



Statue of Dr. Rosalind Franklin in front of the RFU campus building.

STUDENT HANDBOOK

ROSALIND FRANKLIN UNIVERSITY *of* MEDICINE AND SCIENCE

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INTRODUCTION



I. INTRODUCTION

Enclosed are university-wide policies and resources intended for all students in the Rosalind Franklin University of Medicine and Science (RFUMS) community. All students will be accountable for the policies included herein and any policies in the individual school handbooks and departmental publications. Students are encouraged to access this handbook as well as departmental information for full policy definitions and guidelines in original policy documents. RFUMS reserves the right to amend these policies as needed.

This handbook is maintained by the Division of Student Success and Wellness (SSW) under the leadership of the Dean of Students. All questions or concerns regarding the policies included in this Handbook should be directed to the SSW office at 847.578.8354. The policies and information contained were last updated April 2026. All policies are subject to change at any time with appropriate notification to the student population of RFUMS.

II. ABOUT ROSALIND FRANKLIN UNIVERSITY of MEDICINE and SCIENCE

Mission

To improve the wellness of all people through innovative, interprofessional education of health and biomedical professionals and the discovery and implementation of knowledge.

Vision

To lead the nation in developing interprofessional healthcare education and biomedical discovery to advance an equitable, healthy society.

Core Values

Collaboration, Excellence, Innovation, Integrity, Justice, Respect and Scholarship.



I. UNIVERSITY ADMINISTRATION

President,
Aron Sousa, MD, FACP

Interim Provost,
Associate Provost for Innovation,
Vice President for Interprofessional Education and Simulation
James Carlson, PhD, PA-C, CHSE-A

Dean of Students
Shelly Brzycki, MS

Dean, Chicago Medical School,
Senior Vice President for Medical Affairs
Archana Chatterjee, MD, PhD

Executive Vice President for University Strategies,
Chief of Staff
Lee Concha, MA

Vice President of Information Technology, CIO
Dennis DeMasie

Dean, College of Health Professions
Lisa L. Dutton, PT, PhD

Vice President of Clinical Services,
Privacy Officer
Jeff Espina, MBA

Executive Vice President for Finance and Administration
Gavin Farry, MBA, CPA

Interim Vice President for Faculty Affairs
Sarah S. Garber, PhD

Dean, College of Nursing
Lisa Hopp, PhD, RN, FAAN

Principal Senator, Faculty Senate
Paul Hung, MD

Dean, School of Graduate and Postdoctoral Studies,
Interim Vice President for Academic Affairs
Robert Intine, PhD



General Counsel
Bruce Jefferson, JD

Vice President for Strategic Enrollment Management
Sarah M. Kelly, PhD

Interim Vice President for Institutional Advancement
George Rattin, MEd

Interim Executive Vice President for Research
Janice Urban, PhD

Dean, College of Pharmacy
Kristin Wiisanen, PharmD, FAPhA, FCCP

Vice President for Community and Campus Outreach
Eric Williams, PhD

Dean, Dr. William M. Scholl College of Podiatric Medicine
Stephanie Wu, DPM, MS, FACFAS



POLICIES AND PROCEDURES



STUDENT CONDUCT POLICY

I. INTRODUCTION

As members of the Rosalind Franklin University of Medicine and Science (RFUMS) interprofessional community, students assume obligations of academic performance and conduct reasonably imposed by the institution relevant to its objectives and mission. The purpose of the student judicial process is to assist each student in the development of a responsible citizenship which is rewarding to the individual student, respectful of the rights of others, compatible with the legal norms of society and meets the expectations of graduate and professional degree programs. The student judicial process plays a supportive role in the development of responsible student behavior. If the behavior of a student conflicts with established university standards, the student judicial process seeks to educate the student about the personal and social consequences of his or her behavior. Outcomes of the judicial process may include sanctions as shown in the policy below.

The actions imposed in the student judicial process may include educational and disciplinary measures which are designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the student judicial process is educative, the process is non-adversarial, confidential, and not to be considered analogous to court proceedings.

II. GENERAL INFORMATION

A. Authority and Jurisdiction

The Student Conduct Policy is recognized as the standard process for handling incidents of student misconduct. The Student Conduct Policy is independent from, and may be implemented in addition to, any other university document, policy or process which may exist and relates to matters of student behavior. This Policy is also applicable to students at all regional or affiliate sites of RFUMS. The Student Conduct Policy applies to the on-campus conduct of all students and registered student organizations. In addition, the university reserves the right to exercise jurisdiction for events or actions occurring off-campus in those instances in which the university's community interest is affected. This Policy also applies to the off-campus conduct of students and registered student organizations in direct connection with: Professional practice assignment;

1. Academic course requirements, such as internships, rotations, clerkships, or field trips;
2. Any activity supporting pursuit of a degree, such as research at another institution;
3. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
4. Any activity that causes destruction of property belonging to the university or members of the university community or causes disruption or harm or the threat thereof to the health or safety of members of the university community; or
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred.



B. Student Conduct Policy and Public Law

Students continue to be subject to local, state, and federal laws while at the university and violations of those laws may also constitute violations of this policy. In such instances, the university may proceed with disciplinary action under this policy whether or not civil or criminal proceedings have been instituted against the student and may impose sanctions for violations of the policy independent of any criminal or civil penalties that may be ordered. Any proceedings initiated through Student Conduct Policy will not be abandoned or withdrawn solely on the grounds that the criminal or civil charges have been dismissed or reduced, nor will the disciplinary proceedings necessarily be delayed pending the outcome of the criminal/civil charges.

C. Student Conduct Policy and Non-Discrimination/Title IX

In regards to student conduct matters raised in a Non-discrimination/Title IX Hearing, Investigation or Determination, the findings and recommendations of those student conduct matters will be adjudicated following Non-discrimination/Title IX policies and processes.

D. Student Conduct Policy and Student Housing and Campus Safety

Violations of Student Housing rules of conduct or Campus Safety may also constitute violations under the Student Conduct Policy. Cases originating from Student Housing or Campus Safety may be submitted for additional review under these procedures.

E. Student Conduct Policy and Student Organizations

Violations of campus policies and rules related to student organizations may also constitute violations under the Student Conduct Policy. Complaints related to conduct by student organizations may be reviewed in accordance with this policy.

F. Alternative Resolution

If deemed appropriate by the Dean of Students after initial investigation, a student can agree to resolve their student conduct process with an alternative resolution. In alternative resolutions, the student accepts responsibility for the behavior, understands the impact of their behavior, demonstrates they have changed their behavior moving forward and agrees to complete the assigned outcomes. Cases resolved through alternative resolutions are not categorized as student conduct records. In the event a student who agrees to an alternative resolution does not complete the assigned outcomes of the agreement, or continues to display similar behavior, the case will be re-opened and adjudicated for policy violations on campus.

G. Retention/Disclosure of Records

Records emanating from the Student Conduct Process are maintained by the Division of Student Success and Wellness for a period of seven (7) years from the date of the final decision or resolution and are then destroyed in accordance with university policy. These records include but are not limited to notices, reports, communications, decisions, evidence, recordings, and/or transcripts (as applicable)



related to the student conduct process, maintained by the college, department, or Division of Student Success and Wellness and as otherwise defined by the Family Educational Rights and Privacy Act (FERPA). Student conduct records will not be disclosed to any third party except as permitted or required by law. In cases involving harassment or violence, both the respondent and complainant will be informed of the outcomes of the hearing to the extent that the outcomes directly impact the complainant.

H. Publications

Copies of the Student Conduct Policy are available in the Student Policy Handbook, and from the Division of Student Success and Wellness.

I. Designees

Any campus administrator assigned a role(s) or duty(ies) within this policy shall have the right to designate an appropriate person, over which they have authority, to fulfill the stated role/duty.

It is noted that situations may present the opportunity for dual roles in this process or potential conflicts of interest which may imply the appearance of non-objective or impartial decision-making. Administrators named in this policy are responsible for identifying existing conflicts or dual roles within their stated responsibilities and removing themselves from decision authority at which time this policy grants the authority of said administrators to name their designee in any of these responsibilities.

J. Definitions

The following definitions shall apply to this policy:

1. Dean of Students

An individual appointed with that title. The Dean of Students will advise the complainant(s), student(s), and committee(s) regarding the student judicial procedures and serves as a non-voting member of the Student Affairs Judiciary Committee. The Dean of Students, or their designee, serves as the primary investigator when a complaint is received.

2. Charge Letter

The Charge letter is official notification to a student that potential policy violations have been found and official notice from Rosalind Franklin University of Medicine and Science of the start of the judicial review process.

3. Committees

a. Student Honor Council

Student Honor Council representatives act as voting members on the Student Affairs Judiciary Committee Hearing Boards and as well as a direct hearing body when a case is referred for adjudication by the Honor Council which follow the Honor Council procedures.

b. Academic Promotions Committees

The Academic Promotions Committees are determined by each College/School/Program/Department. Students should consult with the appropriate handbook to learn more about the Academic



Promotions Committee that applies to them. The Dean of Student may designate the various Academic Promotions Committees after the incident report investigation to hear cases involving potential violations outlined in Section IV A. of this document, if the behavior(s) potentially violate the school/college/program that handbook that applies to the student. In that case, the Academic Promotions Committee will operate according to processes defined in the appropriate school/college/program handbook and will be designated as the hearing body to review the evidence from the investigation and follow the procedures of the Academic Promotions Committee. Likewise, Academic Promotions Committees may decide to forward a case to the Student Affairs Judiciary Committee for adjudication. Similarly, the Dean of Students may also forward cases to Academic Promotions Committees for adjudication. The Dean of Students will work closely with the Chairs or Designees of the Academic Programs to determine the most appropriate committee to hear cases of potential violations.

c. **Student Affairs Judiciary Committee (SAJC)**

The SAJC hears cases of behavioral misconduct. The SAJC is comprised of faculty, students and student affairs as well as Community and Campus Outreach professionals. The SAJC is chaired by the Dean of Students. Hearings will be convened with a minimum of the quorum for the committee which will be six voting members and which will include a minimum of one student voting member and a faculty member from the school of the student respondent.

4. **Complaint**

A complaint comprises a completed incident report form and all available supporting evidence as collected by the Division of Student Success and Wellness. Supporting evidence includes, but is not limited to, photos, police reports, housing reports, security reports or other university reports, statements from witnesses, bills, and receipts. In addition, a complaint may include physical evidence such as damaged items, recovered stolen goods, et cetera. Any member of the university community, including students, faculty, and staff may file a complaint against a student. If the complainant is not a member of the university community, they should contact the Dean of Students to discuss his/her concerns. The Dean of Students, by his/her sole discretion, may then initiate a hearing to review the complaint.

5. **Complainant / Responsibilities of the Complainant**

The complainant is the individual who files a conduct complaint against a student. The Division of Student Success and Wellness or their designee will interact with the complainant to collect additional information and supporting evidence, including possible witnesses. In some cases, the original complainant may be required to provide testimony at a hearing, in addition to filing an incident report with supporting evidence.



6. **Days**
Days shall mean business days which exclude all Federal, State, and university holidays or closings.
7. **Hearing Officer**
Members of the SAJC will serve as hearing officers and will be appointed by the Dean of Students.
8. **Hearing Board(s)**
Members of the appropriate hearing board body as listed to hear a particular complaint.
9. **Incident Report**
A document required required to be completed in order to file a conduct complaint about an alleged student violation of the Standards of Conduct. Incident reports are available from the Division of Student Success and Wellness or on the website at [Incident Report](#). The incident report should provide as much detail as possible, including the date, time, and location of the incident and the identity of any witnesses. In some cases, the Incident Report may be submitted by a University representative on behalf of the complainant.
10. **Investigation**
The gathering of information related to an incident report or allegation. Investigations will be conducted by the Dean of Students or their designee. In reports where potential violations contain protected characteristics in the RFU Non-discrimination policy, the investigation will be referred to the RFU Non-discrimination Policy.
11. **Student**
A student shall mean any person who has registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction, part-time or full-time, degree or non- degree. In regard to the Student Conduct Policy, the university exercises jurisdiction over a complaint even if any part of the conduct or Student Conduct procedures is scheduled at a time when the person is not enrolled or if the behavior or actions which violate this policy arise while the person has status as a student on Leave of Absence, as defined by the Office of the Registrar, but is not registered.
12. **Transcript**
The official academic record of a student held in the Office of Registrar.
13. **Written Notice**
A written statement contained in a complaint, charge, decision, or other writing notifying a party of the date, time and/or location of any student judicial proceeding. Written notices will be sent to the student via certified mail to the student's address located in his/her official records held by the Office of the Registrar, emailed to the student's official RFU email address, or hand delivered to the student.

