

# Addendum I

Effective Date May 31, 2022

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### **Equal Opportunity Complaints**

A student who wishes to file a complaint regarding equal opportunity or non-discrimination is encouraged to reference the Equal Opportunity Policy and follow the procedures for reporting, by contacting the Division of Diversity, Equity and Inclusion at 224-570-7314 or in person in the Basic Sciences Building, Room 1.314, to ensure proper action is taken. As an alternative, reports may be made to the Office of Compliance directly or through EthicsPoint, a NAVEX Global company (which allows anonymity), either via its toll-free number 800-254-0460 or its URL <http://rosalindfranklin.ethicspoint.com>.

### **Learner or Campus Environment Complaints**

Any member of the RFU community who wishes to submit a complaint regarding the learner or campus environment including, but not limited to, university-wide services, student programs, counseling and psychological services, student health, educational technology, wellness center, enrollment management, library services or student accounting, is to be directed to the Division of Student Success and Wellness. Under the authority of the Associate Vice President for Student Affairs, the staff of the division will assist students in appropriate management of the complaint depending on the nature of the concern.

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### **Concern that Due Process Was Not Followed**

The decision of the college dean or Associate Vice President for Student Affairs is considered a final decision; however, if the student believes that due process was not followed, they have the option of submitting a written appeal to the provost. In the written appeal, the student must identify how due process was not followed. The complainant must provide the college or university with a copy of the written appeal to the provost. The provost's findings will be communicated in writing to the student and college or university representative.

# Student Treatment

The university will not tolerate student mistreatment. A primary goal of RFU is the education of students who will meet the healthcare needs of society in a caring, competent and professional manner. A profession based on the ideals of service to others should be sensitive to the humanity of its practitioners, especially during training. Insensitivity during training runs counter to the fundamental tenets of health care and impairs the ability of many students to maintain their idealism, caring and compassion past training into their careers. This affects the quality of patient care as well as collegial relationships.

Examples of mistreatment include sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical disability or age; humiliation; psychological or physical punishment; and the use of grading and other forms of assessment in a punitive manner. The occurrence, either intentional or unintentional, of such incidents results in a disruption of integrity, trust and the spirit of learning.

Students who experience “mistreatment” should report the specific incident(s) to the offender’s supervisor and to the dean or associate dean of their school or the Associate Vice President for Student Affairs. All incidents will be handled in an equitable manner with the guarantee of each student’s rights with appropriate protection for both the complainant and accused.

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### President and Leadership

*Remove:*

Rebecca Durkin, MA  
Vice President for Student Success and Wellness

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### Results of Background Check:

**Internal Use:** University faculty and staff may, on a need to know basis only, use the results of background checks only for the following education purposes unless expressly approved by the Associate Vice President for Student Affairs:

- Making decisions regarding matriculation; and
- To facilitate placement of students in educational experiences at clinical and other sites that have access criteria.

**Disclosure to Others:** University faculty and staff shall not disclose the results of background checks to any person external to the university (unless expressly approved by the Associate Vice President for Student Affairs).

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- **B. Responsibilities**
  - 1. Students:
    - a. Ensure that immunization requirements are fulfilled prior to matriculation.
    - b. Submit proof of immunizations to CastleBranch/MedProctor prior to matriculation.
    - c. Maintain up-to-date immunizations during their time as students at RFUMS.
    - d. Maintain awareness of upcoming immunization needs.
  - 2. Division of Student Success and Wellness:
    - a. Serve as a clinical resource regarding vaccines and immunizations.
    - b. Monitor and report student immunization status (compliant, in-process, non-compliant) to the Division of Student Success and Wellness at RFUMS.
    - c. Ensure coherence between immunization requirements and documentation tracking in CastleBranch/MedProctor.
  - 3. Student Health Leadership Taskforce:
    - a. Determine student immunization requirements and communicate with the Division of Student Success and Wellness at RFUMS about immunization requirements.
    - Ensure that clinical policy supports educational requirements.
    - Update immunization policy as needed according to CDC guidelines.

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### Tuition and Fees

Tuition and fees are subject to change. The official charges are those billed by Student Finance during the tuition and fee payment period for each quarter. For the most recent tuition and fee rates, see the Cost and Fee page on the RFU website at <https://www.rosalindfranklin.edu/admission-aid/financial-services/costs-fees>

Payment of all charges on the student's account are due by the published due dates. For the most recent tuition and fee due dates, see the Student Finance page on the RFU website at <https://www.rosalindfranklin.edu/admission-aid/financial-services/billing/tuition-due-dates/>

Any student who pays less than the total amount due on the payment due date will be assessed a late fee on the unpaid balance. The late payment fee will be assessed in accordance with the RFU Late Fee and Collection Policy. To review this policy, please go to the Division of Strategic Enrollment Management page under RFU Policies & Procedure on InSite. The direct URL is [https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SEM/Pages/SEM\\_Policies.aspx](https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SEM/Pages/SEM_Policies.aspx)

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### **Involuntary Leave of Absence**

- A student is notified in writing that they are placed on involuntary leave. The student may petition the Executive Director for Campus Life for reconsideration and may appeal to the Associate Vice President for Student Affairs for final decision.

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- **Involuntary Withdrawal:** University administrators have the authority to withdraw a student from the University and to revoke that student's registration at any time for the following reasons:
  - Failure to comply with academic progress
  - Failure to comply with the University tuition and fee policy
  - Other reasons deemed appropriate by their Dean or Dean's designee.

A student is notified in writing that they have been Involuntary Withdrawn. The student may appeal to the Associate Vice President for Student Affairs for a final decision.

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**Record Correction Requests:** Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The procedures are as follows:

- The student must ask the custodian of the record to amend the record. The student should identify the part of the record that the student wants changed and the reasons.
- Rosalind Franklin University may comply or may decide not to comply. If not, the university will inform the student of the decision and advise the student of the right to a hearing. Requests for a hearing are to be sent to the Vice President for Strategic Enrollment Management. Upon request, the university will arrange for a hearing and so notify the student.

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**Custodians of Student Records:** The Division of Strategic Enrollment Management shall be responsible for the proposal, interpretation, enforcement, and publication of general policies and procedures consistent with state and federal laws and guidelines as they relate to the creation, maintenance, use, dissemination, and destruction of records of students who are attending or have attended Rosalind Franklin University of Medicine and Science and shall coordinate the development of general policies and procedures with the appropriate university officials listed below.

**EACH TYPE OF STUDENT RECORD IS THE RESPONSIBILITY OF A DESIGNATED UNIVERSITY OFFICIAL, AND ONLY THAT PROFESSIONAL STAFF MEMBER OR DESIGNATE HAS AUTHORITY TO RELEASE THE RECORDS.**

Please note that some student records listed below are outside the scope of the Division of Strategic Enrollment Management. The responsible officials are:

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- **Criminal Background Checks**
  - Official: Vice President, Strategic Enrollment Management
  - Location: Division of Strategic Enrollment Management

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**Complaint Procedure:** If a student believes that the university is not in compliance with the RFUMS Student Record Policy and/or the Family Educational Rights and Privacy Act (FERPA), he/she should check first with the office involved and/or the Vice President for Strategic Enrollment Management.

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**Record Retention:** The Division of Strategic Enrollment Management at RFUMS maintains various records concerning students. In order to preserve students' rights to privacy as well as conform with federal law, the university has established certain procedures to govern the handling of student records.