



**ROSS UNIVERSITY**  
**SCHOOL OF MEDICINE**

***STUDENT HANDBOOK***  
**Academic Year 2023-2024**

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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 September 13, 2023, 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.

### Address:

10315 USA Today Way  
Miramar, FL 33025

## MESSAGE FROM THE DEAN

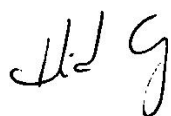
Welcome to Ross University School of Medicine (RUSM)! Becoming a Doctor of Medicine (MD) is one of the most important decisions you will make. No matter the path that brought you here, this is a momentous occasion that calls for both celebration and a new commitment toward your personal and professional aspirations. You have chosen RUSM, and in return, your time as a physician-in-training will likely be one of the most unforgettable experiences of your life.

Our home in Barbados opens opportunities to do things in and out of the classroom that are unlike anywhere else in the world. You will hone your skills in a contemporary and diverse learning environment that has built a network of over 15,000 alumni practicing around the world and continues to prepare today's medical students to meet the complex needs of their future patients. We are committed to providing you with a range of global medical opportunities that will enable you to develop the kinds of life and professional skills to stand out in residency, and beyond.

While you are a physician-in-training, this handbook will be your guide to getting the most out of your experience and understanding the commitment you make at RUSM. The code of conduct, academic policies and procedures, student life resources, and other information contained here are all important components of the program and life as a physician-in-training. Just as you commit to RUSM, everyone here will commit to you and help you achieve the dream that brought you here. There is a wealth of support services available for you, all found in here and available to you throughout your time at RUSM.

I encourage you to read through the handbook and start setting yourself up for success from the moment you start.

I am eager to watch your path to becoming a physician and be a witness to the growth you will experience as an individual and medical professional. Welcome, and good luck!



**Heidi Chumley, MD, MBA**  
**Dean**  
**Ross University School of Medicine**

# 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](mailto: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 and 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.

#### **Technical Standard Evaluation Process**

All students at RUSM must meet Technical Standards with or without accommodation. An evaluation (in the form of a Standardized Medical Clearance form and supporting documentation) is used to determine if a student has the functional ability to remain in their program with or without accommodation. The purpose of this policy is to support students', colleagues', partners' and community members' safety as well as provide clear feedback and direction to students in pursuit of their academic achievements. In the event that a RUSM colleague or a third-party site directly observes a student not meeting standards, the process will be implemented.

## **AMA ETHICAL PRINCIPLES**

#### **American Medical Association Principles of Medical Ethics Preamble**

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

Principles of medical ethics:

1. A physician shall be dedicated to providing competent medical care, with compassion and respect for human dignity and rights.
2. A physician shall uphold the standards of professionalism, be honest in all professional interactions, and strive to report physicians deficient in character or competence, or engaging in fraud or deception, to appropriate entities.

3. A physician shall respect the law and also recognize a responsibility to seek changes in those requirements which are contrary to the best interests of the patient.
4. A physician shall respect the rights of patients, colleagues, and other health professionals, and shall safeguard patient confidences and privacy within the constraints of the law.
5. A physician shall continue to study, apply, and advance scientific knowledge, maintain a commitment to medical education, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated.
6. A physician shall, in the provision of appropriate patient care, except in emergencies, be free to choose whom to serve, with whom to associate, and the environment in which to provide medical care.
7. A physician shall recognize a responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.
8. A physician shall, while caring for a patient, regard responsibility to the patient as paramount.
9. A physician shall support access to medical care for all people.

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

## **HONOR SYSTEM**

### **The Concept of Honor at RUSM**

The Honor System at RUSM is a deeply cherished obligation founded upon the personal integrity of every RUSM community member. It requires all members of the RUSM community to conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards fosters an atmosphere of trust and respect, which characterizes the institution.

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 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.

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 body of faculty/students to determine when a breach of honor has been committed.

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 term, 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 student as that term is defined in the Code.

### TERMINOLOGY

1. The terms "University" or "RUSM" means Ross University School of Medicine.
2. The term "student" 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, approved absences, temporary withdrawal, or not enrolled for a particular term but have a continuing relationship with RUSM), 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 "respondent" means any student who is the subject of a Complaint and alleged to have violated the RUSM Student Handbook, or other published rule or regulation.
8. 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).
9. The term "Grievance Committee" refers to a multi-person panel of at least three eligible members of the RUSM community.
10. 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 Grievance Committee. Nothing shall prevent the University from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.
11. 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.
12. The term "organization" means any number of persons who have complied with the formal requirements for University recognition/registration as an organization.
13. The term "term" refers to the period of time that a student is enrolled in classes or clinical rotations. RUSM has three terms within an academic year: Fall, Spring and Summer.

### CONDUCT ADMINISTRATOR AND CONDUCT PANEL

1. The conduct administrator shall determine if the formal hearing is heard by the conduct administrator or the Grievance Committee.

2. Where a Grievance Committee is used instead of hearing by a conduct administrator, the Grievance Committee shall include, at minimum, three eligible members of the RUSM community.
3. 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.
4. 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.
  - a. In cases in which the Grievance Committee is used, the **recommendation** of all members 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
5. Decisions made by a Grievance Committee and/or conduct administrator shall be final, pending the appeal process.
6. 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 and prevent further violations of the Code of Conduct.

#### **THE HONOR COUNCIL**

- The Honor Council may review Complaints between students or by administration that occur either on or off campus.
- The following types of complaints may not be referred to the Honor Council:
  - Complaints that arise under the Non-Discrimination policy.
  - Complaints that allege any violations of the Sexual Misconduct Policy; or
  - Complaints concerning acts of academic misconduct.
- The Honor Council may facilitate mediation on covered matters and issue non-binding resolutions that have been mutually agreed upon by the Parties.
  - All Parties to the Complaint must agree in order for the resolution to be implemented and as such is not subject to appeal.
- The Honor Council may not impose disciplinary actions.
- 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.

#### **PROSCRIBED CONDUCT**

##### Scope or Purview

The Code of Conduct applies to behavior by an RUSM student, 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” section below.

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." Hazing is 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, distribution, or influence of narcotics or other controlled substances, except as expressly permitted by a valid doctor's order. 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 local, state or federal law, University regulation and/or Housing policy; or public intoxication.
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.
- a. Misuse of Artificial Intelligence Tools  
Unauthorized use of Artificial Intelligence (AI) tools to generate entire assignments or parts thereof, without contributing original ideas, as well as not using proper citations.
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, and the Code of Conduct. 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

- Any member of the RUSM community or the University itself may make a report against any student alleging misconduct. Reports made by individuals outside our community will also be reviewed for merit. 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.
- Once a Complaint has been filed, the conduct administrator will investigate to determine if any of the allegations have merit.
  - If a Complaint is found to not have merit it may be dismissed.
  - If a Complaint is found to have merit, the conduct administrator may either:
    - Resolve the Complaint informally 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.
    - Where there is no Complainant, resolve the Complaint informally on a basis acceptable to the conduct administrator including, but not limited to, written warning, educational resolutions, and/or sanctions outlined in the “Sanctions” section below.
    - The conduct administrator may also issue a conduct warning to a Respondent or Complainant where a Complaint is resolved by mutual consent.
    - The conduct administrator may hold a hearing individually or refer the Complaint to a Grievance Committee.
- All formal Complaints shall be presented to the respondent in writing. A hearing before a conduct administrator 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 is at the discretion of the conduct administrator.
- The conduct administrator may choose to hold the hearing him/herself or may require a hearing by the Grievance Committee. If either the Complainant or the Respondent believes that a member of the Grievance Committee 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 conduct administrator’s manager.
- Hearings shall be held according to the following guidelines:
  - Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator or Grievance Committee chairperson.
  - 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 Grievance Committee.
  - The Cand 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 Grievance Committee.

- The University, the Complainant, the Respondent and the conduct administrator or Grievance Committee shall be allowed to present witnesses, subject to the right of cross-examination by the conduct administrator or Grievance Committee.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Grievance Committee at the discretion of the conduct administrator or Grievance Committee chairperson.
- All procedural questions are subject to the final decision of the conduct administrator or Grievance Committee chairperson.
- After the hearing, the conduct administrator or Grievance Committee shall deliberate in private and determine (by majority vote for a Grievance Committee) whether the Respondent has violated the Code of Conduct.
- The conduct administrator or Grievance Committee's determination shall be made using the Preponderance of Evidence standard, defined as more likely than not that the Respondent violated the Code of Conduct.
- There shall be a single record of all hearings before a Grievance Committee 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.
- No Respondent may be found to have violated the Code of Conduct solely because the Respondent failed to appear before the conduct administrator or Grievance Committee. Even if the Respondent does not appear, the evidence in support of the Complaint(s) 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.
- 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 can be utilized in the matter of an informal resolution or a formal hearing. In the case of a formal hearing, sanctions are determined by the conduct administrator or Grievance Committee. The sanctions listed below may be imposed upon any student found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply the student 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.

When considering the sanctions to be imposed, a range of factors may be considered, including the nature, context, and severity of an incident, level of accountability and responsibility taken by the student, and the disciplinary history of the student. These sanctions are defined as follows:

1. 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.
2. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
3. 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.
4. Housing Expulsion – Permanent separation of the respondent from University-controlled housing.
5. 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.
6. RUSM Non-Academic Dismissal – Permanent separation of the respondent from RUSM.

7. 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.
8. Ineligibility for Services – Permanent ineligibility to receive specified or all RUSM services, and services from other RUSM Education Group institutions.
9. 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.
10. 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).
11. Educational Response – An assignment (form may vary) with the intent of providing education relevant to the student's violation and/or needs.

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 Grievance Committee is used, the recommendation of all members of the Grievance Committee 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).

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.

An NCO can be put in place by the conduct administrator, or designee, between students in order to:

1. De-escalate conflict.
2. Assist students in refraining from actions that could be considered a violation of the Code of Conduct.
3. Address concerns raised as part of a sexual misconduct investigation.
4. 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.
5. 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 term.

1. **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.
2. **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 term. The completion/fulfillment of conditions shall be verified and approved by the conduct administrator. 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.

1. **Student File:** A record of this disciplinary action will be placed in the student's file.
2. **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. Should the student return, the disciplinary review would proceed accordingly.

### **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:

- **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.

- **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 Respondent with those of a Complainant.
- **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.
- **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

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 seven (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](mailto:ConductAppeals@RossU.edu). The results of the appeal to the person identified in the determination letter shall be final.

- 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:
- 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.
- To determine whether the decision reached regarding the Respondent was based on reasonable evidence; that is, without substituting its judgment for that of the Grievance Committee 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.
- 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.
- 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 Grievance Committee (either the original Grievance Committee or new Grievance Committee, 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 Conduct Administrator, 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 at any time on RUSM premises or at RUSM events.
- 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 illegal possession or distribution of drugs or 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, cannabis 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 (including marijuana and medical marijuana), and controlled substances, or the misuse of prescription medications/drugs at any time during which a student is affiliated with or representing RUSM. Prescriptions or physician recommendations for marijuana or other cannabis use are also strictly prohibited. Additionally, students are encouraged to be mindful of certain cannabidiol (CBD) supplements as CBD supplement use may lead to a positive test result for THC.

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

### **Sanctions and/or Penalties Under Applicable Laws**

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 and 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.

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

University Policy on Substance and Alcohol Abuse have the right to an appeal in accordance with applicable University grievance procedures.

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. The University may refer any case to the proper local, state and/or federal authorities for appropriate legal action. 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. 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.

### **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 listing of 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 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 and/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.

Students who refuse testing, may be subject to discipline for a violation of this Policy.

### 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 clinical/health care setting, or c) the use of or possession of illicit drugs or drug paraphernalia at any time. Reasonable suspicion of substance use may be based upon, but is not limited to 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; and/or
  - Evidence that a student has tampered with a drug or alcohol test.
- **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

- 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 the timeframe communicated to the student by the Conduct Administrator.

- 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, direct observation). Failure to comply with the directives, policies, and procedures of the designated laboratory will result in disciplinary action.
- RUSM will be responsible for any and all lab cost related with random testing.
- 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. At applicable sites, 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 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 referred to the Conduct Administrator for further review. When a verified positive test cannot be reasonably explained by disclosed medications or prescriptions, the student will be placed on interim suspension with possible additional sanctions, up to and including, dismissal from RUSM.

As referenced earlier, even where otherwise permitted under federal, state, and local law, cannabis use, possession, or influence is prohibited. As such, the University will not accept prescriptions or physician recommendations for cannabis. Additionally, students are encouraged to be mindful of certain cannabidiol (CBD) supplements; CBD supplement use leading to a positive THC test result may result in disciplinary action.

### **Drug Testing Expenses**

RUSM will be responsible for any and all lab cost related with 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 a student’s 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:

- ***Posting Content on Social Media Platforms***
  - 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 students. 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. 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. 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. 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.
- ***Social Media and Learning Environments***
  - 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.
  - Students must not share information (including posting content) in a way that violates any laws or regulations.
- ***Social Media and Patient Care***
  - 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.
  - 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.
  - 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. Student 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.