III. STUDENT RESPONSIBILITY

A. Knowledge and Compliance with University Rules, Policies, and Procedures

The university expects students not only to conduct themselves in accordance

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with accepted principles of responsible citizenship and with due regard for the rights of others, but also to inform themselves of, understand, and comply with all university rules, policies, and procedures.

B. Full Cooperation with All Student Judicial Procedures

Throughout the student judicial process, students have the responsibility to cooperate fully in the judicial process and to present only truthful information. Any student found to have willfully presented false or misleading information or to have withheld information may be subject to further disciplinary action.

C. Appearance at and Participation in All Proceedings

If a student, having been provided written notice, fails to appear at a hearing or meeting as described in this policy and fails to produce an explanation acceptable to the responsible hearing officer prior to the hearing/meeting, the hearing officer may conduct the hearing/meeting and recommend sanctions in the student's absence. Alternatively, the hearing committee/hearing officers may recommend that the student be placed on involuntary leave of absence or probation without hearing the evidence for the failure to appear. In such cases, the student must submit to the responsible committee/hearing officers a written explanation for his/her failure to appear. The responsible committee/hearing officers will consider the explanation and decide whether or not to reconvene the hearing/meeting, and whether or not to recommend leaving the involuntary leave of absence or probation in place pending the hearing. If the hearing is reconvened, it shall be considered the original hearing and shall not affect the right of appeal. Further sanctions may be recommended for a student for refusing to appear or cooperate in that hearing.

D. Compliance with and Successful Completion of all Sanctions

A student is responsible for compliance with, and successful completion of, all university sanctions imposed. Failure to do so may result in further university action. The person/responsible committee charged with monitoring the student's compliance with any sanction reserves the right to develop substitute and/or additional sanctions when the student does not meet the conditions outlined in the sanction(s) previously imposed.

E. Tampering with the Student Conduct Process

Students are prohibited from taking any adverse action against the complainant(s) and/or the witness(es) including but not limited to threatening or intimidating the complainant(s) and/or witness(es) as a result of their participation in any student conduct proceedings. If a student is found to have taken any adverse action against a complainant or witness, they may be subject to independent disciplinary action regardless of the outcome of the original complaint. This includes retaliation of any sort in which a responding student takes adverse action against a complainant, witness, or investigator in a case.

IV. STANDARDS OF STUDENT CONDUCT

F. Academic Integrity and Professionalism Violations

- *Statement Produced and Approved by the Student Academic Integrity Council 2/3/10*



- *Endorsed by the Council of Deans 3/3/10*

Academic integrity forms the cornerstone for building a professional academic community, where individuals come to teach, learn and discover new knowledge. Academic integrity encompasses ethical standards, profession specific standards, and shared Rosalind Franklin University standards.

These standards apply to all members of our community and support the interprofessional nature of our university, where students from various professions come together to learn collaboratively with, from, and about each other. These interprofessional collaborative experiences require common standards of academic integrity to ensure that all participants are held to the same standards of academic conduct.

Academic dishonesty violates the university's standards. As an academic community, we will not tolerate any form of academic dishonesty. It is incumbent upon every member of the community to uphold the highest levels of academic integrity.

Because the university prepares students to become healthcare professionals, integrity is particularly important. Academic dishonesty not only violates community standards and corrupts the learning process, but also potentially endangers the very lives of future patients.

Types of Academic Integrity and Professionalism Violations

1. Cheating

Cheating generally occurs on examinations or assessments and includes, but is not limited to sharing answers, or copying another's answers, using notes or any other unauthorized material as a reference or use of other unauthorized technological resources.

2. Fabrication

Falsifying data or creating data where data doesn't exist.

3. Plagiarism

Taking credit for another person's work or ideas without proper citation, as generally accepted in academia.

4. Redundant Submissions

Using the same work more than once to receive credit in multiple courses.

5. Facilitating Violations of Academic Integrity

Unauthorized collaboration or attempting to influence or change an academic/clinical evaluation for reasons other than merit.

6. Unauthorized Possession or Disposition of Academic Materials

Receiving an advanced unauthorized copy of an examination or examination questions to obtain unfair advantage; stealing, removing, hiding or damaging another person's study materials or the product of his or her work.

7. Unauthorized Examination Behavior

Violating the set in-person or remote examination procedures and guidelines by a program or proctor including, but not limited to, possessing or attempting to access unauthorized items during an examination or



assessment, conversing with another person during an examination, passing or receiving material to/from another person or temporarily leaving an examination site to visit an unauthorized site, or viewing materials in a location (e.g., a washroom) where one cannot be observed.

8. Violations of Professional Standards

Any conduct which violates any commonly recognized or generally accepted professional standards (as defined by the student's college) including, but not limited to, unacceptable conduct in didactic classes, clinical, practicum, or off-campus training.

9. Any other behavior that is deemed to violate the statement made in Section IV. A.

G. Other Student Conduct Violations

Students assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution and suitable to members of the university community. There is no timeframe which governs the university's ability to act to exclude a student or impose disciplinary sanctions on a student for violations of the Standards of the Student Conduct Policy.

Other Types of Student Conduct Violations

1. Withholding Information or Giving False Information

Withholding information or giving false, misleading, or inaccurate information during a university process or proceeding or to any university department, committee, or official for any reason.

2. Disruption of University Activities

Conduct that prevents, limits, creates hazards for, or impairs the teaching, research, public service, community, professional, athletic, organizational, administrative, clinical, academic, and/or ordinary business of students, faculty, and staff. Disruptions include, but are not limited to, disruption of building services, noise disruptions, interference with or obstruction of university activities or proceedings, prevention of access to classes, university facilities, and all other university or university-approved events, including conduct in residence halls, hospitals, clinics, practicum or any off-campus activities, study, or training programs.

3. Failure to Comply with Requests from University Officials

Failure to comply with requests from university officials, including but not limited to, refusal to show or surrender a university identification card, or failure to respond to mail, email and telephone messages regarding allegations of misconduct.

4. Violation of Rules, Policies, or Procedures

Violations of any university rules, policies and/or procedures including, but not limited to, the policies on discrimination, harassment, smoking, and use of university resources, property, and facilities.

5. Misuse or Unauthorized Use of University or Affiliate Facilities, Property and Grounds

Including, but not limited to, tampering with university property or equipment; causing damage to personal or university property; theft of



personal or university property; the sale, receipt, or possession of stolen goods; theft of services including telephone, internet, and cable services; unauthorized access to, presence in, or use of university facilities and grounds; duplication, use, or unauthorized possession of a University key card or key; arson; tampering with fire and/or safety equipment; failure to follow fire drill or other emergency procedures; and violation of university and campus regulations on demonstrations, picketing, and distribution of printed materials.

6. Misuse or Unauthorized Use of University Documents

Including, but not limited to, alteration, mutilation, misuse or fraudulent use of an official university document or granting permission for the use of a university document by an unauthorized person. Official documents include, but are not limited to, ID badges, course programs, charge slips, receipts, grade reports, transcripts, and computer access/account numbers.

7. Misuse or Unauthorized Use of University or Affiliate Resources and Information

Including, but not limited to, misuse, theft, or misappropriation of funds, library resources, research, and computer resources or information; misuse of email and internet services including but not limited to harassment, fraudulent activities, unauthorized use of stored data, communication interfaces, computer software or hardware, and library resources and research materials; granting access to others to computer/library resources and/or giving information to a person or persons not authorized to have access to such resources or information; any conduct that impairs the proper access and/or usage of computer/library resources or facilities by members of the university community; any conduct which violates the policies on acceptable use of library services and facilities.

8. Offenses Involving Substances, Products, and Drugs

Including, but not limited to, the misuse or unauthorized possession of intoxicants, controlled or illegal substances, or materials dangerous to public health and safety.

9. Offenses Involving Weapons

Possession, display, or use of firearms, weapons, fireworks, explosives, ammunition, or the abuse of flammable substances.

10. Violation of the Rights of Others

Including, but not limited to, actions which are considered hazing, discrimination or harassment, stalking, or coercion; conduct that threatens or endangers the safety of others or constitutes physical or psychological abuse or intimidation; or any other inappropriate or disruptive behavior.

11. Violation of Regulations for Student Organizations

Violations of regulations established for student organizations, including but not limited to, financial and student election regulations. Student organizations whose members engage in activities which violate the University's Standards of Conduct may have their campus privileges suspended or revoked and officers and/or members, as individuals, may be subject to individual disciplinary action on the basis of their responsibility for, or participation in, the described activities.



12. **Actions that Adversely Affect the University's Community Interest**
Actions that violate the standards contained in the Student Conduct Policy and/or which substantially affect the interest of the university community even if such actions do not occur on university premises or property or at university-sponsored events.
13. **Violation of Local, State, or Federal Laws**
All actions occurring on or off university premises that would constitute a violation of local, state, or federal law.
14. **Violation of Professional Standards**
Any conduct which violates any commonly recognized or generally accepted professional standards (as defined by the student's college) including, but not limited to, unacceptable conduct in clinical, practicum, or off-campus training.

V. **DISCIPLINARY ACTIONS**

H. **General**

Sanctions recommended by the SAJC are forwarded to the Dean of Students. For behavioral offenses, the Dean of Students has discretionary authority to institute sanctions up to and including Restitution and Fines whether or not a hearing is warranted. All academic integrity and professionalism recommendations and any sanctions including University Probation and beyond will be referred to the college Dean or his/her designee as the outcome may have impact of the academic record of the student.

Students who violate the University's Standards of Student Conduct may be subject to one or more of the following sanctions listed below.

1. **Warning**
A written warning is an official notice to the student that his/her behavior has violated the Standards of Student Conduct. A letter of warning serves as a notification to the student that further misconduct could result in additional disciplinary action.
2. **Educational Sanction**
An assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Sanctions of this type include, but are not limited to, service to the community, involvement with a university program or committee (e.g. student leadership training, alcohol education seminar, ethics training workshop).
3. **Mandated Training, Assessment, or Evaluation**
A requirement that a student participate in training sessions, an assessment or evaluation to determine the student is safe to participate in the RFU educational environment. These sessions may be required to be conducted by a non-university affiliated provider of the student's choosing, and requirements will be outlined by the requirement description in the sanction. The student can facilitate communication between the provider and the Dean of Students when appropriate. Any communications of this sort will not occur without the



student's prior written consent.

4. **Referral for Personal Counseling**

A referral for students to seek personal counseling services based on behaviors exhibited within the incident(s). Participation is optional but strongly recommended and with a provider of the student's choosing, including the Student Counseling Services on campus.

5. **Loss of University Privileges**

Loss of University privileges may include but is not limited to: attendance at University events, holding leadership positions within Student Organizations, unrestricted University facility use, parking privileges, University computer usage, ability to participate in intramurals, ability to reserve space for meetings/events.

6. **Involuntary Leave of Absence**

Exclusion from academic coursework at RFUMS for a specified period. A student may be required to fulfill one or more conditions during the Leave of Absence in order to be afforded the privilege of re-entering coursework at the specified date or upon meeting the specified conditions of the leave. Some students on Leave of Absence may be afforded some privileges of enrolled students excluding participation in coursework.

7. **Restitution and Fines**

A payment required to obtain reimbursement for costs associated with or resulting from damage, destruction, loss or theft of property belonging to the university and/or others or increased maintenance or repair costs for the university and/or others. In the case of injury to any person, payment of all medical, hospital and other expenses of the injured person may be required. Proof of full payment shall be required to fulfill the sanction and failure to make payment may result in further disciplinary action.

8. **University Probation**

University probation is a formal notice to the student that his/her behavior is unacceptable within the university community. University probation requires that the student demonstrates during the probationary period that they are capable of functioning in a way which does not violate the Standards of Student Conduct. University probation covers a specified period and includes stated requirements. At the end of the specified period, a determination will be made as to whether the student has met the stated requirements or should be subject to further disciplinary action due to failure to meet those requirements. The terms of the probation may include any or all of the following: a requirement that the student report regularly to a member of the administration or faculty; a restriction on participation in co-curricular student activities; a denial of access to university facilities and grounds; or the imposition of other appropriate conditions. A member of the faculty or administration may be named to supervise the terms of the probation. If the student violates the terms of probation, the responsible committee will meet to impose further disciplinary action, which could include an extension of the probation. The responsible committee may also choose to outline, in the letter describing the details of the probation, the consequences for non-compliance. Probation will be



noted on the disciplinary record and may be noted on the transcript.

