td>March 16, 2020</td>
<td>Until further notice</td>
<td>Prometric center closed the week of March 16, 2020.</td>
</tr>
<tr>
<td>USMLE Step 2 CK retake deadline</td>
<td>Students who fail USMLE Step 2 CK will be required to sit for their retake within six (6) months of their prior exam attempt.</td>
<td>RUSM has temporarily suspended this policy and is not currently enforcing the exam retake attempt deadline.</td>
<td>March 16, 2020</td>
<td>Until further notice</td>
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### Recognition of Exemplary Grades: Medical Sciences Honor Roll

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<tr>
<td>Students must achieve a High Pass (HP) in FM01 and a Pass in CS01.</td>
<td>RUSM temporarily set the FM01 requirement from a HP (~85) to scoring 81 in FM01 for students completing Semester 1.</td>
<td>May 20, 2020 (effective for Semester 1 students in the Spring 2020 term.)</td>
<td>August 31, 2021</td>
<td>RUSM will resume requiring students in Semester 1 for the Fall 2021 term to achieve a score of HP in FM01 to qualify for the Medical Sciences Honor Roll.</td>
<td></td>
</tr>
</tbody>
</table>

| Recognition of Exemplary Grades – Medical Sciences Dean’s List | Semester 2 students must have achieved a HP in FM01 and a CS 01 and have a Semester 2 GPA of 3.5 to qualify for the Dean’s list. | RUSM temporarily suspended set the FM01 requirement to a score of 81. | May 20, 2020 | August 31, 2021 | RUSM will resume requiring Semester 2 students in Spring 2022 to have achieved a HP in FM01 during the Fall 2021 term to qualify for the Medical Sciences Dean’s List. |