- Posting items that contain patient health information and/or violate HIPPA standards, including photos and videos, on social media is strictly prohibited by RUSM.
- 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.
- 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 POLICY**

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 underage, 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:
  - Respondent's belief arose from the Respondent's own intoxication or recklessness.
  - Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented.
  - 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<sup>1</sup>”** 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:

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](mailto: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 Aetna 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

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<sup>1</sup> 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.”

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](http://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](mailto: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**  
**Manager of Student Support**  
**Ross University School of Medicine**  
**10315 USA Today Way, Miramar, FL 33025**  
**754.208.4774 | [TitleIXCoordinator@RossU.edu](mailto: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](http://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](http://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:

- The right to notify or not notify law enforcement and to request and receive assistance from RUSM in making a report if desired.
- 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.
- The right to be free from undue coercion from RUSM to pursue or not pursue any course of action.
- 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.
- 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).
- 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.
- The right to be fully informed of any applicable disciplinary conduct process and procedures.
- 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.
- 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.
- The right to request Supportive Measures.

- 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.
- 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.
- 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.
- 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.
- 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**  
**Manager, Clinical Student Support**  
**Ross University School of Medicine**  
**10315 USA Today Way, Miramar, FL 33025**  
**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 at **754.208.4706**, or the RUSM Care Team at [RUSMCares@RossU.edu](mailto: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”). 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:

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

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 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, barring

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](https://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.

#### **RETALIATION 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](mailto: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:

1. New students and transfer students within three weeks of the start of the student's first session
2. 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.
3. Colleagues by the date stated in email notification.
4. 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 affairs, senior 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 Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); [www.RAINN.org](http://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](mailto: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 to maintaining an academic environment free of discrimination and harassment based on race, caste, surname, color, religion, national origin, sex (self-identified or perceived sex), gender, age (40 or older), ancestry, mental or physical disability, veteran status, sexual orientation, pregnancy or parental status, (and any other legally protected classes in the relevant jurisdiction). RUSM will not tolerate, condone, or allow discrimination or harassment, whether engaged in by fellow students, faculty members or non-faculty colleagues.

### **WHAT IS DISCRIMINATION?**

For purposes of this policy, discrimination occurs when a person is treated less favorably or is subject to an adverse action or decision based on their membership in one of the legally protected groups listed above. Discriminatory acts are not based on the person's individual abilities or merit but rather on the collective group to which the person belongs. The failure to provide reasonable accommodations required by law or RUSM policy based on disability or religious practice may constitute discrimination. Discrimination may also encompass conduct that, on its face, does not appear to be motivated by a person's membership in a legally protected class, but nonetheless results in a detrimental impact on a person who is a member of a legally protected class.

In determining whether discrimination has occurred, RUSM will examine allegations of discrimination in the broader context under which they occur and will consider any and all relevant factors. Such factors may include but are not limited to conduct that, on its own, does not rise to the level of a violation of a State or Federal statute (or RUSM policy), but nonetheless contributes to the underlying discriminatory conduct and/or effect.

### **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.
- Incidents of Sexual Harassment are addressed through the RUSM Sex and Gender-Based Misconduct Response and Prevention Policy or the Title IX Policy (for incidents that occur in the United States).

**Whom to Contact if You Think That You Have Been Discriminated Against or Harassed**

The Associate Dean of Student Affairs and the Director of Equity and Access are available to serve as resources 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.

The Office of Equity and Access (“OEA”) conducts investigations and renders findings on student allegations of discrimination and non-sexual harassment complaints. Where the respondent in the Complaint is a faculty or staff member, the OEA will conduct investigations and render findings in partnership with the Coaching Resource Center.

The Office of Equity and Access utilizes a prompt, equitable and impartial process to evaluate student Complaints of discrimination and harassment. The OEA will be free from conflicts of interest or bias for or against Complainants or Respondents. The OEA’s Investigator(s) will objectively evaluate all relevant evidence and avoid credibility determinations based on a person’s status as a Complainant, Respondent, or witness. Complainants and Respondents will receive equal opportunity to provide information, witness statements, evidence and other information that may be necessary to fully evaluate the alleged policy violation. Complainants and Respondents will be afforded equitable rights and access during the grievance process. The grievance process, barring extenuating circumstances, will conclude within 90 calendar days from the date a Formal Complaint is filed.

**Standard of Evidence**

The Investigator(s) will utilize the preponderance of evidence standard to determine if a violation of the Commitment to Non-Discrimination and Non-Harassment Policy has 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.

**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.

**Dismissal of a Complaint**

Dismissal of a Complaint may occur under several circumstances. The Office of Equity and Access shall dismiss a Complaint if the Complainant’s allegations do not meet the definition of discrimination or harassment under the RUSM Non-Discrimination and Non-Harassment Policy or did not occur in RUSM’s education Program or Activity. The Office of Equity and Access may dismiss a Complaint if the Complainant informs the Investigator(s), in writing, that they withdraw the 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 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 other relevant policies or codes of conduct.

**Sanctions for Student Misconduct**

If RUSM determines that a violation of the Commitment to Non-Discrimination and Non-Harassment policy 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 in this Handbook.

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 applicable 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 Director of Student Experience within ten days of the delivery of the Written Determination. The Director of Student Experience or their designee shall hear the appeal. Appeal determinations are final.

### **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 coordinators, 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.

Kelsey Bowen  
Title IX Coordinator  
Adtalem Global Education  
[TitleIXCoordinator@adtalem.com](mailto: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**  
   **Manager of Student Support**  
   **Ross University School of Medicine**  
   **10315 USA Today Way, Miramar, FL 33025**  
   **754.208.4774 | [TitleIXCoordinator@RossU.edu](mailto: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.speakupadtalem.com](http://www.speakupadtalem.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 underage, 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:
  - Respondent's belief arose from the Respondent's own intoxication or recklessness.
  - Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented.
  - 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:

- An employee of RUSM conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo).
- 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
- Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA)\*:

- **Sexual Assault**<sup>2</sup>: 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.
- **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.
- **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.
- **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.

**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.

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<sup>2</sup> 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."

## **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 confidentiality 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**

**Manager, Clinical Student Support**

**Ross University School of Medicine**

**10315 USA Today Way, Miramar, FL 33025**

**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](http://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. RUSM will continually seek formal and informal ways to incorporate additional awareness and prevention strategies, e.g., active and passive educational campaigns, such as social norms poster campaigns, newsletter articles, presentations and volunteerism with local community resource agencies. When additional ongoing education is provided, the organizer will report that event, activity or effort to the Title IX Coordinator for 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:

- The right to notify or not notify law enforcement and to request and receive assistance from RUSM in making a report if desired.
- 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.
- The right to be free from undue coercion from RUSM to pursue or not pursue any course of action.
- 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.

- 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).
- 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.
- The right to be fully informed of any applicable disciplinary conduct process and procedures.
- 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.
- 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.
- The right to request Supportive Measures.
- 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.
- 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.
- 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.
- 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.
- 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, approved absences, 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, barring 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.

### **RETALIATION 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@adtalem.com](mailto:equity@adtalem.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  
Lyndon 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](mailto: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 affairs senior. 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](http://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](http://rainn.org)
- **National Domestic Violence Hotline** 1.800.799.7233 (TTY) 1.800.787.3224 [thehotline.org](http://thehotline.org)
- **National Network to End Domestic Violence** [nedv.org](http://nedv.org) [womenslaw.org](http://womenslaw.org)
  - [Legal information and resources]
- **National Stalking Resource Center** [victimsofcrime.org](http://victimsofcrime.org)
- **Love is respect** 1.866.331.9474 (TTY) 1.866.331.8453 [loveisrespect.org](http://loveisrespect.org)
- **National Suicide Prevention Hotline** 1.800.273.TALK (8255) [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
- **Americans Overseas Domestic Violence Crisis Center** 1.866.USWOMEN (International Toll-Free) [crisis@866uswomen.org](mailto:crisis@866uswomen.org)
- **U.S. Embassy** [usembassy.gov](http://usembassy.gov)
- **Child Welfare Information Gateway** [childwelfare.gov](http://childwelfare.gov)
- **State Statutes Including Mandatory Reporting Laws** [childwelfare.gov/topics/systemwide/laws-policies/state](http://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 term 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 Associate 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 Conduct Administrator or Associate 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 Senior Associate Dean of Academic and Student Affairs.

#### ***Notice of Receipt***

Upon receipt of the formal complaint, the designated point of contact (Associate 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 Associate 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:

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

The decision of the Associate Dean of Student Affairs 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 medical sciences in the Ross+/5-Track Curriculum able to replace failing (F/NP) grades in their grade point average (GPA) after repeating the course and receiving a passing grade. For students completing medical sciences in the Single Module Curriculum, grade amnesty will be limited to a single failure per module.

**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 term). 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, 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 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.

**Term:** The period of time that a student is enrolled in classes or clinical rotations. RUSM has three terms within an academic year: Fall, Spring and Summer.

**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.

**Short-Term Leave of Absence:** A period during which a student is temporarily excused due to a medical emergency or significant unavoidable circumstances for up to 3 business days.

**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.

Acronyms		Application
<b>AA</b>	Approved Absence	A student who wishes to temporarily interrupt their studies may apply for an Approved Absence (AA).
<b>AAMC</b>	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>
<b>ACGME</b>	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>
<b>AMA</b>	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>
<b>CBSE</b>	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.
<b>CCSE</b>	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.
<b>CK (USMLE Step 2 CK)</b>	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>
<b>CSGA</b>	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.

<b>ECFMG</b>	Educational Commission for Foreign Medical Graduates®	Assesses the readiness of international medical graduates to enter fellowship or residency programs in the U.S. that are accredited by the ACGME. <a href="http://www.ecfm.org">www.ecfm.org</a>
<b>ED</b>	Department of Education	U.S. Agency that promotes student achievement and preparation for global competitiveness. <a href="http://www.ed.gov/index.jhtml">www.ed.gov/index.jhtml</a>
<b>ERAS</b>	Electronic Residency Application Service®	Electronic Residency Application Service® (ERAS) is a service that transmits applications, letters of recommendation (LoRs), Medical Student Performance Evaluations (MSPEs), medical school transcripts, USMLE transcripts, COMLEX transcripts, and other supporting credentials from applicants and their Designated Dean's Office to program directors. ERAS consists of MyERAS, Dean's Office Workstation (DWS), Program Director's Workstation (PDWS), and ERAS Post Office. <a href="https://www.aamc.org/services/eras/">https://www.aamc.org/services/eras/</a>
<b>FCVS</b>	Federation Credentials Verification Service®	Central depository to store core credentials that can be used for multiple state medical boards.
<b>FERPA</b>	Family Educational Rights and Privacy Act	Federal law that protects the privacy of student education records. <a href="http://www.ed.gov">www.ed.gov</a>
<b>FSMB</b>	Federation of State Medical Boards (Step 3)	Test offered to students who have graduated from medical school. The Step 3 test helps students attain licensure. <a href="http://www.fsmb.org/">www.fsmb.org/</a>
<b>GPA</b>	Grade Point Average	Numeric representation of a student's academic performance.
<b>IMG</b>	International Medical Graduate	Graduate of an international medical school.
<b>ISP</b>	Independent Study Period	A required period of time without active enrollment to allow students to prepare for exam retakes. Student is in a Temporary Withdraw status.
<b>LCME</b>	Liaison Committee on Medical Education	The accrediting authority for medical education programs leading to an M.D. degree in U.S. and Canadian medical schools. <a href="http://www.lcme.org">www.lcme.org</a>
<b>LESC</b>	Lloyd Erskine Sandiford Centre	Location of the medical sciences campus in Barbados
<b>LOE</b>	Letter of Eligibility	One form of the NYSED application pack. The LOE is for students who wish to complete non-affiliated clerkships in the state of NY.
<b>LOR</b>	Letter of Reference or Letter of Recommendation	Letter from a faculty member or university to identify and endorse a student's application for scholarship, extra-curricular activities, residency or transfers to another institution.