9. Suspension

Exclusion from RFUMS for a specified period. A student may be required to fulfill one or more conditions during his/her suspension in order to be readmitted. This action may also include the suspension of graduation privileges and the issuance of diplomas. The student has the right to re-enter the university or to have his/her privileges reinstated after the specified period only if he/she they provide the required verification that the conditions of suspension, if any, have been met. In those circumstances, the student need not re-apply for admission unless otherwise stated as a term for the suspension. The suspension will be noted on the student's disciplinary record and may be noted on the student's transcript at the discretion of the responsible committee.

10. Expulsion

Permanent exclusion from the university as a whole and termination of all rights and privileges associated with student status. The student shall not be re-admitted to any college of RFUMS. This action may include the cancellation of graduation privileges and the withdrawal of, or refusal to award, diplomas. Expulsion will be noted permanently on the student's transcript and disciplinary record.

I. Students in Students Housing

In addition to the disciplinary actions listed above, students living in student housing facilities may be subject to Contract Action as defined by the Student Housing Contract.

J. Student Organizations

In addition to the disciplinary sanctions listed, student organizations may be subject to sanctions in accordance with the Student Leadership Handbook.

K. Records Encumbrance

Dean of Students may encumber student records until the student has successfully complied with and completed all requirements stated in the written notice containing the hearing outcome and the disciplinary sanctions imposed. In addition, student records may be encumbered for failure to cooperate with the student disciplinary procedures.

L. Interim Restrictions

The Dean of Students may impose interim measures while the complaint is pending to ensure the well-being of the parties involved in the complaint and the university at large. This may include:

1. No contact directive: which will prohibit for a period of time or indefinitely one or both (all) parties from communicating directly or indirectly with one another or through intermediaries.
2. Limited access/activity directive: which will restrict, for a period of time, one, both, or all parties from being in specific buildings, specific locations, or from participating in specific activities and/or restricting movement on campus and/or requiring the



traveling of specific routes into and from campus locations. This will allow access to classes and instruction and other educational support while limiting when and/or where access is granted.

3. Involuntary Leave of Absence: will prohibit access to campus and may preclude access to classes, instruction and other education support.

VI. HEARINGS

Hearings may be conducted by the following bodies and will adhere to the procedures for all hearings and outcomes. The Dean of Students in conjunction with the school/college Student Affairs representative/appointee, has the discretion in determining whether a hearing is warranted and the appropriate venue for the hearing. The respondent will then be notified by the appropriate body of the hearing and charges.

- M. The Dean of Students may refer the case to the student Honor Council if the incident does not rise to the level of the Standards of Student Conduct in IV, but may violate the Honor Code. The procedures of the Honor Council will then be followed.
- N. The Dean of Students may refer the case after the incident report investigation to the Academic Promotions Committee within the complainant's school/college/program if the case involves violations outlined in Section IV A. of this document and may also violate the school/college/program handbook. The Academic Promotion Committee policies and procedures will then be followed as applicable.
- O. The Dean of Students may hear a case directly for resolution and will serve as the Hearing Board Officer. The Dean of Students will hear a case when there is a community safety issue that is present that requires expedited hearing or for initial violations that have had a low community impact.
- P. The Dean of Students may refer the case to a Student Affairs Judiciary Committee (SAJC) and name a Hearing Officer.

Procedures for Hearings Conducted by the Dean of Students or The Student Affairs Judiciary Committee

A. Decorum

1. The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing.
2. The Hearing Bodies have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person.

B. Record of Hearing

1. Complaints, conferences, and hearings are closed to the public. Parties may be accompanied by guests upon prior request and approval of the Hearing Bodies but they shall not be permitted to take part in the proceedings.
2. No cameras or personal recording devices, other than that used at the discretion of the Hearing Bodies to keep an official record of the hearing, will be permitted



in the hearing room.

3. A copy of the correspondence, the complaint, and response, the exhibits presented at the hearing and the Hearing Bodies disposition shall be maintained in a file in the Division of Student Success and Wellness.

C. Appearance

1. If the accused student does not appear in person at the hearing, the Hearing Bodies may elect to either vote to suspend the accused student until a hearing is held; or vote to proceed with the hearing in the absence of the student.
2. A student choosing not to appear may provide the Hearing Bodies with a written signed statement.

D. Standard of Proof

To establish that an accused student violated the Student Conduct Policy, a majority of the Hearing Bodies must conclude that it is more likely than not that the student committed the violation.

E. Case Presentation

1. The party(ies) is/are expected to be prepared for a clear and complete, yet economical, presentation of their cases.
2. The Hearing Bodies may impose reasonable time limits on any phase of the proceedings.

F. Evidence

1. Each party may offer reliable information relevant to the issue and may object to the information offered by the other party.
2. It is at the discretion of the Hearing Board Officer to determine what information should fairly be included or excluded.
3. The party(ies) may also introduce relevant written documents, objects, films, or other materials as exhibits which must be submitted through the Hearing Board Officer. The Hearing Board Officer will then determine which materials will be utilized and provide sufficient number for distribution to the Hearing Bodies.
4. Party(ies) should offer witness(es) whenever possible and must be submitted to the Hearing Board Officer by the deadline set within the hearing preparation process.
 - a. Each party is responsible for identifying witness(es) to the hearing.
 - b. If reasonable efforts to accommodate the schedules are not successful, the unavailability of a witness is not grounds for postponement of the hearing.
 - c. If an important witness prefers not to testify, this is not grounds for postponement of the hearing.
 - d. When necessary, witness(es) may present information by telephone or written statement.
 - e. After a party's witness presents information, the other party may ask questions, and then Hearing Bodies may ask questions.
 - f. In cases involving sexual harassment or violence, questions may be posed through the Hearing Bodies.

The Hearing Bodies may exclude witness(es) from those parts of the hearing in which they do



not testify. However, the individual who is the complaining witness for the university in a hearing involving a charge of physical aggression/harassment or sexual assault/harassment will have the right to be present in the hearing room throughout the proceedings, not including the deliberative session. Such a witness may also be accompanied by a support person in a non-participatory role.

G. Hearing Body Memberships

1. The Dean of Students or;
2. The Student Affairs Judiciary Board
 - a. Each SAJC is constituted by previously chosen and trained members of the SAJC.
 - b. One appointee as the Hearing Board Officer who does not have a vote unless a tie occurs.
 - c. At least six members will hear each case.
 - d. The SAJC will always include representation from at least 4 of the 6 of the university's colleges/schools.
 - e. The SAJC will always include one faculty member from the school/college of the respondent(s).
 - f. One appointee from the Division of Student Success and Wellness.
 - g. One appointee from the Division of Community and Campus Outreach.
 - h. Each SAJC will consist of at least one faculty member and one student.
 - i. Upon request of the Dean of Students and/or University Legal Counsel will serve as a non-voting member of the Hearing Committee and may attend all proceedings to provide counsel.

H. Hearing Bodies Deliberations and Decision

1. At the end of the hearing, the hearing Bodies will deliberate in closed session. The Bodies, as well as legal counsel to the Hearing Bodies, may attend.
2. The decision of the Hearing Bodies is more than determining responsibility; it is one of assessing the qualifications of the accused student (if determined responsible for the conduct) for continuing membership in the university community in light of the individual's record of conduct and responsiveness to opportunities, advice, and counsel.
3. The Hearing Bodies determine the issues based on the information presented by the parties at the hearing and determines whether the Complainant persuaded them that the accused student violated specified provisions of the Student Conduct Policy.
4. The Hearing Bodies must be prepared to make a judgment based on the information provided even if it is not complete.
5. The Hearing Bodies may consult with the Dean of Students as needed regarding policy and procedure.

I. Student Affairs Judiciary Committee Voting

1. Each panel member will vote on whether or not the accused student is responsible for violating the Student Conduct Policy for each alleged charge.
2. To establish that an accused student violated the Student Conduct Policy, a majority of the SAJC must conclude that it is more likely than not that the student committed the violation. A majority vote of SAJC members is required to find a violation.
3. If an accused student is found responsible for one or more items, the SAJC will



next vote on sanctions, as listed in the Student Conduct Policy.

4. The SAJC's decision will be communicated in writing by the Hearing Officer to the Dean of Students and then to the Dean of the College/School (or their designee) no later than ten (10) business days following the hearing.
5. No one participating in the deliberations will give any party verbal information about the decision or the deliberations.

J. Notice of Outcome

Decisions regarding the outcome of a complaint will be communicated to the respondent no later than 60 days following from the date of the charge letter. In situations warranting special time considerations, this timeframe may be extended. Outcomes will be communicated via writing by either the Dean of Students or Dean of the College/School (or their designee) whichever has appropriate authority. In cases involving harassment or violence, both the respondent and complainant will be informed of the outcomes of the hearing to the extent that the outcomes directly impact the complainant.

K. Withdraw and Revocation of Degree

1. **Withdrawing.** A degree may be withdrawn after a Student has graduated where a violation of Student Conduct Code or Student Honor Code occurred before graduation in the following circumstances:
 - a. The student had a pending Student Conduct Code or Student Honor Code allegation or charge that was not resolved prior to the Student's graduation.
 - b. The University becomes aware of an alleged violation of the Student Conduct Code or Student Honor Code that took place before the student graduated or received a degree from the University.
 - c. The student will receive the degree once the matter is resolved and any Sanctions (where appropriate) are completed unless the Sanction is expulsion, in which case the degree may be revoked.
2. **Revoking.** A former student may have their degree revoked under the provisions above, which include but are not limited to a determination through the Student Honor Code or the Student Conduct Code process that a violation occurred and resulted in expulsion, or upon a finding of research misconduct.

VII. APPEALS

A student who wishes to file an appeal must do so in writing and deliver that appeal to the Provost within ten (10) business days of the date the student received the written notice of decision and sanction. Correspondence or communication that does not meet these requirements is not considered an appeal in accordance with this provision. In cases involving sexual violence/harassment, both the complainant and the respondent have an equal right to appeal.

A. Grounds for Appeal

An appeal may only be based on one or more of the following grounds: (1)



procedural error that adversely affected the fairness or reliability of the process; (2) newly discovered information that could affect the outcome (*note: “newly discovered information” means information that was both not previously discovered and could not have been discovered even if the student had exercised due diligence*); and (3) the level of sanction is grossly disproportionate to the misconduct and its surrounding circumstances. The appeal must specifically indicate the ground(s) for appeal and include sufficient information to enable the Provost to review and decide the matter.

B. Authority of Provost

Upon receipt of an appeal that fulfills the requirements of this section, the Provost (or their designee) will review the appeal and may gather and consider any available information that the Provost deems to be relevant to the ground(s) for appeal. The Provost will make a determination on the appeal normally within ten (10) business days of the date the appeal was delivered to the Provost.

The Provost (or their designee) may act as follows:

1. If the Provost determines that there actually was a procedural error that could have affected the fairness or reliability of the process, then the Provost will refer the matter to the Dean of Students or cognizant Dean (or designee) to implement a process that is free from that procedural error. If the procedural error relates to the Hearing Board process, then resolution may require a new Hearing Board or require the prior Hearing Board to reconvene.
2. If the Provost determines that there is newly discovered information that could affect the outcome, then the Provost will refer the matter to the Dean of Students or cognizant Dean (or designee) to consider that new information at the proper stage. Normally, this would involve the Hearing Board reconvening to consider the additional information.
3. If the Provost determines that the level of sanction is grossly disproportionate to the misconduct and its surrounding circumstances, then the Provost may adjust the level of sanction as deemed just.
4. If the Provost determines that 1, 2, or 3 is not appropriate, no corrective action is needed.

HONOR CODE

- I. We, the students of Rosalind Franklin University of Medicine and Science, believe that high ethical standards are essential to healthcare practice and scientific discovery. Through this Honor Code, we intend to cultivate and maintain a community of professionalism and academic integrity. The RFU core values of collaboration, excellence, innovation, integrity, justice, respect, and scholarship, are the foundation of the Code and are ideals to which we will aspire as students and throughout our professional careers.
 - **COLLABORATION:** We will demonstrate altruism and compassion in our interactions with patients, colleagues, and others. We will behave in a responsible and respectful manner toward patients, faculty, colleagues, health care workers, and all others.
 - **EXCELLENCE:** We will be accountable for our actions and commit to displaying



- professionalism in all interactions with one another and above all, patient care.
- **INNOVATION:**
 - We will strive for a better understanding and knowledge of means to provide patient care within ethical and moral standards.
 - We will contribute to advancing knowledge as well as seek out and understand current research, and collaborate across disciplines.
 - We will continually assess and be aware of community needs while striving for improving patient approach, health outcomes, and accessibility.
 - **INTEGRITY:**
 - We will not intentionally mislead or give false information to our colleagues, University staff, patients, or individuals responsible for patient care. We understand that honesty and integrity are fundamental and essential to the healthcare and scientific discovery professions.
 - We will accurately maintain the integrity of patients' healthcare records to which we have direct knowledge.
 - We affirm, by completing and submitting assessments or assignments, that the work represents our own. We have not solicited or received unauthorized assistance or dishonest means for purposes of completing any assessments.
 - We will properly acknowledge and cite the work of others when used in our academic work.
 - **JUSTICE:**
 - We will avoid disparaging remarks or actions with regard to a person's identity and to create a community which avoids verbal, written or physical interactions that creates a hostile or inequitable learning environment or for patient care.
 - We will hold ourselves accountable to address not only our explicit but also implicit biases and work to resolve these biases, creating an inclusive environment where all can learn and thrive.
 - **RESPECT:**
 - We agree to strive for common understanding through respectful communication, and that agreement of one view is not needed in order to achieve common understanding.
 - When we are in disagreement with others, we will express our views in a respectful manner.
 - **SCHOLARSHIP:** We are obligated to develop our health care and scientific skills and knowledge to the best of our ability, as health outcomes of our patients are dependent on our competence.

We commit to report student behavior that we believe violates the Honor Code, by contacting a member of the Honor Council, our program Student Affairs representative, or the Dean of Students. We commit to reporting issues through appropriate healthcare or University staff in cases where intentional or unintentional harm to self or others has been observed.

II. HONOR CODE RESOLUTION PROCESS

Allegations of academic misconduct and unprofessional behavior may be resolved using the Honor Code when the behavior does not rise to the level of the Standards of Student Conduct.



This section outlines the procedures used by the Honor Council when investigating allegations of Honor Code violation.

1. Reporting Alleged Honor Code Violations

If a member of the RFU community believes that they have witnessed an Honor Code violation, they may speak with the student in question directly, maintaining an objective, mature, and professional tone and manner. A simple discussion might show that no violation has taken place, obviating the need for Honor Council action. Both parties should keep such interactions confidential.

Alternatively, or if after the discussion the person believes that a violation of the Honor Code has occurred, the student must report the incident to an Honor Council Representative, A University or Program Student Affairs representative, or submit using the Incident Report Form. A record of all submitted Honor Council violations will be kept in the Division of Student Success and Wellness. If a violation is directly reported to an individual listed above, the report will need to be submitted to the Division of Student Success and Wellness for record keeping purposes.

2. Resolving Alleged Honor Code Violations

- a.** Once an alleged incident is reported to an Honor Council Representative, they will report the case to one of the Honor Council Co-Presidents and the Dean of Students. Other than finding out the initial facts of the incident (as reported by the complainant), no other fact finding/investigation will be undertaken by the Honor Council Representative at this stage. The Dean of Students will also consult with the school's Student Affairs representative of the report and collectively confirm it is appropriate for Honor Council and not the Student Affairs Judiciary process or school/program promotions committee. Reports containing additional University or school policy violations will be adjudicated as part of the Student Affairs Judiciary process or school/program promotions committee as appropriate.
- b.** After the Dean of Students confirms that the report should be investigated by Honor Council, the Honor Council President will assign two Honor Council representatives as investigators to the case. The Honor Council investigators will contact all individuals involved in the case, as well as the person who reported the incident, for the purpose of obtaining additional facts about the incident. Individuals who are interviewed will be told if they are a witness or if they are being investigated. For expediency, most of these contacts will occur by telephone or email; however, face-to-face meetings may be requested. Once the Honor Council Investigators have obtained all information and spoken with all parties involved, they will prepare a report of the incident and notify the Honor Council President the investigation is complete.
- c.** The Honor Council President will then place the case on the agenda for the next monthly Honor Council meeting to discuss the case. The complainant will be invited to attend and participate in the hearing up to when honor council deliberates the case.
- d.** After the Honor Council meets, the President will submit a report with Honor Council findings and recommendations to the Dean of Students.
- e.** After reviewing the report, the Dean of Students will contact the Honor Council Co-President to discuss the findings and recommendations. The Dean of students will also consult with the student affairs representative of the program on the



findings. The Dean of Students may agree, or disagree, with the Honor Council's recommendations. If necessary, the Dean of Students may elect to speak to any of the students involved in the incident.

- f. Confidentiality will be maintained throughout all stages of the investigation by all parties involved.
- g. Possible findings and recommendations include, but are not limited to:
 - 1. No Honor Code violation has taken place and the Honor Council recommends no further action. The Honor Council report will be kept in the office of the Dean of Students.
 - 2. An Honor Code violation has taken place, but the student(s) involved understand and accept responsibility for his/her/their behavior, have not had other offenses, and the behavior in question is not so grievous that further action is warranted. In these cases, the Dean of Students or their designee may meet with the student(s) involved to reinforce the importance of professional behavior. Again, a confidential report will be kept on file in the office of the Dean of Students. Notations may be made in the student's office file, and copied to the student affairs representative of the student's school/program, but will not be recorded in a student's official docket/permanent file.
 - 3. An Honor Code violation has taken place and the student(s) involved do not accept responsibility for the behavior, have had prior offenses, or the behavior in question is so grievous that further action is warranted, which may include:
 - a. A recommendation for a letter of warning to be placed in the students record. This recommendation will go to the Dean of Students for review and implementation, which will also include notification to the school's Student Affairs representative.
 - 4. A recommendation that the outcome warrants further investigation by the University related to possible policy violations. This recommendation will go to the Dean of Students who will review and consult with the student's school/program and then adjudicate through the Student Affairs Judiciary Committee procedures.
 - 5. It is unclear if a violation has taken place and more facts must be gathered. The Honor Council will ask the Dean of Students to request further fact-finding and adjudication through the Student Affairs Judiciary Committee procedures. The Dean of Students will consult with the school/program student affairs representative.

3. Report Retention

Honor Council reports will be kept on file in the office of the Dean of Students. These files are separate from individual student files. If a student is sanctioned for an Honor Code violation, a formal letter of warning be issued and will be maintained as shown in the Student Code of Conduct.

4. Appeal Process

Students have the right to appeal decisions of the Honor Council by appealing to the Dean of Students in writing, within 10 business days of the violation. An appeal may only be based on one or more of the following grounds: (1) procedural error that adversely affected the fairness or reliability of the process;(2) newly discovered information that



could affect the outcome (note: “newly discovered information” means information that was both not previously discovered and could not have been discovered even if the student had exercised due diligence); and (3) the level of sanction is grossly disproportionate to the violation and its surrounding circumstances. The appeal must specifically indicate the ground(s) for appeal and include sufficient information to enable the Dean of Students to review and decide the matter.

CAMPUS LIFE

I. ALCOHOL and/or DRUG USE

A. Introduction and Purpose

1. Rosalind Franklin University of Medicine and Science recognizes the serious problems that alcohol and other drug abuse, impairment, and dependency cause in our society and specifically within the healthcare environment. The university supports the efforts of students with alcohol or drug problems to receive assistance and, where necessary, treatment for these problems.
2. The general goals of this policy are to:
 - a. Reduce and prevent the occurrence of alcohol and other drug problems among students by providing structure and assistance to students with alcohol or other drug problems.
 - b. Provide assistance in a way that protects the rights of the impaired students to receive treatment in strictest confidence.
 - c. Afford students who successfully manage their alcohol or drug problems the opportunity to continue their education without stigma or penalty.
 - d. Protect society from harm that impaired students may cause.

B. Cancellation

Not applicable.

C. Scope and Applicability

This policy shall apply to all students in any academic program at Rosalind Franklin University of Medicine and Science.

D. Policy Statements

1. Statement on Controlled Substances

- a. Rosalind Franklin University of Medicine and Science strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on university premises or as part of any university activity, this includes off-site students, including, off-campus or at clinical environments. Likewise, the university restricts the legal consumption of alcohol to authorized events and approved student housing only. (See Housing Contract and University Alcohol Policy) The university may in its discretion take appropriate disciplinary action up to and including expulsion against students found in violation of the above rules.
- b. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-



Free Schools and Communities Act Amendments of 1989, the following information serves as a notification to RFUMS students that the university Drug and Alcohol policies comply with Federal Law. Though the State of Illinois legalized recreational marijuana in January 2020, Federal Law still prohibits the use and possession of marijuana which is applicable to RFUMS.

- c. Students suspected of being under the influence of marijuana and/or have positive marijuana metabolites result in a routine or mandatory alcohol or drug test will be considered in violation of the University's Drug and Alcohol Policy.
- d. Federal law does not recognize medical use of marijuana, and use of medical marijuana is also prohibited in the Drug-Free Schools and Communities Act Amendments of 1989.
- e. Dilute negative results on any alcohol or drug test may result in a requirement to repeat the test as determined by the Dean of Students.
- f. Students may not grow or possess marijuana plants in Student Housing, including the Woodlands on Green Bay. This applies even where a person is a medical marijuana cardholder or has authorization from any state to use or possess medical marijuana.

2. Statement on Routine Drug Testing:

- a. Students may be required to submit routine drug tests as required by their school/college or to participate in certain clinical rotations.
- b. Students who are required to submit a routine drug test will be notified by their program at least 10 days prior to the required test by their program or their designee.
- c. Students will be sent directions to complete the drug test through the University's third-party vendor, CastleBranch unless otherwise instructed and required by a clinical site.
- d. CastleBranch will review the results of the alcohol or drug test and send to their Medical Review Officer (MRO) if the test is positive. The MRO will contact the student and allow the student three business days to respond to the MRO and provide additional information to be considered (prescription medication, etc.). If the student fails to interact with the MRO, or the final results after MRO review are positive, the results will be sent to the Case Manager at the Health Clinics. The Case Manager at the Health Clinics will review the information from CastleBranch, interact with the student as necessary, and send final results to the Dean of Students.
- e. Upon receipt of the final results, any student whose final results are positive are in violation of the University's Alcohol and Drug policy and will result in a review for Student Code of Conduct procedures and notification to the student's program of failure to comply with the University Alcohol and Drug Policy.

3. Statement on Mandatory Drug Testing

- a. Any student suspected of being under the influence of any unauthorized alcoholic beverage or drugs may be required to complete a 10-panel drug test or alcohol test at a predetermined interval determined by the university.



- b. Any student who refuses to be medically evaluated or to release the results of such evaluation to the university will be relieved from duty, placed on involuntary Leave of Absence, and will be subject to disciplinary action up to and including expulsion.
- c. Any student tested for drugs or alcohol and the results indicate a violation of the above-stated policy may be subject to appropriate disciplinary action up to and including expulsion in accordance with the Student Code of Conduct and the policies of the appropriate School. One possible outcome from disciplinary review is referral for chemical dependency evaluation, requiring student will to be placed on leave until he/she has successfully completed the evaluation and any treatment or rehabilitation recommendations in the evaluation.
- d. All costs associated with drug testing are the responsibility of the enrolled student. The notification, type of test, company, locations, and required date and time to complete the drug test will be provided to the student.
- e. Reports of suspicion of being under the influence of an unauthorized alcoholic beverage or drug should be submitted to the Dean of Students immediately.
- f. The Dean of Students will review the submitted report and will make a determination as to whether a mandatory alcohol or drug test is warranted.
- g. The Dean of Students will provide the student a written or emailed directive to complete the mandatory alcohol or drug test through the student's CastleBranch account and notify the case manager at the RFU Health Clinics. Directions will be provided to the student as well as a timeline for when the test must be completed. All costs associated will be the responsibility of the student.
- h. CastleBranch will review the results of the alcohol or drug test and send to their Medical Review Officer (MRO) if the test is positive. The MRO will contact the student and allow the student three business days to respond to the MRO and provide additional information to be considered (prescription medication, etc.). If the student fails to interact with the MRO, or the final results after MRO review are positive, the results will be sent to the Case Manager at the Health Clinics. The Case Manager at the Health Clinics will review the information from CastleBranch, interact with the student as necessary, and send final results to the Dean of Students.
- i. Upon receipt of the final results, any student whose final results are positive are in violation of the University's Alcohol and Drug policy and will result in a review for Student Code of Conduct judiciary action.

4. Statement on Student Impairment and Rehabilitation

- a. Students seeking treatment for substance abuse or addiction may do so confidentially through the Student Counseling Center by calling 847.578.8723 or may seek support from the Division of Student Success and Wellness at 847.578.8354. Treatment at the Student Counseling Center is free of charge. Students will be referred directly to community providers for evaluation and long-term treatment/rehabilitation for substance abuse or impairment. The cost for external evaluation and care will be the



responsibility of the student.