<b>MD</b>	Doctor of Medicine	Medical school graduate.
<b>MMR</b>	Measles, Mumps, Rubella	Three types of viral infection for which antibody titers are required for clearance into clinical clerkships.
<b>MPS</b>	Minimum Passing Score	Lowest score required in order to pass a certain test or exam.
<b>MSPE</b>	Medical School Performance Evaluation/Dean's Letter	Comprehensive evaluation letter that documents a student's medical school performance.
<b>NBME</b>	National Board of Medical Examiners®	Provides online services for students and graduates of U.S. and Canadian medical schools, including application for USMLE Step 1, and Step 2 CK, provision of score documents, certificates and/or confirmation letters. <a href="http://www.nbme.org">www.nbme.org</a>
<b>NRMP</b>	National Resident Matching Program®	NRMP facilitates the placement of applicants for postgraduate medical training positions into residency programs at teaching hospitals throughout the United States. The MATCH <sup>SM</sup> <a href="http://www.nrmp.org">http://www.nrmp.org</a>
<b>NYSED</b>	New York State Education Department	NYSED is the governing body of the state of NY that approves IMG students to rotate within the state of NY.
<b>OASIS</b>	Online Applicant Status and Information System	Provides general information and the status of items related to ECFMG Certification. <a href="https://oasis2.ecfm.org">https://oasis2.ecfm.org</a>
<b>RUSM</b>	Ross University School of Medicine	
<b>SAP</b>	Satisfactory Academic Progress	SAP represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in determination of financial aid eligibility. Students maintain SAP at RUSM by meeting the requirements listed under the Academic Standing & Progress section of this Student Handbook.
<b>SCE</b>	NBME Subject Clerkship Exams	An exam RUSM students must take at the end of each required core clerkship.

<b>SGA</b>	Student Government Association	Association on the medical school campus representing students in the Medical Sciences curriculum that focuses on increasing the quality of campus life for RUSM students.
<b>USMLE</b>	U.S. Medical Licensing Examination®	Exam that medical doctors are required to pass before being permitted to practice medicine in the U.S. <a href="http://www.usmle.org">www.usmle.org</a>

## CURRICULUM OVERVIEW

Ross University School of Medicine's medical education program is guided by a set of objectives or competency areas that our students must demonstrate upon graduation. These learning objectives map to our curriculum and institutional values and 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:

### 1) Patient Care

Students must demonstrate the ability to apply knowledge, skills and attitudes necessary for competent patient care, and are expected to:

- Recognize the clinical presentation of the common or life-threatening diseases and injuries and understand the principles of treatment and management.
- Acquire clinical knowledge (both in-patient and out-patient settings) in the six major disciplines: family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery.
- Perform routine technical procedures including at a minimum venipuncture, inserting an intravenous catheter, inserting a nasogastric tube, inserting a Foley catheter, suturing lacerations, record an ECG, and certify in ACLS & PALS.
- Interpret the results of commonly used diagnostic tests and procedures.
- Construct by clinical reasoning, a differential diagnosis and initial investigations for common clinical conditions.
- Construct appropriate management strategies (both diagnostic and therapeutic) for patients with common conditions, both acute and chronic, including medical, psychiatric, and surgical conditions, and those requiring short- and long-term rehabilitation and end-of-life care.
- Recognize patients with immediately life threatening cardiac, pulmonary, neurological, or other conditions regardless of etiology, and institute appropriate initial therapy.

### 2) Medical Knowledge:

Students must demonstrate knowledge of established and evolving biomedical, clinical, epidemiology and socio-behavioral sciences, and are expected to:

- Describe the normal structure and function of the body and each of its major organ systems.
- Describe molecular, biochemical, and cellular mechanisms that are important in maintaining the body's homeostasis.
- Describe the various causes of disease states including genetic, developmental, metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative, and traumatic and the ways in which they operate on the body (pathogenesis).
- Describe the most frequent clinical, laboratory, roentgenologic, and pathologic manifestations of common maladies.
- Describe important non-biological determinations of poor health and of the economic, psychological, social, and cultural factors that contribute to the development and/or continuation of maladies.
- Understand the epidemiology of common maladies within a defined population, and the systemic approaches useful in reducing the incidence and prevalence of those.

- g) Understand the mechanisms of the cause of pain, describe strategies for pain management and describe the unique issues in providing palliative care.
- h) Apply knowledge of the infectious disease process and universal precautions to effectively reduce risk of the communicable disease to the patient as well as medical staff.
- i) Perform practical exercises that entail accurate observations of biomedical phenomenon and critical analyses of data.

### 3) **Interpersonal Skills and Communication**

Students must demonstrate interpersonal and communication skills that result in the effective exchange of information, collaboration with patients, their families and health professionals, and equity in delivery of care. Students are expected to:

- a) Communicate effectively with patients, families, and the public, as appropriate, across a broad range of socio-economic and cultural backgrounds, demonstrating empathy and respect.
  - i) Demonstrate effective communication skills and English language proficiency.
  - ii) Demonstrate proficiency in verbal and nonverbal communication specific to culture, gender, and patient understanding.
- b) Communicate effectively with physicians, other health professionals, and health-related agencies.
  - i) Communicate effectively, both orally and in writing, with patients, families, colleagues, nurses, and other staff with whom physicians must exchange information in carrying out their responsibilities.
- c) Work effectively as a member or leader of a healthcare team or other professional group;
- d) Maintain comprehensive, timely, and legible medical records, if applicable.

### 4) **System-based Practice**

Students must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care. Students are expected to:

- a) Work effectively in various healthcare delivery settings and systems relevant to their clinical specialty.
  - i) Understand various approaches to the organization, financing, and delivery of health care.
- b) Coordinate patient care within the healthcare system relevant to their clinical specialty.
- c) Incorporate considerations of cost awareness and risk benefit analysis in patient- and/or population-based care as appropriate.
- d) Advocate for quality and optimal patient care systems.
  - i) An awareness of the importance of issues relating to proper charting, abandonment, disclosure, standards of care, malpractice, privileges, public reporting requirements, and informal and informed consent.
- e) Work in inter-professional teams to enhance patient safety and improve patient care quality.
  - i) Understand and respect the roles of other healthcare professionals, and of the need to collaborate with others in caring for individual patients and in promoting the health of defined populations.
- f) Basic understanding of risk management, resource utilization, patient safety, and medical errors.

### 5) **Professionalism**

Students must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles, and are expected to demonstrate:

- a) Compassion, integrity, and respect for others.
  - i) Students' interactions must reflect a spirit of cooperation and respect in working with members of the healthcare team including patients and community.
  - ii) An awareness of the personal manners, dress, grooming, speech, and interpersonal skills expected by the community of a medical professional.
  - iii) Describe ethical and moral aspects of clinical practice.
- b) Responsiveness to patient needs that supersedes self-interests.
  - i) A commitment to advocate the interests of one's patients over one's own interests.

- ii) A commitment to provide care to patients who are unable to pay and to advocate for access to health care for members of under-served populations.
- c) Respect for patient privacy and autonomy.
  - i) Exhibit respect and tolerance towards the values and beliefs of others serving and served by the health care system; facilitate the clarification and negotiation of differences in values and beliefs in others; and avoid the use of physician authority to advance personal values and beliefs of a non-clinical nature.
  - ii) Compassionate treatment of patients, and respect for their privacy and dignity.
- d) Accountability to patients, society, and the profession.
  - i) Honesty and integrity in all interactions with patients, families, colleagues, and others with whom physicians must interact in their professional lives.
  - ii) Personal qualities of reliability, dependability, open-mindedness, and curiosity.
  - iii) The ability to consistently and dependably carry out one's duties with honesty, personal integrity, self-motivation, and self-regulation.
  - iv) The ability to assume responsibility, think critically, exercise sound judgment, and act prudently with full awareness of the limits of one's intellectual and technical abilities.
  - v) The ability to seek help when needed, to deal with academic, personal, or interpersonal problems.
  - vi) A willingness to monitor the behavior and competence of professional peers and to deal appropriately with inadequate or unethical behavior, evidence of impairment, unprofessional practices, or conflict of interest.
- e) Sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.
  - i) Ability to understand cultural differences and how they relate to providing quality care, dispelling misconceptions, and avoiding bias.
  - ii) Awareness of how patient culture, ethnicity, gender, sexual orientation, and socio-economic status affect the clinical encounter.

#### 6) **Practice-based Learning and Improvement**

Student must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning. Students are expected to develop skills and habits to be able to meet the following goals:

- a) Identify strengths, deficiencies, and limits in one's knowledge and expertise.
  - i) The capacity to recognize and accept limitations in one's knowledge and clinical skills, and a commitment to continuously improve one's knowledge and ability.
- b) Set learning and improvement goals.
- c) Identify and perform appropriate learning activities.
- d) Systematically analyze practice using quality improvement methods and implement changes with the goal of practice improvement.
- e) Incorporate formative evaluation feedback into daily practice.
  - i) Demonstrate steadily improving performance as a result of self-reflection, critical self-appraisal, and openness to feedback.
- f) Locate, appraise, and assimilate evidence from scientific studies related to their patients' health problems.
  - i) Ability to engage in lifelong learning to maintain sufficient familiarity with scientific advances to ensure they are integrated appropriately with patient care.
- g) Use information technology to optimize learning.
  - i) Research and retrieve (from electronic databases or other resources), manage, and utilize biomedical information for solving problems and making decisions that are relevant to the care of individuals.
- h) Participate in the education of patients, families, students, residents, and other health professionals.

**7) Interprofessional Collaboration**

Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care. Students are expected to develop skills and habits to be able to meet the following goals:

- a) Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust.
- b) Use the knowledge of one's own role and the roles of other health professionals to appropriately assess and address the health care needs of the patients and populations served.
- c) Communicate with other health professionals in a responsive and responsible manner that supports the maintenance of the health and welfare of the patient.
- d) Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable.

**8) Personal and Professional Development**

Demonstrate the qualities required to sustain lifelong personal and professional growth. Students are expected to develop skills and habits to be able to meet the following goals:

- a) Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors.
- b) Demonstrate healthy coping mechanisms to respond to stress.
- c) Manage conflict between personal and professional responsibilities.
- d) Practice flexibility and maturity in adjusting to change with the capacity to alter one's behavior.
- e) Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients.
- f) Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system.
- g) Demonstrate self-confidence that puts patients, families, and members of the health care team at ease.
- h) Recognize that ambiguity is part of clinical health care and respond by utilizing appropriate resources in dealing with uncertainty.

**Students completing Medical Sciences in the Ross+/5-Track Curriculum**

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)
- 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.

**Students completing Medical Sciences in the Single Module Curriculum**

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

- Medical Sciences curriculum – 80 credit hours
- Clinical Science curriculum– 90 credit hours
- United States Medical Licensing Examination (USMLE) Step 1
- USMLE Step 2 Clinical Knowledge (CK)
- Removal of all administrative holds

To be eligible for graduation, students must successfully complete all coursework (170 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.

### Medical Sciences Curriculum Overview

The Medical Sciences curriculum is designed to:

- 1) Offer an in-depth, comprehensive program of biomedical sciences for medical practitioners.
- 2) Provide supporting patient case correlations and clinical competency experience.
- 3) Present a physical diagnosis course to prepare students for clinical clerkships.

**Students completing medical sciences in the Ross+/5-Track Curriculum:** This offers completion of the prescribed coursework within five semesters (consisting of 64 credit hours).

#### Ross+/5-Track Curriculum

<i>Semester/Course</i>	<i>Credit Hours</i>
Semester 1	
• Foundations of Medicine 1	13
• Clinical Skills 1	2
Semester 2	
• Foundations of Medicine 2	10
• Clinical Skills 2	4
Semester 3	
• Foundations of Medicine 3	10
• Clinical Skills 3	2
Semester 4	
• Foundations of Medicine 4	9
• Clinical Skills 4	2
Semester 5	
• Foundations of Medicine 5	10
• Clinical Skills 5	2
<b>Total Credit Hours</b>	<b>64</b>

**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.

**Students completing medical sciences in the Single Module Curriculum:** This offers completion of the prescribed coursework within five semesters (consisting of 80 credit hours).

**Single Module Curriculum**

<i>Semester/Course</i>	<i>Credit Hours</i>
Semester 1	
• Fundamentals & Foundations of Medicine 1	8
• Fundamentals & Foundations of Medicine 2	8
Semester 2	
• Hematology, Oncology, Infection & Immunity	8
• Integumentary & Musculoskeletal	8
Semester 3	
• Cardiology	8
• Pulmonology & Nephrology	8
Semester 4	
• Gastroenterology & Nutrition	8
• Endocrinology & Reproduction	8
Semester 5	
• Neurology & Psychiatry	8
• Multisystem Integration & Clinical Reasoning	8
<b>Total Credit Hours</b>	<b>80</b>

Passing Courses & Modules: Students are required to pass all courses within a module to advance to the next module. Students must pass all modules in a semester to maintain Satisfactory Academic Progress (SAP) and advance to the next semester.

**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) 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](mailto:Clinical@RossU.edu)) which is responsible for scheduling students' core tracked rotations. Priority for core scheduling is based on USMLE Step 1 sit date.

The Office of Clinical Clerkships advisors will contact students in order of priority to offer the student a clerkship schedule. Students must review and acknowledge receipt of their schedule within 24 hours of receipt. Students should note that their schedule is subject to change until CAC receives official written confirmation from the student sent to [Clinical@RossU.edu](mailto:Clinical@RossU.edu) that he or she accepts the schedule. Clinical Advisors will attempt to match a student's clinical rotations to their preference selections, but there is no way to guarantee that match.