- b. Any student seeking treatment for substance abuse may be afforded a Medical Leave of Absence as appropriate from their school and may seek support for that process from the Dean of Students in the Division of Student Success and Wellness.
- c. Student academic standing at the end of the most recently completed quarter before entering treatment will be preserved while the student is on a leave of absence for approved drug/alcohol rehabilitation therapy. If the student is academically ineligible to continue in the curriculum, participation in treatment/LOA will not preclude administrative action for dismissal.
- d. Students opting to remain active and not take a Leave of Absence will be accountable for any and all of the above behavior and academic standards.

E. Points of Contact

Dean of Students

F. References and Related Policies

1. Alcohol Policy at University Events
2. Alcohol for Student Sponsored Events, Student Leadership Handbook
3. Student Code of Conduct
4. Student Housing Contract Book, Resident Conduct
5. www.ilga.gov for Illinois Law
6. Drug-Free Workplace Act of 1988
7. Drug-Free Schools and Communities Act Amendments of 1989

II. BOXER LIBRARY RULES AND REGULATIONS

A. Do Not Use Personal Belongings to Reserve Library Space

Personal items are not to be used to reserve library space as that is taking space away from other students. Items left unattended for more than 1 hour may be confiscated by library staff. The library is not responsible for lost or stolen items.

B. Throw Away Your Trash

Help us prevent pests.

C. Moderate Levels of Talking are Allowed in the Learning Commons but be Aware of Your Volume

The Learning Commons is for collaborative work. Moderate levels of talking are allowed, but please be aware of you or your group's volume as others are studying around you and voices can carry to the Quiet Study Area. Please see posted signage for further details.

D. Voices Above a Whisper are Not Allowed in the Quiet Study Area

The Quiet Study Area is for individual study. Please keep your voice to a whisper



when passing through this area. If you need to have a group conversation or talk on your cell phone, please relocate to the Learning Commons. As a reminder the hallways in front of the bathrooms is still the Quiet Study Area with cell phone use discouraged in that area.

E. Talking and Whispering are Not Allowed in the Silent Study Area

The Silent Study Rooms are for silent study. Talking and whispering are not allowed in these areas.

F. Group Use has Priority in the Collaborative Spaces and Small Group Rooms

Individual use is possible in some instances, but group use has priority. Please see the signs posted in collaborative study spaces for further details.

G. Mobile Whiteboards are Not to be Used to Block Entrances or Exits to Spaces

Whiteboards are not to be used as a “door” or privacy shield to close off collaborative or individual study spaces. They should never be used to block a study room door.

H. Return Furniture to its Original Location

If you move a piece of furniture, please put it back where you found it. For large mobile whiteboards, please return them to the Learning Commons after you are done using them so other students can use them. Please do not move non-mobile furniture and technological equipment (large chairs, study carrels, computer monitors etc.).

I. Talking on Cell Phones is Prohibited in Study Areas

Please be considerate of others studying around you and restrict phone conversations to collaborative areas such as the Learning Commons. Please avoid having phone calls in the hallway in front of the bathrooms in the Quiet Study Area.

J. Do Not Take Printer Paper

As a reminder, printing is not free at the university, and part of the cost of printing is for the paper. If you are taking paper directly from the multifunction printer devices in the library without paying to print, that is considered theft. If the cost of the paper exceeds the credits the library receives from the printing charges, money has to be taken from other parts of the library budget, which means there is less for other items students need. If you need paper, please ask at the Circulation Desk or look for the scratch paper boxes near the printing area.

Special Notes and Contact Information

Please be considerate when using the library. If you notice disturbances such as elevated noise or violations of the rules and regulations set above, please alert the library staff during business hours via online chat, visiting the Circulation Desk, or via email at library@rosalindfranklin.edu. Immediate concerns after hours can be directed to Campus Safety.

Compliance with these rules and regulations will help make the library environment a pleasant and productive place for all. As a reminder, failure to comply with these rules and regulations is

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considered a **violation of the professional code of conduct** set by each of the academic programs and may result in referrals to Student Affairs as well as students' individual academic programs.

Should you have any concerns or questions, please feel free to contact:

1. Charlotte Beyer, Associate Vice President, Boxer Library & Information Collaboration, charlotte.beyer@rosalindfranklin.edu, ex. 7900.
2. Carol Ng-He, Associate Director, Boxer Library, carol.nghe@rosalindfranklin.edu, ex. 7902.

Library rules and regulations are subject to change at any time without notice.

III. BOXER LIBRARY FINES POLICY

C. Fines Structure:

1. Reserve Items

- a. For Reserve Collection items, including texts and anatomical models, \$1.00 for every five (5) minutes overdue up to the replacement value of the item (if lost), which includes the cost of the item plus an additional \$15.00 processing fee.
- b. For six (6) hour loan items (headphones, USB keyboard, mouse, etc.), \$1.00 is charged for every five minutes overdue up to the replacement value of the item (if lost), which includes the cost of the item plus an additional \$15.00 processing fee.
- c. For 24-hour loan items (dry erase board markers/eraser packs, power strips, etc.), \$5.00 is charged per day overdue up to the replacement value of the item (if lost), which includes the cost of the item plus an additional \$15.00 processing fee.

2. Circulating Items

- a. For seven (7) day loan items (bound print journals), \$5.00 is charged per day overdue up to the replacement value of the item (if lost).
- b. For fourteen (14) day loan items (monographs and other circulating items), \$1.00 is charged per day overdue up to the replacement value of the item (if lost).

**Replacement charges include the current retail cost of the item or book title, plus a non-refundable \$15 processing fee. For example, if a textbook cost \$75.00, the patron will be charged \$90.00, which reflects the cost of the item \$75.00 plus the \$15.00 processing fee.*

- B.** If a patron fails to return/pay for lost items or if there are repeat offenses, suspension of library privileges may occur. In other words, the patron would lose the ability to check out items at the Circulation Desk, such as textbooks, journals, anatomical models, and chargers, as well as the ability to reserve the Collaborative Study Rooms in the Learning Commons for group study.



- C. “Lost” items are defined as materials which are not returned within 5 days. Once an item is considered “lost”, the patron’s account will be charged the replacement cost and a non-refundable \$15.00 processing fee for each item. If a patron fails to return/pay for a lost item, library privileges may be suspended.
- D. Library fees for lost or damaged items in the process of being replaced will be charged to the patron’s account, even if “lost” materials are subsequently returned.
- E. For more information, please see the library Circulation Policy, available on InSite.

IV. COMPUTER PORNOGRAPHY

It is contrary to RFUMS policies to download, transmit via email, or intentionally display pornographic material on any university-owned computer, any computer that is on university grounds, and/or any computer connected to the RFUMS network. This policy statement is not intended to constrain or inhibit any legitimate academic activity.

V. COMMUNICATION METHODS

University Officials will utilize official student records to obtain contact information to notify students of university business. University email accounts, student local addresses, and current student phone numbers will be utilized for this communication. It is the responsibility of all students to notify the Registrar’s Office of any changes in their contact information and to manage communication from the university appropriately.

VI. EMAIL DISTRIBUTION LISTS

As student leadership turnover occurs, the Office of Campus Life will arrange access to appropriate email distribution lists for specified student leaders through the student organization’s school email.

A. Types of Lists

1. ALL STUDENTS (no access directly by student organization or classes)
2. All Student Council Executive Council members
3. Student organization/class email address (assigned to the president or designee)

Class Officer email accounts may access lists that pertain to their respective schools/classes.

B. Criteria:

The criteria for what type of information may be sent via email distribution lists will be established (and modified, as necessary) by student leaders. Per student leaders (4/29/04), information on the following subjects is approved to be sent to students via email distribution lists:

1. Official school events (e.g., meetings or other events sponsored by recognized student organizations or academic classes)
2. Information related to the curriculum (e.g., available electives, distribution of old exams, review sessions, etc.)



- C. Information on all other subjects is not approved for distribution via email distribution lists. This includes but is not limited to:
1. Housing information (e.g., sublets, housing sought, etc.).
 2. Sales of personal belongings, including furnishings, books, or course-related equipment.
 3. Advertising of goods or services from private vendors.
 4. Promoting events other than official school events procedure
 5. Offers of employment or solicitations for employment opportunities
- D. Authorized student leaders may send messages on approved subjects only (as noted above) to the Google Group or Engage Membership to which they have access to through each organizations official email address.
- E. Student leaders not exercising appropriate judgment in their usage of email distribution lists will be subject to revocation of access or other appropriate disciplinary measures.

Note: Students wishing to send a message to the FACULTY or EMPLOYEES lists may request to do so through the Office of Student Life per the established Email Distribution List Policy.

VII. EMERGENCY TEXT MESSAGING SYSTEM (RFU ALERTS)

We use this system* to alert all members of the university, as well as a few outside agencies, in the event of an emergency or disaster taking place on campus. This system is also used to alert everyone if the university is closed due to snow or other conditions. All students are automatically enrolled for emergency text and voice alerts as well as emails.

We also have an optional app. The app will not only receive alerts but also allow for sending us tips, and it has a built-in panic button that can be pressed to contact Campus Safety or 911. Monthly, an email is sent with instructions on downloading and authenticating the Omnilert app. You can download the Omnilert app to your phone at any time however, you will need a unique authentication code, which will be sent in the monthly email from RFUAlerts.

*We also utilize email, and for certain emergencies, we can use our outdoor siren and P.A. system.

VIII. HAZING POLICY

A. Introduction and Purpose

The hazing policy complies with federal Clery reporting requirements which were updated in 2025.

B. Scope and Applicability

This policy applies to any student enrolled at or student organization registered at Rosalind Franklin University of Medicine and Science (RFU).



C. Policy Statements

Rosalind Franklin University (RFU) prohibits any hazing activities within its programs, activities, and campus environment. Any intentional, knowing or reckless act or action which causes or creates an unreasonable risk which does or is likely to cause mental harm, degradation, physical injury or endanger the safety of any person as it relates to a person's initiation, admission into, or affiliation with any RFU group or organization. Examples might include but are not limited to: forced alcohol consumption, sleep deprivation, physical abuse, and exposure to the elements. Offenses which also are directed at protected characteristics will be adjudicated under the Non-Discrimination, Harassment, and Retaliation Policy.

In addition, because hazing is a crime under Illinois law, the State's Attorney may bring criminal charges against any person responsible for hazing.

D. Definitions

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.
- Hazing is not confined to Student Groups or Student Organizations with which the individual subjected to the hazing is associated.

The actions of employees or faculty associated with RFU professional organizations or other type of RFU sponsored employee organizations may be considered hazing.

E. Procedures

Reporting: Any RFU faculty, staff, or students must report any incidents of suspected hazing through the RFU Incident Report form: rfu.ms/incidentreport which will be reviewed by the Dean of Students and other appropriate university officials.

- The Division of Student Success and Wellness will promptly investigate any incidents of hazing reported at RFU and properly notify and work with local law enforcement as necessary. Offenses which are directed at protected characteristics will be investigated and adjudicated under the Non-Discrimination, Harassment, and Retaliation Policy.
- Investigations of Student Organizations accused of hazing misconduct will follow the written procedures in the RFU Student Leadership Handbook Behavior Review Process for Student Organizations.
- Investigations of students or individual student leaders who are accused of hazing misconduct will follow the written procedures in the RFU Student Handbook Student Conduct Policies.

F. Confidentiality



Consistent with RFU policies, the identity of the victims of reported hazing will be kept as confidential as possible and consistent with adjudication standards. However, student organizations found to be in violation of this policy will be included in a campus hazing transparency report, along with a summary of the findings related to the violation.

G. Points of Contact

Division of Student Success and Wellness

H. References and Related Policies

Student Conduct Policy

Student Leadership Policy

IX. HOLIDAY POLICY

No academic events are to be scheduled at the main campus during university-recognized holidays.

X. EXCUSED ABSENCE DUE TO RELIGIOUS OBSERVANCE

A. Introduction and Purpose

In accordance with the University's mission and values faculty members are expected to make reasonable accommodations for students who cannot engage in an academic requirement on the scheduled date due to a religious observance.

B. Scope and Applicability

This policy applies to all official academic requirements at Rosalind Franklin University. Courses provided at an affiliate site with scheduling under the purview of a clinical partner may be exempted from this policy at the discretion of the academic program.

C. Policy Statements

Rosalind Franklin University provides reasonable accommodations to students upon request to observe religious holidays.