Clinical students reserve the right to decline their initial core scheduling option but must accept the next available track option. Should a student choose to decline the secondary core schedule option, they will be reassigned to the bottom of the scheduling priority list. **All students must start their first clinical clerkship within 90 days of notification of passing the Step 1 examination.** Where a student is accepted into an affiliate program that requires an application, interview process and acceptance, the 90-day start deadline will be waived.

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.

*For additional information on scheduling core clerkships and electives, please refer to the **Clinical Sciences Registration: Core Clinical Clerkships and Electives** section.*

#### **Clinical Science Curriculum Requirements:**

<b>Required Core Clerkship Clerkships (48 weeks)</b>
Internal Medicine – 12 weeks
Surgery – 12 weeks
Pediatrics – 6 weeks
Psychiatry – 6 weeks
Obstetrics/Gynecology – 6 weeks
Family Medicine – 6 weeks
<b>Electives (42 weeks) – must include:</b>
10 weeks of direct ACGME electives (example: Cardiology elective must have a fellowship in Cardiology)
8 weeks of medicine electives
<b>Total: 90 Weeks</b>

**Timeframes – Students completing medical sciences in the Ross+/5-Track Curriculum:** 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.

**Timeframes – Students completing medical sciences in the Single Module Curriculum:** To maintain Satisfactory Academic Progress, students must complete the entire MD program in a maximum of 225 enrolled instructional weeks. Any student who does not complete the program within the appropriate timeframe will no longer be eligible to receive financial aid. Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams. Once it becomes mathematically impossible for a student to complete within the maximum timeframe, the student will be subject to dismissal.

## 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:

<u>Letter Grade</u>	<u>Numerical Percentage Range</u>	<u>Quality points per credit hour</u>
A	85-100	4.00
B+	80-84	3.50
B	75-79	3.00
C+	71-74	2.50
C	MPS - 70	2.00
C*	Remediation by Exam <sup>①</sup>	2.00
F	Fail (below MPS)	0.00
HP	High Pass 85 - 100	0.00
P	Pass MPS - 84	0.00
P*	Remediation by Exam <sup>①</sup>	0.00
NP	No Pass	0.00
W	Withdrawn	0.00
WP	Withdrawn Passing <sup>①</sup>	0.00
WF	Withdrawn Failing <sup>①</sup>	0.00
I	Incomplete	0.00
IP	In Progress	0.00
R	Course repeated in subsequent semester	0.00
RR	Course requires remediation	0.00
M	Missing Grade/Grade Not Submitted	0.00
UP	Unsatisfactory Progress	0.00

**Students in the Ross+/ 5-Track Curriculum:** 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.

<sup>①</sup>Effective September 1, 2022, RUSM has discontinued assigning grades of WP, WF, C\* and P\*.

Course Grade Types			
<b>Medical Sciences Curriculum</b>	<b>Standard Plus</b> (A, B+, B, C+, C, F, I, R, RR, W)	<b>Semester 1 Pass Plus</b> (HP, P, NP) <i>No Quality Points</i>	<b>Pass/Fail</b> (P, F) <i>No Quality Points</i>
<b>Ross+/5-Track</b>	Semester 2-5 Foundations of Medicine Clinical Sciences	Semester 1 Foundations of Medicine Clinical Sciences	ACE01 (P/NP) ACE02 ACE 03-05
<b>Single Module Curriculum</b>	All Curriculum Modules		All Pace Modules
<b>Clinical Sciences Curriculum</b>	<b>Standard Plus</b> (A, B+, B, C+, C, F, I, IP, R, W) All courses (core clerkships and electives)		

### Calculation of semester GPA and cGPA

- 1) Semester GPA is calculated by dividing the total quality points “earned” by the total amount of credit hours “attempted” in that semester.
- 2) 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).
- 3) Grades of High Pass, Pass or No Pass do not count toward the cGPA. Courses that 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 completing medical sciences in the Ross+/5-Track Curriculum:*** 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.
  - ***Students completing medical sciences in the Single Module Curriculum:*** Students who complete both Fundamentals of Medicine 1 and 2 and earn a semester GPA of 3.5 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.
  - ***Student completing medical sciences in the Ross+/5-Track Curriculum:*** 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:** The Students have an opportunity to be recognized on the Clinical Sciences Dean’s list while completing their clinical rotations (years 3 & 4) by meeting the following criteria:
  - **Clinical Sciences Dean’s List – 3<sup>rd</sup> Year/Core Rotations Criteria:**
    - Successfully complete all Core Rotations (48 hours) and earn a letter grade of an “A” in all required NBME Subject Clerkship Exams.
      - Internal Medicine
      - Surgery
      - Family Medicine
      - Pediatrics
      - OB/GYN
      - Psychiatry
    - Achieve a minimum 3.8 clinical GPA for all Core Rotations.
    - Pass United States Medical Licensing Examination® (USMLE®) Step 1 on first attempt.
  - **Clinical Sciences Dean’s List – 4<sup>th</sup> Year/Electives**
    - Successfully complete 32 hours of clinical elective rotations.
      - Achieve a minimum 3.8 clinical GPA in elective rotations.
      - National Board of Medical Examiners® (NBME) Comprehensive Clinical Subject Examination (CCSE): Achieve a first-time passing score of a 220 or higher on exam prior to 8/1/22 or first-time passing score of 225 or higher on exam on or after 8/1/22.
      - USMLE Step 2 Clinical Knowledge (CK): Achieve a first-time passing score of a 230 or higher for exams prior to 7/1/22 or receive a first-time passing score of 235 or higher for exams on or after 7/1/22.
- **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 UP, NP, F, RR, or R in any course,
- Have a 3.00 cumulative GPA through the Medical Sciences semesters,
- Have passed USMLE Step 1 on their first attempt,
- Have passed USMLE Step 2 CK with a score of 220 or higher on their first attempt on exam prior to 7/1/22 or a score of 225 or higher on their first attempt on exam on or after 7/1/22,
- Pass all Subject Clerkship Exams on 1<sup>st</sup> attempt (Student that began their core rotations on or after September 1, 2023), and
- Meet one of the following combined Medical Sciences and Clinical Sciences cumulative GPA requirements:
  - 3.50 – 3.59 Honors
  - 3.60 – 3.79 High Honors
  - 3.80 – 4.00 Highest Honors
  - Transfer students who did not complete the Medical Sciences curriculum at RUSM will have an equivalency review completed on a case-by-case basis.

**Academic Amnesty/Grade replacement policy:**

- *Students completing medical sciences in the Ross+/5-Track Curriculum:* 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.
- *Students completing medical sciences in the Single Module Curriculum:* Students will be able to replace a failing (F) grade in their GPA after successfully repeating the same module and receiving a passing grade. The grade amnesty policy is limited to one grade replacement per module. All attempted hours will still count in the calculation of Satisfactory Academic Progress (SAP).
- *Students in Ross+/5-Track who opt into the Single Module Curriculum:* Once in the Single Module Curriculum, the grade amnesty policy is limited to one grade replacement per module. All attempted hours will still count in the calculation of Satisfactory Academic Progress (SAP).

**Minimum Passing Score (MPS) Requirement for Medical Sciences Courses**

**Cumulative Scores**

The academic content in Medical Sciences courses is presented in lectures, anatomy lab and small group sessions. This content is assessed by formative assessment and discussion groups, mini-examinations, laboratory examinations, and final examinations. The contribution of each formative assessment and discussion group, laboratory examination, mini-examination and final examination, excluding the remediation final exam, are weighted to contribute to the determination of the overall cumulative score for each Medical Sciences course. The course syllabi will provide further information regarding the weighting of exams specific for each course.

**Minimum Passing Score (MPS)**

Grades in the semester 1-5 Medical Sciences courses are set by using a MPS as calculated by using the Hofstee method. The end of semester MPS is assigned to the complete set of compiled scores for the exams and labs in each course, excluding the remediation final exam. The MPS score is determined by the academic administration using the Hofstee method. It is this final MPS assignment which is utilized for determination of a student's final grade in the Medical Sciences and Clinical Sciences courses. Scores are rounded to two decimal places with 0.50 rounded up. All grades are posted on [My Ross Med](#) portal at the end of each semester.

**Promotion Policies: Medical Sciences Semesters – Students completing medical sciences in the Ross+/5-Track Curriculum**

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:
  - 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.
  - 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.
  - 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 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 completing medical sciences in the Ross+/5-Track Curriculum**

- 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 – Students completing medical sciences in the Ross+/5-Track Curriculum**

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.

- 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). \_
- Students who are returning from an AA and have successfully passed the previous semester will be enrolled in Foundations of Medicine and Clinical Skills.

- 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.
- Students who withdrew with WP or a W with a FM or CS score >70 and were readmitted will be enrolled in Foundations of Medicine and Clinical Skills.
- Students who withdrew with a WF and were readmitted will be enrolled in Foundations of Medicine, Clinical Skills and ACE.
- Students who withdrew with an FM or CS score of <70 and were readmitted will be enrolled in Foundations of Medicine, Clinical Skills and ACE.
- Readmitted students and students returning from an approved absence who are not meeting Satisfactory Academic Progress (SAP) will be placed on academic probation until they are meeting SAP.

#### **Promotion Policies: Medical Sciences Semesters – Students completing medical sciences in the Single Module Curriculum**

Students are required to pass all courses within a module to advance to the next module. Students must pass all modules in a semester to maintain Satisfactory Academic Progress (SAP) and advance to the next semester.

#### ***Medical Sciences Failures -Students completing medical sciences in the Single Module Curriculum***

- Students who fail a standard module (non-remediation) are eligible to immediately enroll in PACE (a remediation module) unless their total credit hours failure in the medical sciences curriculum is equal to or greater than 24 credit hours, in which case the students are subject to dismissal.
  - Students who fail the same standard module for the second time are subject to dismissal.
- Students who fail a standard module (non-remediation) are required to enroll in the stand-alone PACE module in the next curriculum block.
- Students who fail the PACE module are subject to dismissal.
- Upon successful completion of the PACE module the student will be automatically enrolled in the previously failed standard module and will be required to participate in ACE.
- Students who fail a module will be placed on academic probation until they have fully remediated that failure (successfully completed the PACE remediation module and previously failed module) and are making satisfactory academic progress (SAP).
- Upon successful remediation of any failed module, the failed module grade will be replaced with “R” and the passing earned module grade will count toward student’s GPA. A student may only replace a failing grade on a repeated module once.
- If a Semester 1 Ross+/5-Track student fails Semester 1 in the Ross+/5-Track curriculum, they may opt into the new curriculum. By opting into the new curriculum, the student will adhere to the new curriculum policies and procedures set forth in the RUSM Student Handbook. This includes:
  - Eligible for Semester 1 Grade Amnesty: NP grades changed to “R” upon successful remediation.
  - In the event a Ross+/5-Track student fails a module in the new curriculum, the failed Ross+/5-Track semester will count as a module failure (towards the 24-credit hour dismissal threshold) and the student will be required to follow the remediation requirements and policies under the new Single Module Curriculum.

A student will not be allowed to proceed with subsequent module until the student has successfully completed each prior module.

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 Student Care Advisor.

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 and is meeting Satisfactory Academic Progress.

### **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 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 3-5 business days of receipt unless otherwise notified. Grade appeals will be reviewed by a representative or committee from each department who will issue a written response to uphold or overturn the original grade:

- Foundations of Medicine (FM) Course Grade: [ExamCenter@RossU.edu](mailto:ExamCenter@RossU.edu)
- Clinical Skills (CS) Course Grade: Contact Course Director (see syllabus)
- Academic Enhancement (ACE) or PACE Course Grade: [ATL@RossU.edu](mailto:ATL@RossU.edu)

The grade appeal 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**

- 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.
- Duty hours
  - Work hours are defined as all clinical and academic activities related to the rotation, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, time spent in-house during shift activities, and scheduled activities. Work hours do not include time spent

- studying for exams or supplemental reading/research to prepare for oral presentations or notes.
  - Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home.
  - Medical students must be provided with a continuous 24 hours off during every seven days of duty, averaged over 4 weeks, free from all educational and clinical responsibilities.
  - Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours per day for patient care, plus 4 additional hours for transitional care or educational activities (e.g., transition of care, conferences).
  - Night float rotation should not exceed 6 nights in a row; at a minimum, there are 8 hours off between shifts.
- Patient Interaction
  - 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.
- Case Presentations
  - 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.
- Patient Notes
  - 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.
- Online Clinical Curriculum
  - Essential Patient Encounters / Procedures (EPE/EPP)
    - 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.
  - Student Survey of Clerkship Experience
    - Student must complete **both** the course evaluation **and** the individual faculty survey to receive credit.

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

Clinical Core Clerkship starting before January 1, 2017

Final Clinical Core Clerkship Grade Calculation	Percent of Final Grade
CCAMSP*	70%
NBME SCE	25%
Online Clinical Curriculum	5%
	<hr/> 100%

Clinical Core Clerkship starting on or after January 1, 2017

Final Clinical Core Clerkship Grade Calculation	Percent of Final Grade
CCAMSP*	65%
NBME SCE	25%
Online Clinical Curriculum	10%
	<hr/> 100%

1. Clinical Clerkship Assessment of Medical Student Performance (CCAMSP) = 65% of a 4.00
2. NBME Subject Clerkship Exam (SCE) = 25% of a 4.00
3. Online Clinical Curriculum = 10% of a 4.00
  - a. Please be advised that the Online Clinical Curriculum includes the below components and failure to complete any one component for the Online Clinical Curriculum will result in 0%:
    - i. Required Essential Patient Encounters / Procedures (EPE/EPP) aka "Logs."
    - ii. Both the Clerkship Faculty Assessment and Evaluation of Clerkship

\*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 of their presentation skills, medical reasoning, differential diagnosis, and management plans. Formal didactic presentations may also be required.
5. Patient Notes
  - a. Clerkship students must follow the procedures and qualifications for both paper chart and electronic medical record patient notes as detailed by the hospital to which they are assigned.
6. Online Clinical Curriculum
  - a. Essential Patient Encounters / Procedures (EPE/EPP) \*
    - i. Students must complete a minimum of 4 EPE/EPP for each week of the elective to receive credit.
      1. If the elective is two weeks in duration, students must complete a minimum of eight (8) EPE/EPP to receive credit.
      2. If the elective is four weeks in duration, student must complete a minimum of 16 EPE/EPP to receive credit.

- ii. All EPEs and EPPs must be recorded in the Patient Log as either a real patient or if needed, a Complementary Case.
- iii. Although the sequence of each encounter will vary by location and assignment during a clerkship, we encourage students to log each encounter soon after the interaction.
- b. 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%
	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%

1. Clinical Clerkship Assessment of Medical Student Performance (CCAMSP) = 90% of a 4.00
2. Online Clinical Curriculum = 10% of a 4.00
  - a. Please be advised that the Online Clinical Curriculum includes the below components and failure to complete any one component for the Online Clinical Curriculum will result in 0%:
    - i. Required Essential Patient Encounters / Procedures (EPE/EPP) aka "Logs."
    - ii. Both the Clerkship Faculty Assessment and Evaluation of Clerkship

\*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](mailto: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: 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](mailto: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 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 term, 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 2<sup>nd</sup> 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 may receive academic amnesty for “NP” and “F” grades that are repeated and passed. Classes that are replaced as part of academic amnesty are counted in the quantitative measures (PoP) but are not counted in the qualitative measure (cGPA).
- Students that completing medical sciences in the Ross+/5-Track Curriculum and repeat 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 and are 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. 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.)

**SAP Appeals**

- Students should submit their appeal to [PromotionAppeals@RossU.edu](mailto: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:**

1. Completing medical sciences in the Ross+/5-Track Curriculum: 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.
2. Students withdrawing in the second half of the academic year will not be measured for SAP until they complete the 2<sup>nd</sup> full term. 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 USMLE Step 2 CK in no more than four (4) attempts.

**Maximum Timeframe for SAP – Students completing medical sciences in the Ross+/5-Track Curriculum**

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. Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams. 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 terms; or
- While pending assignment to a scheduled clinical clerkship; or
- A term during which an AA is taken, or in which the student withdraws prior to the end of week two of the term, 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 term (on Probationary status).

**Maximum Timeframe for SAP – Students completing medical sciences in the Single Module Curriculum**

Students must complete the entire MD program in a maximum of enrolled instructional 225 weeks\*. Any student who does not complete the program within the appropriate timeframe will no longer be eligible to receive financial aid. Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams. 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 terms; or
- While pending assignment to a scheduled clinical clerkship; or

- A term during which an AA is taken, or in which the student withdraws prior to the end of week two of the term, 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 term (on Probationary status).

## 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 and 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 and USMLE Step 2 CK 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.

### **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 (including sequestration) will be subject to a 10-percentage point reduction in their exam score for the 1st offense. A 2<sup>nd</sup> offense will result in a default score of zero.

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

#### **Mid-term and Final Examinations Attendance: Students completing medical sciences in the Ross+/5-Track Curriculum**

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 of "W" at the time of withdrawal. 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.

Unexcused absences and lateness can be appealed to the Special Circumstances Committee (see **Attendance, Absences, Withdrawals, and Deferrals** section for details).

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.
- 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 midterm exam(s).

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).-

#### **Examinations Attendance: Students completing medical sciences in the Single Module Curriculum**

Students are required to complete all exams as scheduled. Students who are unable to complete all exams, except for one occurring during a single excused absence, may be administratively withdrawn. The student will receive a grade of "W" at the time of withdrawal. A student may have no more than one excused absence from a non-final exam per module. If a student is granted an excused absence for a non-final module exam, the weight of the final exam will be increased to reflect the missed exam (please refer to the module syllabus for additional information).

Excused absences are not granted for module final exams. If the student is not able to sit for the final exam, the student must request an approved absence, if eligible, or request to withdraw from the university **48 hours prior to the start of the exam**. Requests received after this date will not be considered. Students who fail to sit for the final exam will receive a score of zero and will receive a failing grade for the module. Please refer to the syllabus regarding exam absences.

Unexcused absences and lateness can be appealed to the Special Circumstances Committee (see **Attendance, Absences, Withdrawals, and Deferrals** section for details).

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 a non-final exam per module.

- An excused absence is defined as a single exam (mid-term or lab practical) 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.
- 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 midterm exam(s).

## Remediation Exam – Medical Sciences

### Limited to students completing medical sciences in the Ross+/5-Track Curriculum

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 percentage points below the MPS.

#### Eligibility Exclusions:

- 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.
- Students who fail the Clinical Skills (CS) course are not eligible to participate in the remediation exam.
- 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 Basic 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](mailto:ExamCenter@RossU.edu)) and [RemediationExamRequest@RossU.edu](mailto: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".

**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](mailto: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 5<sup>th</sup> 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 1<sup>st</sup> attempt on the NBME SCE but pass their remediation exam will receive a grade of “C” for their exam.

### ***NBME SCE Scheduling – 1<sup>st</sup> 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:

- Failing 2 to 3 NBME SCEs on first attempt during clinical core clerkship track schedule:
  - 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.
- Failing 4 or more NBME SCEs on first attempt during clinical core clerkship track schedule.
  - 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.
  - Students will be in a TW status during the ISP.
  - 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***

1. 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).
2. Students will be in a Temporary Withdrawal status during the ISP.
3. Students in TW status are considered not enrolled and may be subject to repayment status depending on the policies of their lenders.
4. Students in an ISP will not be eligible for financial aid. Students are not billed additional tuition for the ISP.
5. 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.
6. 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***

- 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.

- 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.
- 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 August 1, 2022, students are required to pass the NBME CCSE to be eligible to sit for the USMLE Step 2 CK. RUSM sets the minimum passing score.

#### ***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 \$148 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](mailto:ExamAdministration@RossU.edu).

#### ***NBME CCSE Failures & "No Shows":***

Students have up to three (3) consecutive attempts to pass the NBME CCSE. RUSM will grant an automatic fourth attempt to students who meet the following criteria:

- Students who sat for their first attempt on NBME CCSE exam prior to August 1, 2022: Failed any of the three attempts, before or after August 1, 2022, with a score between 196 and 210 until August 1, 2022, or starting August 1, 2022, between 196 and 213.
- Students who sit for their first attempt on the NBME CCSE on or after August 1, 2022: Failed on an attempt with a score between 201 and 213 on any of the three attempts.

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. The current fee schedule for NBME exams is available on the NBME site:

<https://www.nbme.org/assessment-products/assess-learn/subject-exams>.

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 Clinical Student Promotions Committee (CSPC) 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>.

## **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:
  1. Enrollment as a full-time student in good standing; and
  2. 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 5/31
- Completes Medical Sciences in Spring – Deadline is 9/30
- Completes Medical Sciences in Summer – Deadline is 1/31

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 will be referred to the 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.

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 advanced 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 referred to the 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.

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](mailto: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](http://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 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 visit the ECFMG website to review ECFMG’s certification requirements, including the Occupation English Test (OET) requirement and information on the Pathways Application.

### **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 passing grade in Internal Medicine, Surgery, and Obstetrics/Gynecology.

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 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.

**Important:** Students are only eligible to receive attestation once they have met the criteria. 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.ecfm.org](http://www.ecfm.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

Academic Probation is based on both course work and professional behavior and is recommended by the Student Promotions Committee or the Clinical Student Promotions Committee to the Dean.

Academic Probation may be imposed in any semester, including clinical semesters.

Students will remain on academic probation until successfully remediating any failed module, course or clerkship and making satisfactory academic progress (SAP). Students must be making satisfactory academic progress before being removed from Academic Probation, regardless of whether they successfully remediated a failed module.

Students are placed on Academic Probation under the following circumstances:

- When enrolled in the PACE remediation module.
- When repeating a Medical Sciences module or semester.
- When cumulative GPA is below 2.00.
- Not meeting Satisfactory Academic Progress
- After readmission with a previous cumulative GPA under 2.0.
- After failing a core or elective clinical clerkship.
- After successfully appealing a dismissal.

Students will be removed from Academic Probation if, at the end of the next term, they pass all courses, and their cumulative GPA is 2.00 or higher and are meeting Satisfactory Academic Progress.

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.

### Non-Academic Probation

RUSM grants a professional degree, 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 or term, including the clinical semesters.

### 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 term. Check-in period is determined by the Office of the Registrar.
- Fail to register for a medical sciences semester prior to the start of term.
- Fail to participate in a mandatory ATL/cATL 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 Approved Absence 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**

#### **Students completing medical sciences in the Ross+/5-Track Curriculum**

- Failing a Foundations of Medicine course in Semester 1 or Semester 2 with a score below 57.
- Failing any two courses or medical sciences semesters.
- 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 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 completing medical sciences in the Single Module Curriculum**

- Failure of the PACE remediation module;
- Failure of the same module twice;
- Failure of a total of 24 or more credit hours during their time in Medical Sciences Curriculum;
- Students must complete the entire MD program in a maximum of 225 enrolled instructional weeks. Any student who does not complete the program within the appropriate timeframe will no longer be eligible to receive financial aid. Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams. Once it becomes mathematically impossible for a student to complete within the maximum timeframe, the student

will be subject to dismissal. The Promotions Committee/Clinical Student 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 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.

### **Appeal Process**

#### First Appeal:

- An Appeal requires the student to submit an appeal, using the Academic Dismissal Appeal form, within 72 hours from the date of the dismissal notification.
  - Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to [PromotionAppeals@RossU.edu](mailto:PromotionAppeals@RossU.edu) within 72 hours of the date on the dismissal notification letter.
  - The appeal will be heard by the SPC/CSPC, 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 will not be accepted.
  - The student is required to meet all the conditions set forth by the SPC/CSPC in their decision.

#### Second Appeal (Final):

- Any student whose dismissal was upheld by SPC/CSPC may only submit a second (final) appeal in the case of a procedural irregularity, where the procedural irregularity contributed to the dismissal being upheld. These cases will be reviewed by the Dean or their designee.
  - Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to [PromotionAppeals@RossU.edu](mailto:PromotionAppeals@RossU.edu) within 72 hours of the date on the decision letter from the SPC/CSPC.
  - The appeal will be heard by the Dean or designee, who will make the final decision to uphold or overturn the dismissal. The second appeal decision is final.
  - Appeals that do not demonstrate procedural irregularity will not be considered.
  - Appeals received after the deadline will not be accepted. The student is required to meet all the conditions set forth by the Dean or his designee in their decision.

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](mailto:Registrar@RossU.edu). Students may only submit one first appeal and one second (final) appeal for a dismissal.

**Medical Sciences and Clinical Sciences:**

A student who successfully appeals a dismissal will be notified of the reinstatement conditions.

Student Promotions Committee (SPC)/Clinical Student Promotions Committee (CSPC) may impose requirements that must be met prior to reinstatement. If these are not met by the stated deadline the student will revert back to dismissed status. Any student reinstated by SPC/CSPC must complete all the conditions established by the SPC/CSPC for their successful reinstatement, which may include the PACE remediation module. Conditions for reinstatement set by the SPC/CSPC are not subject for appeal or secondary appeal to the Dean. 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 but their student status will revert to dismissed.

## POLICIES AND ADMINISTRATIVE PROCEDURES

### ATTENDANCE, 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.

#### 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 when a student is on a leave or been granted an excused absence. (see **Excused Absences** in the section below or **Absences** section of this Handbook).