D. Procedures

- Faculty should include instructions regarding their own procedures in keeping with this policy on these matters in course syllabi.
- Students must inform instructors of any conflicts within the first two weeks of a course/assignment, or as soon as possible after the requirement is announced (whichever is earliest).

Examples of suitable arrangements for exams that conflict with a religious holiday may include: (1) creating a course policy in which any student may choose to drop an exam or assignment score for any accepted reason, specifically including religious holiday observance as one of those reasons; (2) providing the opportunity for a makeup exam or an equivalent assignment; and (3) allowing extra-credit assignments to substitute for missed class work. Alternate arrangements may vary by course depending upon factors



such as the size of the class, nature of the course content, and mode of instruction.

Faculty are encouraged to reference the provided multicultural/interfaith holiday calendar for guidance in scheduling and reminded that observance of religious customs and norms varies by individual.

The staff of the Division of Student Success and Wellness are available for consultation regarding these decisions and arrangements for both students and faculty.

All faculty and staff are encouraged to engage in the thoughtful consideration of requests for absence due to religious observance in recognition of the value of diversity at RFUMS and the commitment to an intentionally inclusive environment. Students are reminded that engagement in clinical instruction necessarily is coordinated with off-campus affiliates and excuses may be managed within the confines of that partnership.

E. Points of Contact

Division of Student Success and Wellness (847) 578-8354

XI. IDENTIFICATION CARD (ID)

ID cards are issued to enhance the security on the RFUMS campus. ID cards should be worn at all times and their functionality maintained in order to fulfill the objectives of this policy. The university is not responsible for any loss or expense resulting from the loss, theft, or misuse of the ID Card. Students who graduate may keep their ID card. Students who withdraw or are dismissed must turn in their ID to Campus Safety upon leaving the university. ID Cards will be forfeited and surrendered to Campus Safety if there is any evidence of tampering, fraud, abuse, or other improper use that jeopardizes this policy.

F. Definitions:

1. ID Card

Identification card that is issued to students, faculty, and staff for the purpose of entering the building.

G. Procedures

1. Faculty and staff will be issued an ID card once their employment status is reflected in the employee database that is maintained by the Human Resources Department.
2. Students will be issued an ID card after they have enrolled for classes and attended orientation. (Issuance of an ID card may vary depending on individual situations.)
3. Every ID card is programmed to provide general access to the buildings. Anyone requiring greater access (e.g., lab facilities) will need to provide written approval from their department Chair or supervisor. Campus Safety will update the card as required.
4. When an employee leaves the university as the result of retiring, quitting, or termination, the ID card must be turned in to Human Resources. Human Resources



will then return the card to Campus Safety. Students who graduate from the university may keep their ID card. Students who withdraw or are dismissed must turn the ID in to either Campus Safety or their respective Student Affairs.

5. The university is not responsible for any loss or expense resulting from the loss, theft, or misuse of the ID Card. Lost or stolen cards must be reported promptly to Campus Safety. Once reported, the card will be deactivated. Replacement cards are available in L.372, Campus Safety. A replacement fee of \$10 will be charged before the new card is issued.
6. It is the responsibility of the individual to replace a damaged ID card. Damaged cards can be replaced by Campus Safety. The cost of a new card is \$10. Damaged cards must be surrendered to Campus Safety. (ID cards that are damaged but still continue to operate do not need to be replaced as long as the picture is still visible.)
7. The ID card is non-transferable. Any employee, faculty, or student who uses the ID card of another person or who allows his or her ID card to be used by someone else may be subject to disciplinary action.
8. An ID card will be forfeited and surrendered to Campus Safety if there is any evidence of tampering, fraud, abuse, or other improper use. Any illegal activity involving your ID Card could result in criminal charges and/or termination/expulsion.
9. Processing, using, or knowingly creating false ID cards is in violation of the university's ID Card Policies and Guidelines.
10. Any mechanical problems with card readers should be reported to the closest designated contact.

XII. JEANNE CLERY ACT

- H. The “Jeanne Clery Campus Safety Act of 1998”, commonly referred to as the “Clery Act”, requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide safety and crime information to members of the campus community.
- I. This Federal Act was a response to campus safety issues that began to receive greater attention by state and federal legislators during the late 1980s. The Act is modeled on a State of Pennsylvania law that was adopted following the murder of Jeanne Anne Clery in her Lehigh University dormitory in 1986.
- J. We are responsible for the Publication of “**Annual Security and Fire Report**”:
 1. Must be posted on our website by October 1st and includes information about detailed statistics regarding fires or crimes committed on campus and at affiliated locations for the previous three calendar years, and describing specified policies, procedures, and programs regarding safety and security.
 2. Annual Security Report can be viewed [here](#).
- K. **Timely Warning and Emergency Notification Requirements**
 1. The university is required to report to the campus community crimes that represent a threat to students and/or employees “in a manner that is timely and will aid in the prevention of similar crimes”.



2. The university is also required to report emergency situations that have occurred, or are about to occur, such as tornadoes, gas leaks, chemical spills, acts of violence, etc., as soon as those emergency situations are confirmed.
3. We utilize Emergency Text Messaging, Overhead speakers, Outdoor Siren/P.A., and Email.

L. Domestic/Dating Violence and Stalking

The university has resources to assist you if you are the victim of domestic/dating violence or stalking while on campus. If you are a victim of these crimes, please reach out to Campus Safety, the Title IX Coordinator (titleix.coordinator@rosalindfranklin.edu), or Student Success and Wellness for assistance. (Refer to policy [Title IX](#))

M. Disclosure of Crime Log Information

1. Campuses that maintain a police or security department must maintain a daily crime log that contains specified information about crimes occurring within their jurisdiction. The log must be made available for public viewing during normal business hours and include information covering the past 60 days. Entries older than 60 days must be made available for seven years.
2. We have our log posted on our Intranet site, and it can be viewed [here](#).

N. Safety Tips

1. Always keep your personal belongings secured. We have had several instances of outsiders coming into the building posing as visitors and then going into unsecured rooms and the LRC and taking laptops, cell phones, purses, or wallets.
2. If you notice anyone or anything suspicious, immediately notify Campus Safety at 847.578.3288.
3. Campus Safety will escort you to your vehicle or Student Housing Building after hours if you request it.

XIII. KEY CONTROL AND ACCESS

A. Student Responsibilities

1. Students shall be responsible for any and all keys issued to them.
2. Students shall not loan or transfer their keys to any other individual.
3. Lost or stolen keys shall be reported immediately to Campus Safety at 847.578.3288.
4. Worn-out keys will be replaced at **NO CHARGE**, but must be brought to the Campus Safety office in person.
5. The possession of any unauthorized RFUMS keys is prohibited.
6. Only Campus Safety may duplicate an RFUMS key; duplicating or replacing key(s) is **NOT ALLOWED** and is a breach of this key policy. Students found with keys duplicated by third parties may be subject to disciplinary action.

B. Student Housing Apartment Keys

1. Residents of Student Housing shall be responsible for any and all keys issued to them.
2. Apartment keys are distributed to all residents free of charge and shall be returned



at move-out time at the end of the contract period. If a student does not return his or her key at the time of vacancy, he or she will be charged a \$100.00 administrative and re-core fee per lock, regardless of whether the key is subsequently returned. Apartment keys are non-transferable and shall not be loaned out. Access to main lobby entrances will be by student ID access card only.

3. If an apartment key is lost or stolen, Campus Safety shall be contacted immediately. An immediate re-core will be ordered, and the student resident will be assessed a charge of \$100.00 per lock to replace the lock(s) and provide new key(s).
4. Security staff will respond to lock-out situations. Students who need to be let into their apartments because of lost or forgotten keys should call Campus Safety at 847.578.3288. Campus Safety officers will permit residents access only with appropriate identification. Individuals needing to be keyed-in by Campus Safety repeatedly will have their lock re-cored and will be charged \$100.00 per lock. If key use concerns continue, the student will be subject to contract action.

C. Student Housing Mailbox Keys

Each student will receive one (1) mailbox key. Lost mailbox keys shall be reported to the Office of Student Housing located in room HSB - L.675. There is a \$25.00 re-core and replacement fee for lost mailbox keys or any mailbox key not returned upon vacancy.

D. Point of Contact

Ramone Jones, Assistant Director of Campus Safety 847.578.3289.

XIV. Locker Policy

- A. The university retains lockers for use during the academic year located on the ground level of the HSB Building, in the RWCLC area. There are approximately 500 lockers available for this process each year.
- B. Students who wish to be issued a locker must visit the Office of Student Life's InSite page and submit a Locker Request Form each year between June 1 and August 30 (August 15-September 12 for first year). In early September each year, a lottery process will be run, and those students who receive a locker will be issued a locker for use from September 15 – August 1 of the next year. Lockers cannot be renewed each year. Students are welcome to enter the lottery every academic year they are enrolled. Students who are issued a locker will be required to purchase a compliant Gold-faced Masterlock from the university bookstore that is compatible with university Master Key. Locks that do not meet the required specifications will be removed and are not authorized for use on the Rosalind Franklin University campus.
- C. Students are responsible for obtaining a lock for their locker and placing it on their assigned locker within 2 weeks of the start date of their locker assignment. If a student has not placed a lock on their locker within the appropriate time frame, the locker assignment will be rescinded and given to another student on the lottery waiting list.
- D. Students who receive a locker via the locker lottery will be notified between September 1



and September 15 of the respective year. Students are responsible for ensuring that all items that are stored in the locker are contents that are compliant with all other university policies, and the student is responsible for all items located in their locker at all times. Students who are issued a locker are responsible for emptying their locker by August 1 of the academic year proceeding the September they are issued the locker. Any items that are not removed from the lockers by August 1 each year will be disposed of, and any students who are not compliant with the locker policy will not be eligible for a locker in future years. During August the locker combinations will be cleaned and reset to ensure the security of the lockers for the next academic year.

- E. Should a student assigned a locker lose their combination, they will need to report to Campus Safety during normal business hours to receive locker combinations if forgotten.

XV. PARKING

You can register your vehicle by going to <https://portal.permitsales.net/driverportal/RFUMS/>.

The university is private property, and as such, the right to park on university property is a privilege granted to those who abide by the University Parking Policy. All faculty, staff, and students parking on campus must register their vehicle(s). Parking privileges may be suspended or revoked by Campus Safety for repeated violations. Unless otherwise noted, this policy is in effect 24-hours a day, seven days a week, 365 days a year. You can find a copy of the Campus Parking map [here](#).

A. Definitions

1. Abandoned Vehicle

Any vehicle that has been left stationary on campus for more than 48 hours without prior approval from Campus Safety.

2. Authorized Driver

Any faculty, staff, student, or other associate of the university who registers a vehicle.

3. Fire Lane

Any area adjacent to a building that has been designated for Fire Department access in order for Fire Department personnel and/or equipment to access the building with hoses, ladders, or any other equipment.

4. Immobilized

To render unable to move by the use of a mechanical clamp or “boot”.

5. Improperly Parked

Any vehicle parked or stopped that disrupts the orderly flow of vehicles or pedestrians to and from the buildings, or otherwise interferes with the operation of the university.

6. Posted/Reserved Space

Any space or group of spaces that is marked for a specific university parking permit, permit type, user, or use (e.g., Handicapped, Visitor, Administration, Faculty, Electric Charging, Pavilion). Accessible/Disabled-designated space is restricted to people who display a valid accessible sign (e.g., sticker, mirror



notice, special license plate).

7. Service Access

Areas on campus that provide access for delivery vehicles, service vehicles and emergency vehicles.

8. University Service Vehicle

Any vehicle with the Rosalind Franklin University logo or other vehicles used by authorized university staff for university business (Campus Safety, Mailroom, and Facilities Management).

B. Procedures

1. Registration

- a. All faculty, staff, students, and associates of the university who wish to park on campus must register their vehicle with Campus Safety.
- b. All applicants must provide the following when registering a vehicle:
 - First and Last name
 - Vehicle make, model, and color
 - Vehicle license plate number and issuing state
 - Personal Emergency Contact phone number
- c. Vehicles can be registered by clicking [here](#) or by visiting <https://portal.permitsales.net/driverportal/RFUMS/>
- d. Parking permit hang-tags are \$40.00 and are good for the duration of your education here.
- e. Permit hang-tags may be transferred to any vehicle driven by the registered permit-holder of that permit.
- f. However, all registered permit holders must register any vehicles being used by the permit holder for more than 30 days in the university permit management system.
- g. Temporary permits will be issued free of charge to temporary employees or visitors who will be parking on campus for more than a consecutive week.
- h. Replacement parking permits (for lost or damaged hang-tags) can be purchased for \$20.00 each.
- i. No more than three vehicles may be registered at a time per person.
- j. Any employee or student requiring a temporary disabled accessible permit (for on-campus use only) should report to the Campus Safety office, Suite L.372 (a letter from ADA Coordinator is required).