#### 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, which may occur even if a student arrives 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](mailto: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-percentage point reduction over the cumulative average (out of 100) of the Gross Anatomy (GA) practical examinations.
- Second unexcused absence results in a 10-percentage point reduction over the cumulative average (out of 100) of the Gross Anatomy GA practical examinations.
- Three or more unexcused absences occurring within a term 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 [SpecialCircumstances@RossU.edu](mailto:SpecialCircumstances@RossU.edu), with the subject line "Special Circumstances Committee", within three (3) calendar days of the missed activity. Submissions after this deadline are not accepted. -The Committee may deny any appeal that does not adhere to the stated submission guidelines. Decisions are final and without further appeal.

#### **PLEASE NOTE THE FOLLOWING:**

- Students are responsible for making up any missed required activities.
- 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.
- MODULE FINAL EXAMS ARE NOT EXCUSED – students must request an approved absence or voluntary withdraw at least 48 hours prior to the start of the final exam to receive a final grade of W.

### **Attendance: 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](mailto:Clinical@RossU.edu) notifying them 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 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 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 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](mailto: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](mailto: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.

#### **WITHDRAWALS**

Students may voluntarily withdraw their enrollment with RUSM. If they wish to return to RUSM, please see instructions for reapplying in the "Readmission to RUSM" section. Readmission is not guaranteed, and applications will be reviewed by the Readmission Committee.

Medical sciences students may voluntarily withdraw from a module up to 48 hours prior to the start of the final exam.

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](mailto:Registrar@RossU.edu), verbally to the Office of the Registrar, or by the submission of the Withdrawal form on myRoss to [Registrar@RossU.edu](mailto: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.

**Grades and Transcripts:** A student electing to withdraw from RUSM will receive a grade of “W” on their transcript. 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 <https://studentaid.gov/exit-counseling/>. 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 term 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:

- During the term to continue until the end of the term and return at the beginning of the subsequent term.
- In between terms.
- 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. Students will not be approved for more than one AA within a 12-month period.

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

- Fully matriculated by having completed check-in and started their medical education.
- Timeframe to request an AA:
  - **Students completing medical sciences in the Ross+/5-Track Curriculum:**
    - Students in good academic standing\* must submit AA application no later than 48 hours prior to the final exam.
    - Students who are not in good academic standing\* must submit an AA application prior to the end of week 12 of the term. After this date, students not in good academic standing can submit a request to withdraw up to 48 hours prior to the final exam (see Withdrawal section for information).
  - **Students completing medical sciences in the Single Module Curriculum:**
    - Students must submit an AA application prior to the Monday of week 6 of any module.

*\*Good academic standing is defined as passing all current courses and not on academic probation.*

Any student who successfully is granted an AA will receive a grade of W for any course/module that has started.

**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](mailto: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:** A student electing to take an AA will receive a grade of "W" on their transcript. 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 <https://studentaid.gov/exit-counseling/>. During *exit counseling*, you will review your rights and responsibilities as a borrower.

**Short-Term Personal Leave (STPL): Medical Sciences (Limited to students completing medical sciences in the Ross+/5-Track Curriculum )**

Petitions for permission to leave during the term 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 STPL will be granted per term.
- **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 term 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 for the term.
- **Conversion to Approved Absence.** Students must return from a STPL or, if qualify for an AA 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](mailto: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 (Limited to students completing medical sciences in the Ross+/5-Track Curriculum )**

On occasion, students may need to interrupt their enrollment during a term 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 term 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 term.
- *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](mailto:Registrar@RossU.edu). Those who do not return within this period will be administratively withdrawn.

### **Same-Day Medical Emergency Excused Absence: Medical Sciences**

#### **(Limited to students completing medical sciences in the Ross+/5-Track Curriculum)**

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. All requests and documentation should be sent to Student Care Advisor (SCA) directly or to [RUSMSCATeam@RossU.edu](mailto:RUSMSCATeam@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 after a missed mandatory academic activity has occurred.

### **Short-Term Leave of Absence (STLA): Medical Sciences (Limited to students completing medical sciences in the Single Module Curriculum)**

Petitions for permission to leave during the term 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 a Student Care Advisor and submitting a STLA 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.

#### **Eligibility**

- Pre-Scheduled (approved prior to start of mandatory activity/exam)
  - Significant and unavoidable conflict (immigration hearings, legal summons, jury duty, or military obligation)
  - Emergency (illness or major injury to the student or a similar emergency or death in the student's immediate family).
  - A student must notify their SCA of any extraordinary personal circumstances prior to the start of the leave to begin the leave process, with all documentation required within 48 hours of the leave ending. If proper documentation is not received by the deadline, the leave will be denied.
- Day of medical emergency (sudden onset illness)

- A student who experiences a medical emergency on the day of an exam or mandatory activity must obtain documentation from a medical professional that medical services were sought prior to or at the scheduled time of an event which date of service, time of service, name and contact information for treating physician or clinic, and the time needed.
- A student must notify their SCA within one hour of the start of the missed event and all documentation to support leave must be submitted within 24 hours of missed activity. If the proper documentation is not received by the deadline, the leave will be denied.

Leaves will not be granted retroactively.

Qualifications and conditions if granted are outlined below:

- *Qualifications:* Excused absences are only granted if a student has a significant and unavoidable conflict or medical emergency preventing them from attending an examination or other mandatory exercise.
- *Timeframe:* The leave will be granted for no more than three consecutive business 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 for the term.
- *Limitations:* Students can take no more than two (2) STLA's per module. Each STLA cannot be broken up into smaller absences or leaves.
- *Remediation:* Students must make-up any missed exams or academic activities as outlined in their syllabus or by course director.
- *Conversion to Approved Absence:* Once a student's STLA's are exhausted, a student may apply for an Approved Absence (if eligible) or a Withdrawal Request if they are unable to complete the obligations of their registered module(s). Students must return from a STLA or have applied for and been granted an AA within the leave timeframe. The request for an AA must be submitted directly to the Office of the Registrar at [Registrar@RossU.edu](mailto:Registrar@RossU.edu). Those who do not return within this period will be administratively withdrawn. . Those who do not return within this period will be administratively withdrawn.
- *Frequency and SAP:* For students on STLA, the approved dates of leave during the semester will not be counted when determining time limits for SAP.

## 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:

1. Not have more than one AA within a 12-month period.
2. Be in good academic standing at the time of the application (cumulative GPA of 2.0 or higher).
3. 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](mailto: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" 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 <https://studentaid.gov/exit-counseling/>. During *exit counseling*, you will review your rights and responsibilities as a borrower.

### **INVOLUNTARY LEAVE OF ABSENCE**

In circumstances where students are deemed, in the sole discretion of the University, (1) to be at risk academically, as a result of, but not limited to course or USMLE failure, (2) have been observed as unable to meet the Standards of Expected Conduct and Behavior standards, or (3) to place the health and safety of the RUSM community at risk students may be placed on involuntary leave of absence by the University.

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 compliance with the Technical Standard Evaluation process. 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 term or a scheduled clinical clerkship will be administratively withdrawn.

Students wishing to return to RUSM after an unauthorized absence must apply for readmission. See instructions for reapplying in the “Readmission to RUSM” 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 term. 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 term. 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 term 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 PREGNANT AND PARENTING STUDENTS**

Ross University School of Medicine (“RUSM”) is committed to creating an inclusive environment for pregnant and parenting students. RUSM prohibits harassment and/or discrimination of any member of its community based on their sex, gender identify, gender expression, pregnancy, or parental status.

The Adtalem Global Education Office of Equity and Access (“OEA”), in partnership with RUSM, assists pregnant and parenting students in understanding their options through their pregnancy, when pregnancy-related conditions arise (including pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions), and when accommodations are needed due to extenuating circumstances that arise from parenting responsibilities.

Under this policy, a parent is defined as:

- A biological parent
- An adoptive parent

- A foster parent
- A legal guardian

Accommodations are designed to support the student in meeting the program's technical standards. If you are a student who would like to request accommodations, and you can provide medical or other appropriate documentation for review, then contact the OEA Case Management Coordinator at [equity@adtalem.com](mailto:equity@adtalem.com) or **630.829.0233**.

Accommodations may include, but are not limited to:

- Excusing medically necessary pregnancy-related absences per the institution's excused absence policy
- Providing mobility support
- Granting leave per the institution's approved absence policy
- Extending deadlines and/or allowing the student to make up assignments and class participation due to medically necessary pregnancy-related absences.
- Granting incomplete grades for classes within the institution's policy
- Allowing breastfeeding students reasonable time and a private, clean, and accessible location to pump and store breast milk.
- Allowing reasonable academic accommodations for parenting students during the first 12 months of the child entering the home for documented extenuating circumstances.

### Process

If you are a student who would like to request accommodations, and you can provide medical or other appropriate documentation for review, then contact the OEA Case Management Coordinator at [equity@adtalem.com](mailto:equity@adtalem.com) or **630.829.0233** to initiate the accommodation request process.

The Case Management Coordinator will ask you to confirm your pregnancy or parenting status and the accommodations you are requesting. You must complete the required accommodation request form (provided by the Case Management Coordinator) and provide recent documentation from a qualified medical professional or appropriate professional knowledgeable of your parenting needs (e.g., adoption counselor) that:

- 1) Provides a specific diagnosis, including an explanation of the medical situation/status, or an explanation of your pregnancy or parenting status; and
- 2) Includes recommendations for specific accommodations that might be helpful to you in an academic setting based on your specific circumstance.

The Case Management Coordinator will evaluate your request and supporting documentation and request or obtain any additional input, including additional documentation as appropriate, to determine whether your request should be granted or denied. If your request is granted, the Case Management Coordinator will work with you and any school personnel who will help implement approved accommodations (e.g., instructors, test administrators). If your request is denied, the Case Management Coordinator will engage in a dialog with you to explore reasonable alternative accommodation options, if appropriate. Denial of accommodations will not preclude students from requesting disability-related accommodations through the Office of Student Disability Services (OSDS). Accommodations are approved on a case-by-case basis as different resources may be available.

Once accommodations have been implemented, you should continue to work with the OEA on any accommodation-related needs. If you experience difficulty in implementing or obtaining accommodations approved by the Case Management Coordinator, you must immediately notify the Case Management Coordinator for assistance. You must notify the OEA if you transfer institutions or programs as a new accommodation request may be required.

Please note that accommodations pursuant to this policy will not be approved retroactively. Please contact the OEA in advance of your need for accommodations.

Questions related to accommodation requests and complaints of discrimination or retaliation related to pregnancy or parenting status should be directed to the Sexual Misconduct Response Coordinator at [TitleIXCoordinator@RossU.edu](mailto:TitleIXCoordinator@RossU.edu). [mailto:](mailto:TitleIXCoordinator@RossU.edu)

Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights for educational programs in the United States at:

Office for Civil Rights

400 Maryland Avenue, SW

Washington, DC. 20202-1100

Customer Service Hotline: 800.421.3481; TDD: 877.521.2172

Facsimile: 202.453.6012 | Email: [ocr@ed.gov](mailto:ocr@ed.gov) | Website: [ed.gov/ocr](http://ed.gov/ocr)

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Office of Student Disability Services (OSDS) is a division of the Office of Equity and Access (OEA). The OSDS serves undergraduate, graduate, professional and health sciences students across the globe.

If you are looking to receive services through the Office of Student Disability Services, we want to support you during this time. To start the process, email the address in the Contact Information section below. We will provide you with the information to begin the interactive process of accommodation and may then also request a phone call for questions and an introduction. If you need to speak over Teams, we will provide a link. If you require other accessibility needs to experience the call, please indicate that in your email.

### Contact Information

OSDS Email: [rossmedosds@adtalem.com](mailto:rossmedosds@adtalem.com)

OSDS Phone: 855.229.0848

OSDS Fax: 630.596.1651

### Rights and Responsibilities

Adtalem and its institutions and program are committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with government, state, and local laws as applicable to the student's program, institution, and location. All accommodations requested are reviewed on an individual basis to determine what is reasonable and appropriate. The student should understand the process is an interactive one that takes time. Timeframe: Students should apply as early as possible as there may be some situations where a request for accommodation is made at a point where appropriate arrangements cannot practically or reasonably be made. Reviews may take a minimum of 10 business days once the file is determined complete and status updates are available in your email. Accommodations are not applied retroactively.

### Students Have the Right to:

- An equitable experience to participate in their program
- An opportunity to learn and receive applicable accommodations, adjustments, aids, and services
- Confidentiality of records-except where required/permitted by law
- Information available in formats that are accessible for their needs

### Students Have the Responsibility for:

- Meeting technical standards with or without accommodations
- Self-identifying when:
  - o Accommodation is needed
  - o When a concern arises with accommodation
- Providing documentation from a licensed physician or clinician in a field appropriate to opine on the disability in question. More specifically, the existence of a disability, how that disability limits a major life activity and how it affects participation in the program and the activity for which you are applying for accommodation.

- Following the OSDS published procedures for obtaining services and reasonable accommodations
- Respectfully interacting with colleagues in all exchanges

### **Accommodation Request Process**

1. Email the OSDS with your intent to apply for an accommodation.
2. Indicate first and last name, institution, program, term and your preferred method of contact and any support you require.
  - a. Phone b. Email c. Teams d. Other-describe.
3. Obtain and fill out the Student Accommodation Request Form
4. Gather the information from your physician or clinician applicable to the diagnoses for which you are applying. If there are multiple diagnoses, there may also be paperwork required from multiple specialists.

### **Notes Regarding the Process:**

- The OSDS will determine if your request is applicable to the office and its services.
- If yes, OSDS will proceed with interactive process and review.
- If no, OSDS will refer student to the appropriate support and services available.
- If a student is accepted into the accommodation request process with an applicable request related to a disability, they will proceed and during the interactive process of accommodation the student can expect to get updates on status such as:
  - Incomplete- the student has not provided enough information for a decision (detailing what is missing to continue)
  - In Review-the file is at a point where the Accommodation Coordinator can make a decision on the following categories for each of the requests/recommendations:
    - Incomplete
    - Resource already available to all students
    - Approved
    - Alternative Accommodation Provided
    - Denied
  - If Approved- Notification letter sent
  - If Denied-Notification letter is sent and a call made for additional assistance if the student wishes to speak on the phone and continue the process
  - If an Alternative Accommodation is determined- Notification letter sent
  - Incomplete, resource already available- email communication with details and resources

### **Additional Information and Guidance**

For further information regarding FAQs and documentation expectations, please refer to [The Office of Student Disability Services](#) website.

### **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.

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.

If you would like more information, you can contact USMLE/NBME directly, or reach out to the Office of Student Disability Services for questions and to obtain the USMLE guide.

**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.

**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 Hospital Support 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:

- Has an eligible graduation date of 11/30, 3/31, or 4/30 of that current academic year; or
- Approved for a Special Graduation Date for that academic year (Between 6/30 and 7/1).), or
- 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
- 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.

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

## COURSE EVALUATIONS POLICY

RUSM is committed to improving the quality and content of its educational program and our students' feedback is essential for this process to be effective. At RUSM, students are our partners and future alumni, and this feedback

will help us to improve the student experience. RUSM culture means that this is part of a student's professional responsibility which they will carry forward into their medical career, voluntarily contributing data and information to improve health care and patient outcomes by completing surveys and evaluations. We ask students to evaluate each module at its conclusion so that any necessary curriculum change can be enacted as soon as possible. The Clinical Skills Course activities occurring in each semester are also evaluated at this time. Curriculum leadership at RUSM review student evaluations and use them to drive curriculum improvement. We also ask for evaluation of faculty members involved in the delivery of teaching each semester. All evaluations are completed online through a program called 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 CourseEval 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.

## **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](http://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. We consider the act of allowing the required health documentation to be incomplete or expired during medical school a lapse in professionalism. Students whose health documentation is incomplete or expired during medical sciences may receive an unexcused absence for required clinical activities, potential loss of points due to professionalism, and may 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 Complio® portal ([www.rusmhealthdocs.com](http://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 term 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 term 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.

- Windows without installed blinds are not to be covered or obscured.
- Doors cannot be blocked.
- Coffee makers, hot plates, steamers and other food preparation appliances are not allowed.
- Some rooms can be reserved through the campus room reservation system.

## **FINANCIAL AID, STUDENT LOAN DEFERMENT, TUITION PAYMENTS & 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>. 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, the 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. RUSM has the right to withhold academic certification and diploma from a student whose account is overdue.

### **MEDICAL SCHOOL TUITION POLICY ON FAILED COURSES**

Students failing any module in any semester will be required to enroll in the PACE remediation module. Upon successful completion of PACE, student will repeat the previously failed module and will be charged the full rate of medical school tuition for both the PACE and the remedial modules. Questions relating to our medical school tuition policy should be directed to the Office of Student Finance

### **Tuition During Remedial Semesters**

Full-time tuition is charged for students who are registered full-time (eight or more credits). Students must pay full-time tuition and fees even if they are repeating courses, modules or clinical clerkships.

*Students completing medical sciences in the Ross+/5-Track Curriculum:* 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.

*Students completing medical sciences in the Single Module Curriculum:* Any student wishing to retake a failed module is required to enroll in the PACE remediation module. Students who are allowed to repeat the module must also participate in the ACE remedial course within the repeat module. Upon successfully completing all modules with passing grades, students may progress to the next semester.

#### **1st Semester Tuition Back Guarantee (Effective May 2022 Semester – September 2023)**

New, first-time matriculating MD students who complete semester 1, including final exams, and do not advance to semester 2 because they earned a failing grade in a semester 1 courses/modules required for advancement are eligible for the guarantee. Students eligible for the guarantee receive a reimbursement of tuition based on the following formula: tuition assessed minus institutional scholarships or grants received. Please note, only tuition is included in this guarantee, any fees and other expenses and/or charges are excluded.

To be eligible for the tuition back guarantee (TBG), a student must be matriculated in the first term into which they were accepted into RUSM, and must stay enrolled during that entire first term. This includes finishing two modules including taking final exams. The two modules that must be completed include modules A and B or modules A and PACE. If the student fails module A, they must complete the remediation module (PACE) through the end of the term to be eligible for TBG. If a student passes module A, they will only be eligible for TBG if they fail module B after making it through the end of module B and completing module B's final exam.

Furthermore, to maintain eligibility for the TBG, students must also make a good faith effort at passing their courses. A student may be referred to the Student Promotions Committee (SPC) if they are found to have stopped attempting to pass their course(s). If the SPC determines that the student did not make a good faith effort at passing, the student may lose their TBG eligibility.

#### **NOTES: Tuition for Repeaters**

- Students will be charged standard semester tuition and fees for enrollment in both modules.
- Students who fail a Foundations Module will have their next module dropped and be enrolled in the PACE (remediation) module unless subject to dismissal.
- Students are eligible for pro-rated refund until the last eligible withdrawal date of the student's first module of the semester. The completion of any one module in a semester constitutes full time tuition and fees for that semester.

#### **Tuition Refund Policy for Withdrawals and Approved Absences**

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

- If a student withdraws, Ross University School of Medicine's tuition and charges corresponds with federal loan entitlement regulations, which are based on the period attended:
- If a new student withdraws prior to the start of the first semester, no tuition charges are due.
- If a continuing student withdraws prior to the start of a semester, no tuition charges are due.
- ***Students completing medical sciences in the Ross+/5-Track Curriculum:***
  - If a student withdraws during the first 60% of a semester, tuition charges are directly prorated based on the portion of the semester that has elapsed. (As semesters are normally 15 weeks in length, med school tuition is prorated for withdrawals during weeks 1 through 9.)
  - If a student withdraws after the first 60% (i.e., after completing the 9th week) of a semester, tuition and other charges remain due.
- ***Students completing medical sciences in the Single Module Curriculum:***
  - Students who begin a Module at the start of the term will be eligible for a prorated refund if they withdraw before the end of Wednesday of week 7 of the term. No prorated refunds will be processed past that date.

- Students who begin a Module at the term's mid-point, because they are returning from an AA, will be eligible for a prorated refund if they withdraw prior to the end of the Friday of the first week of that module. No prorated refunds will be processed past that date.

Note: Although an approved absence may be authorized in limited circumstances, failure to return to the University from an approved absence is considered a withdrawal as of the last date of attendance. Additionally, under federal regulations, an approved absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous approved absence. An interruption of enrollment status that does not qualify as an approved absence is considered a withdrawal as of the last date of attendance.

### **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 of Title IV Funds**

According to federal regulations, a Return of Title IV (R2T4) calculation must be performed if a student receiving financial aid withdraws and 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 aid program. 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 the 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 calculation 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 for that term. 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 a 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](mailto:ExamAdministration@RossU.edu).
- **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/RUSM](http://www.aetnastudenthealth.com/RUSM).

#### **Health Insurance Policy**

Students at RUSM are required to maintain health insurance coverage at all times while enrolled. RUSM offers a student health insurance plan with Aetna™. Students may waive the university-sponsored 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 enrolled students are provided evacuation insurance through On Call International. More information on these policies and coverage can be obtained on Aetna's website <https://www.aetnastudenthealth.com/rusm>.

#### *Companions and Dependents - Medical Sciences and Clinical Sciences*

It is highly recommended that companions and dependents (long-term guests of students) maintain health and evacuation insurance while traveling or living in Barbados at all times. This also applies to short-term guests traveling to the island to visit a RUSM student for a short stay. Companions and dependents are strongly encouraged to keep proof of insurance with them at all times.

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 the 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.

RUSM requires all enrolled 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 a reinstatement request through the [My Ross Med](#) community portal.

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.

## 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 terms. 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](mailto: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:

- Student visa application will not be filed with Barbados immigration.
- Student may not be eligible to register or complete academic and/or campus check-in for classes for upcoming terms.
- Student will be escalated to the office of Student Conduct. Disciplinary action may occur for non-compliance with immigration policies in Barbados.
- 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](mailto: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](mailto: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 United 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 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](mailto: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 I94 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)
- Juneteenth (June 19)
- 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 10315 USA Today Way, Miramar, FL 33025. 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:
  - 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.
  - Demographic information, job application or career preferences, interests, and information provided in your admissions or housing materials.
  - 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
  - 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:
  - Log-in, email address, and password.
  - IP address of the device you are using.
  - Device ID.
  - Location of your device.
  - Browser type.
  - Internet service provider.
  - Audio recordings for quality and training purposes.
  - Video recordings from CCTV security monitoring; and
  - 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:
  - Personal identifying information, such as your name, personal and professional mailing address, email and phone number, and professional and educational history.
  - Educational performance, professional history, information contained in letters of reference, and student loan or grant information related to your attendance at RUSM.
  - Profile information, comments, and similar information provided to or on social networks and other forums that connect to us; and
  - 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 affairs, 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 are not "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](mailto: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 complain 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](mailto: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](mailto: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](mailto: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

28<sup>th</sup> Floor

Chicago, IL 60661

Email Us: [privacy@adtalem.com](mailto: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 withdrawn (temporarily or administratively) from RUSM may petition for readmission. Readmission is not guaranteed, and all decisions are final. 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. 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.

Students with account holds must have all holds resolved prior to becoming eligible for readmission review. If holds are not resolved prior to the deadline to apply, application may be either deferred to the next semester or closed. Applicants should consult with Student Finance in advance regarding potential financial aid issues related to readmission.

Students who have been dismissed from RUSM are not eligible for the readmission process. Per the student handbook, “Standard Appeals must be submitted using the Academic Dismissal Appeal form and must be emailed to [PromotionAppeals@RossU.edu](mailto:PromotionAppeals@RossU.edu) within 15 calendar days of the date on the dismissal notification letter.” If an appeal is either not submitted or submitted after the deadline, the dismissal is final.

Students who have attended another medical school after attending RUSM will not be eligible for readmission and will be treated as a transfer applicant. Please contact [Admissions@RossU.edu](mailto:Admissions@RossU.edu). Students who have previously applied for readmission and were denied are ineligible for readmission or for transfer from another medical school.

### **HOW TO APPLY FOR READMISSION**

A student seeking readmission must contact [Readmission@RossU.edu](mailto:Readmission@RossU.edu) requesting readmission consideration. In addition, applications for readmission must include transcripts of any formal academic training taken since leaving RUSM and an updated Technical Standards Form.

Students may submit an application for readmission online via <https://medcommunity.rossu.edu/s/application>. Applicant must select “YES” to the question “Have you ever attended Ross University School of Medicine?”.

### **DEADLINE TO APPLY FOR READMISSION**

Application deadline for basic science is 28 days before the start of the semester being requested. Applications received after deadline will be deferred to the next semester. Clinical science applications do not have a deadline.

## **REGISTRATION POLICY**

### **Medical Sciences Registration, Academic, and Campus Check-In**

#### **General Information**

At the time of registration, all tuition and fees must be paid in full unless the Director of Student Finance grants an exception based on one of the following:

- 1) RUSM has received documentary evidence, satisfactory to the Director of Student Finance, indicating that payment is guaranteed and that the full tuition and fees will be paid within 30 days from the beginning of the term.
- 2) The Office of Student Finance has authorized delayed payment pursuant to a written and signed agreement that requires payment of the full tuition and fees not later than the beginning of the fifth week of the term.

By the act of registration, class attendance, or participation in other activities associated with enrollment at RUSM, the student accepts financial responsibility for charges assessed to his/her student account. Charges include those for tuition, mandatory fees, clinical charges and penalties (such as late payment fees and fees associated with the cost of collection in the event of a delinquency, among others as outlined in the *RUSM Financial Information* section under Tuition and Fees. This financial responsibility is not relieved until payment has been made for all charges incurred.

In the event the payment terms are not met, RUSM reserves the right to annul registration.

#### **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 term.

A student's enrollment is conditioned upon submission of all documentation required for admission. Any missing documentation that is specified in the offer of admission must be submitted to the RUSM Office of the Registrar by the end of the first semester. If the documentation is not received within that time, the student will be administratively withdrawn and will not be permitted to attend the subsequent term.