2. Violations (tickets)

- a. Any vehicle that is not in compliance with the University Parking Policy will receive a citation on their vehicle at the time of the violation.
- b. A courtesy email notice will also be sent to the violator.

3. Payment Procedures

- a. All parking violation fines can be paid by clicking [here](#) or by visiting <https://portal.permitsales.net/driverportal/RFUMS/>
- b. All parking violation fines paid within seven (7) calendar days of the violation will be allowed to pay half (1/2) of the violation amount (Excludes-Accessible Space Violations).
- c. Fines paid beyond the seven (7) day grace period are subject to the full



amount and are due within 30 calendar days of the violation.

- d. After 30 calendar days, unpaid fines are subject to a \$10.00 penalty. After 60 calendar days, an authorized driver will be subject to additional parking violations and could lose their on-campus parking privileges.

4. **Appeals Process**

- a. Appeals will only be heard on cases where the appellant is claiming they were improperly ticketed (disputing the violation).
- b. Parking violations must be appealed within seven (7) calendar days of the violation.
- c. Parking Violation Appeal Forms must be submitted electronically.
- d. All valid appellants will be given the opportunity to appear before the Appeals Committee composed of faculty, staff, and students of the university, as appointed by the chairperson of the Parking Appeals Committee.
- e. All appeals not requesting to be heard in person will be decided within 5 working days, and all appeals requesting an in-person hearing will be held at the earliest date that all parties can assemble. The violator will be notified via email of the decision of the appeals committee.

C. **Regulations**

Rosalind Franklin University of Medicine and Science is not responsible for any fire, thefts, damage to, or loss of a vehicle while said vehicle is on university property. The university is not responsible for any personal property within a vehicle on university property. Valuables should be kept out of sight and secured.

1. Faculty Reserved parking will be in effect between 7:00 am and 3:00 pm Monday through Friday, excluding university-recognized holidays.
2. Visitor Parking is in effect from 7:00 am-3:00 pm Monday through Friday, excluding university-recognized holidays.
3. Administration Reserved Parking is located in front of the RWCLC building and is enforced 24/7
4. All vehicles parked on campus by faculty, staff, and students must have a valid parking permit displayed in their vehicle. The parking permit must be displayed in a manner that allows the entire permit to be seen from the outside of the vehicle. The preferred manner is displaying it facing out from the rear-view mirror.
5. Parking permit hang-tags may be transferred to other vehicles owned or operated by the permit holder.
6. It is the responsibility of the permit holder to register all vehicles used by them, on campus, for more than 30 days, in the campus permit management system.
7. Extended parking (more than 48 hours) is not permitted on campus without prior approval from Campus Safety, except for current students in Student Housing with a valid Student Housing permit.
8. The registered driver is fully responsible for all parking violations and associated fines issued to their registered vehicle, regardless of the identity of the driver at the time of the violation. Registered drivers



are responsible for informing anyone using their vehicle on campus of the parking rules and regulations.

9. Vehicles may be towed or immobilized for:
 - a. Parking in a fire lane; or
 - b. Blocking a service access, dock, or pedestrian way; or
 - c. Abandoned vehicles; or
 - d. Parked in a No Parking area; or
 - e. Parking that impedes progress of necessary maintenance projects (snow removal, paving, etc.).
10. Receiving four (4) or more violations of any kind, whether paid or not, may result in the loss of your on-campus parking privileges and/or be towed or immobilized.
11. The absence of “No Parking” signs does NOT mean that parking is allowed.
12. Parking is only permitted within marked parking lines.
13. The university will not be responsible for any damage to a vehicle during booting or caused by a person trying to drive an immobilized vehicle.

The university will not be responsible for any damage to a vehicle caused by a towing firm, and any damage will have to be addressed with the towing firm.

D. Violations, Fines and Fees: *

No Fine for: No permit (first warning)

No Fine for: Warning for first ticket issued (excludes: Improperly Parked on grass or sidewalk, Parked in Fire Lane, and Accessible Space violations).

1. \$10.00 Fines
 - a. Valid Permit / Temporary Permit not properly displayed
 - b. Vehicle not registered to permit
 - c. Unpaid Parking Fines (beyond 60 days)
2. \$20.00 Fines
 - a. Parked beyond marked time limit
 - b. Improperly Parked / Not a valid space
3. \$40.00 Fines
 - a. Abandoned Vehicle or Unauthorized Extended Parking
 - b. Blocking or Obstructing Fire Hydrants or Fire Lanes
 - c. Illegally Parked in Posted/Reserved Space or Lot (e.g., Administration, Faculty, Visitor, Electric Car)
 - d. Improperly Parked / Parked on grass, sidewalk, or other surface.
 - e. No Valid Permit - Repeat Violation (First is Warning)
4. \$100.00 Fines
 - a. Illegally Parked in Disabled Accessible Space
5. Other Fees

Towing and storage rates are set by the towing company

*** All rates subject to change**



[Parking on Campus FAQ](#)

XVI. SOLICITATION

No selling is permitted on campus unless the activity or event of the selling agent is for the benefit of the university community under the sponsorship of the university, a registered organization, or class. No selling or solicitation event or activity will be approved for the private gain of individuals.

Solicitation shall be done in a manner which does not interfere with the normal university process and in areas designated by the events registration process.

Registered student organizations may solicit donations on campus with the Office of Student Life's approval. (Please see Fundraising under the Policies and Guidelines for Student Organizations, Student Activities, and Student-Sponsored Event section for more details.) Funds collected on campus must benefit the university community by means of programs, activities, or services (including philanthropic donations or activities) provided by the organization using these funds. All fiscal records related to soliciting on campus must be available for auditing by the Executive Student Council and in conjunction with the Office of Student Life at the end of the academic year of the event. Failure to provide fiscal records in a reasonable time frame may result in loss of future solicitation opportunities.

XVII. STUDENT MISTREATMENT STATEMENT

The university will not tolerate student mistreatment. A primary goal of RFUMS 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 Dean of Students in the Division of Student Success and Wellness. Counseling can be arranged by contacting the Student Counseling Service at 847.578.8723.



XVIII. RFUMS SMOKE-FREE POLICY

A. Policy Statement

Rosalind Franklin University of Medicine and Science prohibits smoking in or on all of its campus grounds, facilities, buildings, structures, and vehicles under the control of the university and other public buildings directly or indirectly under the control of the university, including, but not limited to, university housing units and living quarters and the Rosalind Franklin University Health Clinics.

B. Scope and Applicability

This policy shall apply:

1. To all university property and other properties owned, or leased by the university, including workplace, clinical, recreational, and residential housing areas and units either directly or indirectly under the control of the University.
2. To all university-controlled sidewalks, including sidewalks next to the road and on or around the perimeter of campus.
3. To all university-owned or leased grounds, including recreational areas and parking lots. Smoking is not permitted in personally owned, leased or borrowed cars. As smoking is prohibited on all RFUMS property, property shall include any cars parked on the property.
4. To all employees, students and visitors, contractors, subcontractors, and other guests while in or on the aforementioned areas.
5. To all meetings, conferences, or events sponsored by, or held at, the university.
6. To all university vehicles owned, leased, or operated by the university.
7. At all times, 24 hours a day, seven days a week.

C. Policy Exception

1. Smoking shelter behind Student Housing Building 301 designated for Student Housing residents only. In so much as this is their living environment, students and families living in Student Housing are permitted, but not encouraged, to utilize this one area in which to smoke on campus. Employees and non-residential persons shall be excluded from the use of this designated smoking facility.
2. In regard to this policy, employees who are members of the International Union of Operating Engineers, Local No. 399, will be governed by the current Collective Bargaining Agreement.

D. Definitions

1. Smoking

"Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. "Smoke" or "smoking" also includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product, that is not a tobacco product including but not limited to e-cigarettes and vaping devices.

2. Second-hand smoke

Also known as environmental tobacco smoke is a mixture of the smoke



given off by the burning end of tobacco products (sidestream smoke) and the mainstream smoke exhaled by smokers.

E. Enforcement

1. Enforcement of this policy is the responsibility of each individual member of the university community, faculty, staff, and students. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. Individuals observed smoking are to be reminded in a professional and courteous manner of the university's policy.
2. Continued smoking violation by a person in disregard of a communication to cease smoking, and any unresolved complaints, disputes, or problems related to the implementation or enforcement of this policy should be referred to the appropriate Department Head, or Department Chair. If such complaints cannot be resolved at that level, student non-compliance complaints may be addressed to the Division of Student Success and Wellness and employee non-compliance complaints may be addressed to the Department of Human Resources for review, resolution, and possible disciplinary action.
3. Procedure and corrective actions for violation(s) of this policy shall be set forth in separate and appropriate documents related to student complaints and grievance procedures and employee complaints and grievance procedures.
4. Disputes arising under this policy involving employees covered by collective bargaining agreements shall be resolved under the complaints and grievance procedures by their respective collective bargaining agreements.

F. Exclusion

The prohibitions of this policy shall not apply to the use of tobacco products as part of a pre-approved, limited classroom demonstration or a pre-approved research project.

G. Points of Contact:

1. Department of Human Resources
2. Division of Student Success and Wellness
3. Campus Safety

POLICY ON HARASSMENT AND DISCRIMINATION

I. Nondiscrimination/Title IX Policy

Rosalind Franklin University of Medicine and Science (RFUMS) seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in post-secondary education institutions. RFUMS believes in the dignity of its students and employees and therefore maintains a policy that prohibits harassment and discrimination against all students, faculty and staff regardless of race, color, gender, gender identity, sex, sexual orientation, religion, national origin (including shared ancestry or ethnic characteristics), ethnic origin, disability, veteran or military status, marital status, pregnancy status,



age, family responsibilities, reproductive health decisions, citizenship status, or any other status protected by law. Prohibited conduct also includes retaliation and sexual misconduct that may not meet the definition of sexual harassment under Title IX or other applicable federal or state law but nonetheless violates University policy. Any form of unlawful discrimination or harassment that has the effect of substantially interfering with the individual's performance or creates an intimidating, hostile, or offensive learning/working environment is not tolerated by the University.

The full policy can be viewed on the [Community and Campus Outreach Webpage](#).

For questions or more information, contact:

Heather M. Kind-Keppel, EdD, MS, Med

Associate Vice President for Community and Campus Outreach

Title IX Coordinator

Primary Designated School Official

Assistant Professor, Humanities and Health Care

Rosalind Franklin University of Medicine and Science

3333 Green Bay Road, Room 1.277

North Chicago, IL 60064

Phone: 847-578-3431

Email: heather.kindkeppel@rosalindfranklin.edu

Or,

Shelly Brzycki, MS

Dean of Students

Division of Student Success and Wellness

3333 Green Bay Road

North Chicago, IL 60064

Phone: 847-578-8355

Email: shelly.brzycki@rosalindfranklin.edu

TITLE IX POLICY STATEMENT

I. Title IX Policy Statement

RFU is committed to an environment free from sexual harassment and conforms to the legal requirements of Title IX of the Education Amendments of 1972 (“Title IX”), a civil rights law that prohibits sex discrimination by recipients of federal financial assistance, and the U.S. Department of Education’s implementing regulations for Title IX. RFU’s Title IX Policy prohibits sexual harassment, as defined by Title IX, in its educational programs and activities.

This Policy, including resolution process procedures, can be found on the [Community and Campus Outreach Webpage](#).



Questions or concerns regarding Title IX, or other aspects of the University's commitment to non-discrimination may be directed to the Title IX Coordinator:

Heather M. Kind-Keppel, EdD, MS, Med
Associate Vice President for Community and Campus Outreach
Title IX Coordinator
Primary Designated School Official
Assistant Professor, Humanities and Health Care
Division of Community and Campus Outreach
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3333 Green Bay Road
North Chicago, IL 60064
Phone: 847-578-3431
Email: heather.kindkeppel@rosalindfranklin.edu

STUDENT EMPLOYMENT AT CLINICAL OR EXPERIENTIAL TRAINING SITE POLICY

I. BACKGROUND

RFUMS has ultimate responsibility over its education programs. Many of its education programs involve students participating in one or more supervised clinical educational experiences at clinical / experiential sites. There is a risk of confusion of roles and expectations when a student is assigned for an educational experience to site at which that student is then currently employed. There are significant differences between an academic relationship and an employment relationship. This potential confusion of roles and responsibilities could compromise the integrity of the academic evaluation of the student and could pose a variety of risks to all parties.