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.

*Students completing medical sciences in the Single Module Curriculum:* Students are registered for both Module A and Module B. The Office of the Registrar will monitor and track a student's progress during the term and will update the registration in the event of a failed module.

### **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](mailto:Registrar@RossU.edu). A student who fails to resolve their hold and are unable to register by the first day of classes for the term may be subject to Administrative Withdrawal.

*Students completing medical sciences in the Single Module Curriculum:* Students are registered for both Module A and Module B. The Office of the Registrar will monitor and track a student's progress during the term and will update the registration in the event of a failed module.

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

All students enrolled in the Medical Sciences curriculum must:

- Complete Academic and Campus 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 .

Students who do not complete both Academic and Campus check-in prior to the end of the first day of the term will have their enrollment removed for the term, and any financial aid disbursements received by RUSM will be returned to the lender.

### **Late Campus 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.

For a student to be fully checked in they must complete academic check in, and in-person on-campus check-in as follows:

- Start of term – Student is required to check in by 5pm on the first day of the term.
- Mid-term start – Student is required to check in by 5pm on the first day of the second module.

Check-in after that date will result in a \$200 fine paid to SGA. Any student who fails to check-in by end of the fifth day of classes may be subject to AW. There is a \$200 USD late fee for students who check-in after the regular advertised check-in period is complete for the specified term. Late fee is applied to SGA general funds. 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.

Any mandatory activity or exam missed prior to arrival will be unexcused.

Students requesting to check-in late must email their Student Care Advisor at [RUSMSCATeam@RossU.edu](mailto:RUSMSCATeam@RossU.edu), by the advertised academic check-in date for each term. 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 student's first day of class for the term 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 [RUSMSCATeam@RossU.edu](mailto:RUSMSCATeam@RossU.edu). All decisions after the appeal are reviewed are final.

### **Clinical Sciences Registration: Core Clinical Clerkships and Electives**

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

- Submitted a Passing Step 1 score.
- 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.
- 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.

For the Clinical Clerkship segment, international students may require a visa to enter the US. Further instructions and information are available by contacting [Immigration@RossU.edu](mailto:Immigration@RossU.edu). 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 to request a replacement. Students will be charged a fee of \$10 USD to replace an ID card.

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](mailto: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 Clerkships and Electives in New York**

All students that are scheduled for clerkships within the state of New York, whether it is a core or elective clerkship, must submit their completed New York State Education Department application to their designated program coordinator 30-days prior to the start of their clerkships, along with any additional requested documentation. Should a student be scheduled for an affiliate clerkship, the student must complete the long-term clerkship application, while a student seeking a non-affiliate elective clerkship must submit a Letter of Eligibility application with required payment. Additional information is located on the student portal.

## **REGISTRAR SERVICES**

### **Transcript Requests**

Students may request official transcripts from the Office of the Registrar at [LCR@RossU.edu](mailto:LCR@RossU.edu). Requests cannot be taken by telephone.

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](mailto: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](mailto: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](mailto: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 or currently enrolled RUSM student.
- 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).
- **Or any area designated as an entrance to an RUSM facility or event.**

RUSM community ID Cards will be issued by the Safety and Security Department as part of the individual's on-boarding process or once all required documentation has been submitted and subsequently approved by Security management. Third party ID Cards will be issued by the the Safety and Security Department. RUSM management has authorized the printing and issuing of the following categories of ID cards and security passes to facilitate and control access to and exit from campus.

Long-term colleague ID cards, student ID cards and long-term contractor ID cards all carry the holder's photograph along with the other material particulars stated above.

Short-term colleague (TEMPS), visitor and short-term contractor ID cards bear all the characteristics of an RUSM ID card, except for the photo of the holder. However, some short-term temps may require a photo ID in special circumstances.

RUSM ID cards for colleagues, students, contractors, professional and standardized patients shall be valid for the duration of the holder's association with RUSM and will remain with the holder for the duration of that period.

No application process is required for visitor passes. Visitors for the Barbados Campus will be issued with a visitor ID from RUSM Reception, which is located at the northern entrance of RUSM, in the Lloyd Erskine Sandiford Centre (LESC) Building. 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 or currently enrolled RUSM student who is present during the time of the visit. Colleagues and students 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.

Without exception, individuals may not use an ID Card that was not issued to them by RUSM security.

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:

1. Students
2. Colleagues (Long-term and short-term)
3. Contractors and vendors
4. Visitors
5. 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. There is a charge of USD \$10 for replacement cards.

## **SCHOLARSHIPS**

Making the decision to become a physician is a major life decision and a significant financial commitment. RUSM is committed to preventing financial concerns from keeping any student from pursuing his or her dream and offers several scholarships and grants designed to recognize students who have shown exceptional community and academic achievements.

RUSM students may qualify for institutional scholarships and/or grants. For general and eligibility requirements, the scholarship application process, and other general scholarship and award policies, please visit <https://medical.rossu.edu/admissions/scholarships>

## 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](mailto: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"** A service animal is a dog (and in a few places a miniature horse) that has been individually trained to do work or perform tasks for an individual with a disability. A service animal can only be identified as a service animal and cannot also be an emotional support animal as the terms are not interchangeable. A service animal is an extension of the handler and goes almost anywhere the handler goes with few exceptions (one example, to include but not limited to: a sterile field). When students study outside of the United States, the rules and regulations regarding a service animal may change for locations not under the jurisdiction of their university. A student does not need to have an accommodation to have a service animal with the student but can choose to ask for a letter from OSDS as informational support only and refer questions or concerns to OSDS. There are no charges for a service animal to be present, however, the handler is responsible for damage caused by the service animal.

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.

**"Emotional Support Animal"** An emotional support animal is not a service animal. An emotional support animal doesn't work or train but rather provides comfort to its owner. These prescribed support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. An emotional support animal can be

many different types of animals and is not limited to a dog or miniature horse as with service animals. An emotional support animal cannot be classified as a service animal, and the terms are not interchangeable. An emotional support animal is required to be approved as an accommodation prior to coming on university grounds. Emotional support animals are only permitted in university housing and surrounding outdoor areas to walk and toilet as necessary for the health of the animal. Emotional support animals are subject to any fees charged for pets as indicated under university pet policy.

**"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](mailto: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](mailto:rossmedosds@adtalem.com) or 855-229-0848.

### **Inquiries or Complaints**

General inquiries or questions should be directed to the OSDS at [rossmedosds@adtalem.com](mailto: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](mailto: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](mailto: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](mailto: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.

Students who are granted a special graduation date must complete all degree requirements on or before their special graduation date.

## **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 interests, 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. SGA constitution changes and member appointments/elections must be approved by the Associate Dean of Student Affairs.

#### **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](mailto: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 term, 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](mailto: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

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/term 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 of 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 term and automatically renews for two (2) additional consecutive terms (3 total). Students will be provided with access to the [Housing Portal](#) each term to reserve or cancel their housing for the subsequent term. 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 term 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 five 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 term 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/term for this arrangement.

#### **Check-in/Check-Out Process (Residential)**

Additional information regarding room changes during and between terms 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 term 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 term. In general, the following will apply:

- Remaining in same room: Students who choose to remain in their same bedroom/unit for the subsequent term will only have to denote this during the housing renewal process period. The student may remain in that space over the term break.
- Changing rooms (unit or bedroom): During the housing renewal process, some students may choose to move bedrooms/units for the subsequent term. 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 term.
- 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 term.

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 terms 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 term, typically performed over break. Additional cleaning during the term 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 term.

**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 term 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:

- investigating suspected illegal activity or violations of RUSM policy or regulations,
- assessing conditions that pose potential threat to the health or safety of campus housing residents,
- performing maintenance/facility management duties, or
- lock doors/windows or otherwise secure building.

Students should be aware that Health and Safety Inspections may be conducted during the term. *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 term. 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 term 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. Lock outs 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 term. This denotes a 24-hour quiet period until the close of the term 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.

#### 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.

**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 terms (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 policies and standards within that community.

**Weapons:** Possessing, using, storing or manufacturing any weapon or any facsimile of a weapon on University property (leased or owned) or in connection with a college-affiliated activity, unless authorized in writing by the RUSM chief location administrator or designee, is prohibited. 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.

### Community Outreach Activities

The Office of External Affairs offers a range of community outreach activities with external community clinical partners. We engage in due diligence of our partners and maintain a close relationship with them, many of whom provide curricular clinical experience opportunities. It is important that all students refrain from reaching out directly to external community partners for any community clinical engagement opportunities, including organizing health fairs. Instead, we request that you reach out to your respective student interest group faculty advisor and/or the office of external affairs RUSM Office of External Affairs at [RUSMOfficeofExternalAffairs@RossU.edu](mailto:RUSMOfficeofExternalAffairs@RossU.edu).

**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.

Students are expected to purchase the required textbooks. If they do not opt out of purchasing them through the bookstore, they will need to purchase them directly. While students are expected to purchase required textbooks for each course, the library provides access to many electronic and online resources. To enhance 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*

- Study Space is reserved for the use of students, faculty, and staff.
- 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.
- Throughout the term Student Affairs will notify students of changes to study space hours of operation, including any extension of hours for throughout the term. Notification will be sent via email.
- 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.

- 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.
- 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.
- 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.
- Cell phones must be turned off or silent, not vibrate.
- Students must leave all furniture and computer equipment in their original locations.
- 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.
- 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.
- The Study Space Food and Drink Policy, located in this Student Handbook, provides further guidelines on study spaces that are food free.
- All study space hours and locations are subject to change. Modifications will be emailed to students.

*POLICY: INDIVIDUAL/QUIET STUDY SPACE*

- Locations: Specific locations will be determined and communicated each term by Office of Student Affairs.
- 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.
- Conversations must be taken outside of the study space, even if they are at a whisper level.
- Classrooms: During lectures or academic activities, students attending the lecture or activity have preferential use of the classrooms.

*POLICY: GROUP STUDY*

- Locations: Specific locations will be determined and communicated each term by Office of Student Affairs.
- 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.
- 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 qualify 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.
- 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.
- 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.
- Conversations and discussion should be kept at a tone that is conducive to studying. Students understand that at times this might be loud.
- 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 term.
- 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 term 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:

- 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.
- 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 [vetervices@agriculture.gov.bb](mailto:vetervices@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 [RUSMSCATeam@RossU.edu](mailto:RUSMSCATeam@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 designed 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 term. 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 term (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 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.

### Student Handbook: Policies modified due to COVID-19 Pandemic

Policy	Current Policy	Interim Policy	Effective Date	End Date	Notes
Core Scheduling Policy	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.	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.	December 23, 2020	August 31, 2023	Students are also limited to 14 weeks of online electives.
Timeframe	Students have seven (7) years from the date of their matriculation to complete all degree requirements, including passing all USMLE Step exams.	RUSM has temporarily suspended this policy and is not currently enforcing the 7-year deadline.	May 1, 2020	September 30, 2023	.

### Student Handbook: Policies modified due to COVID-19 Pandemic

Policy	Current Policy	Interim Policy	Effective Date	End Date	Notes
NBME CCSE	Eligibility to sit for the NBME CCSE is passing four (4) NBME Subject Clerkship Exams (SCE)	RUSM has temporarily reduced this requirement to passing three (3) NBME SCEs	April 16, 2020	Until further notice	It is recommended that students successfully complete the Internal Medicine core clerkship prior to sitting for the NBME CCSE
NBME CCSE	First attempt deadline	RUSM has temporarily suspended this policy and is not currently enforcing the exam 1 <sup>st</sup> attempt deadline.	May 1, 2020	September 30, 2023	Students are encouraged to sit for their exams as scheduled to ensure they meet their clinical completion date for graduation and MATCH.
NBME CCSE	Retake deadline	RUSM has temporarily suspended this policy and is not currently enforcing the exam retake attempt deadline.	May 1, 2020	September 30, 2023	

### Student Handbook: Policies modified due to COVID-19 Pandemic

Policy	Current Policy	Interim Policy	Effective Date	End Date	Notes
USMLE Step 1 retake deadline	Students who fail will be required to sit for their retake within four (4) months of their prior exam attempt.	RUSM temporarily suspended this policy.	March 16, 2020	September 30, 2023	
USMLE Step 2 CK first attempt deadline.	Students must sit for USMLE Step 2 CK within six (6) months of passing the NBME CCSE.	RUSM has temporarily suspended this policy and is not currently enforcing the exam 1 <sup>st</sup> attempt deadline.	March 16, 2020	September 30, 2023	Prometric center closed the week of March 16, 2020.
USMLE Step 2 CK retake deadline	Students who fail USMLE Step 2 CK will be required to sit for their retake within six (6) months of their prior exam attempt.	RUSM has temporarily suspended this policy and is not currently enforcing the exam retake attempt deadline.	March 16, 2020	September 30, 2023	