II. GOALS

1. Protect the integrity of Academic Evaluations of students placed at clinical and experiential sites.
2. Avoid risks associated with the confusion of roles. (i.e. Employer/employee relationships vs. Evaluator/Student relationship).

III. POLICY

RFUMS students must disclose to the coordinator of clinical/ experiential placements of their program if they are employed at a clinical/ experiential site for which they have been assigned. An RFUMS student will not be assigned for any educational clinical experience to a site at which that student is then currently employed. In limited circumstances, exceptions may be made by the Dean of the College or his/her Designee upon a determination that the integrity of the academic evaluation of the student and the other risks are properly managed.



INFORMATION TECHNOLOGY SERVICES: PRINCIPLES AND POLICIES

I. OVERVIEW

The use of information systems and technology at Rosalind Franklin University is governed by principles, policies, standards, and procedures that attempt to maximize the efficiency of clinical, administrative, operational, and financial resources. Whenever possible, we will utilize industry-standard hardware and software products that help us to drive down costs when compared to other proprietary solutions that require specialized support staff.

At the same time, we also work in a highly regulated environment. HIPAA regulations protect patient-related data that may be kept in our clinical or research areas, and FERPA regulations protect faculty and student information that is kept in many different areas of our academic support structure. Even the ability to use credit cards is controlled by Payment Card Industry (PCI) standards, which levy heavy fines for non-compliance. In addition to these regulations, we are visited by outside regulators and auditors who can negatively impact the reported financial strength of the university if we do not adopt the “best practices” for securing our information systems, sensitive data, and various technology environments.

All of these factors have led to the need for formal policies and procedures that often give the appearance of being controlling or restrictive. However, we would like to emphasize that we understand the need for some flexibility – especially in the area of research. All of the policies listed below are carefully worded to allow the necessary flexibility in performing daily duties that involve technology and the use of sensitive data such as PHI. Here is a brief list of the policies that you should be aware of.

II. IT SECURITY POLICY

This is an umbrella policy that encompasses most other policies. In this general policy, we simply define our desire to have a safe, effective, and compliant technology environment. Furthermore, we discuss how everyone has an important part to play in maintaining and ensuring a secure IT environment.

The purpose of this policy is to protect the confidentiality, integrity, and availability of information maintained by the university. Rosalind Franklin University will implement appropriate security standards and controls to protect private information and maintain compliance with applicable regulations.

To view the IT Security Policy in its entirety, click [HERE](#).

III. END USER ACCOUNT POLICY

This policy describes who is entitled to use the university’s information systems, data, and technology resources and the conditions of use. Special attention is focused on the areas of account provisioning and terminations (when an individual leaves the university), and abuse of privileges (theft, vandalism, harassment, extortion, etc.).



Except for Google Workspace, graduated students retain access to university electronic resources for 90 days from the completion of their program of study. Alumni Google accounts differ in that they remain active for three years from the completion of their program of study. After this period, the accounts and associated data are deleted. At the time of graduation, if the alumnus is an active employee or volunteer faculty member, the student account remains active until they move to the inactive status.

To view the End User Account Policy in its entirety, click [HERE](#).

IV. NETWORK PASSWORD POLICY

This policy applies to all faculty, staff, students, residents, fellows, alumni, volunteers, and vendors of RFUMS who have or are responsible for a computer account, or who have any form of access that supports or requires a password. This policy applies to any system that resides at any RFUMS facility, accesses the RFUMS network, or stores any non-public RFUMS information.

In an effort to safeguard the university network, data, and the information contained within that network, RFUMS determines whether an individual will be authorized to access its network and, if so, the appropriate level of access and privileges within that network will be assigned. One specific technological safeguard relating to access is the use of an individualized password. These passwords must be safeguarded.

Passwords should be treated as confidential information. No person is to share their password with another person. If a password is compromised for any reason, the password should be changed as soon as possible. If someone requests your password, refer them to this policy or have them contact ITS.

To view the Network Password Policy in its entirety, click [HERE](#).

V. USER ACCESS CONTROL POLICY

This policy describes the level of access and privileges that an individual has to the computing resources on campus. In general, it is good practice to limit an individual's access rights and privileges to the lowest level possible, which ensures they can still perform their work, related tasks, research, and faculty requirements. Most students, faculty, and staff will not be able to install software, make configuration changes, or perform software updates on university-owned computers, as that assists in securing the RFU IT environment.

It is the policy of Rosalind Franklin University of Medicine and Science (RFUMS) to protect the confidentiality, integrity, and availability of information stored, transmitted, or processed by the university. RFUMS grants access to its computer systems and networks so that faculty, staff, students, contractors, and volunteers can carry out the business of the university. Access to RFUMS computer systems and networks is granted according to the principle of Least Privilege; this practice enables us to reduce the risks to university information from malware, user error, or other threats.



To view the User Access Control Policy in its entirety, click [HERE](#).

VI. DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) ENFORCEMENT POLICY

The Digital Millennium Copyright Act (DMCA) is an extension of US copyright laws specific to the unique nature of protecting copyright in an electronic environment. For our institution, the act will most often apply (copyright will most often be violated) through the use of peer-to-peer networking software such as Napster, Limewire, or BitTorrent. These applications not only allow you to illegally download content, but they also share the content with others on your network, which is a far more severe violation of copyright law. There are also many other ways to violate copyright in the electronic world, such as posting protected material on a public website or circumventing anti-piracy measures to make illegal copies of material. The DMCA makes it very clear that the University is a “service provider” because we give our students, faculty, and staff access to the public Internet. This service provider status obligates us to perform certain activities that are defined in the official policy linked below. These activities are related to educating the community on copyright law, tracking repeat offenders, and having a remediation plan in place for repeat offenders. Note that an individual will always be responsible for their copyright violation activities regardless of the policies and procedures the University has in place. This means that any sanctions imposed against an individual by the University are distinct from the penalties they may also face from the copyright holder directly.

This policy covers the requirements needed to implement and enforce compliance with the DMCA at the University. To view the DMCA Enforcement Policy in its entirety, click [HERE](#).

VII. PORTABLE DEVICE POLICY

Technology advances have allowed very small devices to carry very large amounts of data. This policy discusses the caution that must be used when utilizing portable devices such as notebook computers, mobile media, flash memory drives, portable hard drives, smartphones, PDAs, and media players to carry “protected” data off the university campus. Students are usually not exposed to sensitive information and will generally only need to be concerned about portable device security when they have an employment or student governance relationship with the university.

To view the Portable Device Policy in its entirety, click [HERE](#).

VIII. EXAM LOANER LAPTOP POLICY

It is the policy of the University that all students are responsible for possessing a laptop or tablet computer suitable for taking their electronic examinations. A student who discovers that his or her computer is temporarily unusable for examination purposes may request the use of a loaner device.

The Information Technology Services (ITS) department maintains a small pool of laptop and/or tablet computers designated as “exam loaner” equipment. These devices are



configured and tested to be compatible with RFUMS electronic testing requirements. Exam loaners are provided for the express purpose of sitting for an RFUMS electronic examination. Students shall not use the equipment or make any alterations to it in a manner inconsistent with this purpose.

To view the Exam Loaner Laptop Policy in its entirety, click [HERE](#).

IX. WORKSTATION USE POLICY

This policy applies to RFUMS in its entirety, including all members of the workforce and all workstations, or other computing devices that connect to the local or wireless network, or to RFUMS applications or sensitive information.

RFUMS workstations and other computing devices at RFUMS are to be used for work and academic-related purposes only. RFUMS workstations may not be utilized for any activities that are illegal or in violation of any RFUMS policy, procedure, or training. RFUMS reserves the right to monitor all activities performed on or with RFUMS devices and networks. There should be no expectation of privacy by any member of the workforce when utilizing any RFUMS computing resources.

To view the Workstation Use Policy in its entirety, click [HERE](#).

X. INFORMATION SENSITIVITY POLICY

The Information Sensitivity Policy is intended to improve the ability of the university community to properly manage access to university information and data in compliance with Federal and State laws and regulations, plus other university policy requirements. It supports and promotes a greater understanding of and appropriate use of information and data with a heightened awareness of the sensitive nature of information and data based on various risk factors. Students are usually not exposed to sensitive information or data and will generally only need to be concerned about information and data sensitivity when they have an employment or student governance relationship with the university.

To view the Information Sensitivity Policy in its entirety, click [HERE](#).

XI. INFORMATION SECURITY INCIDENT RESPONSE POLICY

This policy describes the process and procedure necessary to report information technology security incidents that may occur at the university. This will most often involve a faculty or staff member noticing a situation such as a loss of sensitive information, data, evidence of unauthorized access, use of a computer or data, including the physical destruction of computing resources, or evidence of corruption of data. While students are less likely to be exposed to knowledge of such incidents, they are still encouraged to report any suspicious situation related to the security of the university's technology infrastructure. Examples may include a recent theft of their identity, viewing of personal or grade information on an unsecured website, or finding discussion board postings (or other D2L activity) attributed to their user ID when they did not make the postings.



To view the Information Security Incident Response Policy in its entirety, click [HERE](#).

XII. WIRELESS NETWORKING POLICY

With new technology developments in the wireless space, many have been inspired to attempt to create their own wireless environment. This policy applies to the deployment and operation of university-owned or operated wireless devices and other unlicensed wireless devices connected to the university infrastructure on any campus or facility of Rosalind Franklin University of Medicine and Science. It sets guidelines related to the implementation of wireless throughout the campus.

To help ensure equitable and optimal University wireless data network service, and to help best serve the University's mission. The Information Technology department is responsible for managing, authorizing, and coordinating the connection of wireless data devices to HelixNet. ITS will also exercise authority over the deployment and use of university-owned or operated unlicensed wireless devices and any unlicensed wireless devices connected to the University infrastructure.

To view the Wireless Networking Policy in its entirety, click [HERE](#).

XIII. POINT(S) OF CONTACT

Please note that there are many other policies in place that do not have a direct impact on students, but this list should give you a good idea of what we are trying to achieve in our governance of technology. The full listing of technology policies is available on the IT Policies page on InSite.

If you have questions or comments about these policies, or issues with technology in general, they can be directed to several places:

1. The Executive Student Council has a Student Officer (esctechofficer@rosalindfranklin.edu) position that is focused on gathering and reporting student technology issues to the Student Council President and Chief Information Officer.
2. If you have trouble finding or contacting the above person, you also have the ability to discuss issues at the Executive Student Council meetings.
3. Finally, you can report technology issues directly to the IT Department by calling the IT Help Desk at 847.578.8800.

MISSING PERSON POLICY

I. PURPOSE

- A. The purpose of this policy is to establish procedures for the university's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in student housing, including the Woodlands on Green Bay
- B. For purposes of this policy, a student may be considered a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include but are not limited to, a report or



suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

II. PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION

Students will be given the opportunity during their enrollment process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

III. REPORTING A MISSING STUDENT

- A. Any individual on campus who has information that a residential student may be a missing person must notify Campus Safety as soon as possible. **Note:** In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Campus Safety will assist external authorities with these investigations as requested.
- B. Campus Safety will gather all essential information about the residential student from the reporting person, the Division of Student Success and Wellness, and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- C. If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- D. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the student's emergency contact that the student is believed to be missing.

IV. CAMPUS COMMUNICATIONS REGARDING MISSING STUDENTS

- A. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the university's Office of Communications.
- B. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Dean of Students, who shall refer such inquiries and information to law enforcement authorities.



- C. Prior to providing the RFUMS community with any information about a missing student, the Office of Communications shall consult with the Dean of Students, Campus Safety, and with local law enforcement authorities to ensure that communications do not hinder the investigation.

STUDENT TRAVEL POLICY

I. INTRODUCTION AND PURPOSE

In recognition of the many educational benefits of domestic and international travel, Rosalind Franklin University regularly supports a variety of academic and extracurricular travel programs for individuals and groups of students that are organized by academic departments, administrative units, and student organizations. This policy establishes guidelines for these travel programs to ensure adequate university oversight, quality and consistency, and the ability of the university to respond appropriately in the event of a problem or emergency. The guidelines established by this policy are considered the minimum required. Sponsoring Departments or Responsible Administrators may establish additional requirements to address the unique goals or circumstances of a particular travel program or individual trip.

II. SCOPE AND APPLICABILITY

- All overnight academic and extracurricular student group travel sponsored by the University including, without limitation, all-volunteer, service, immersion, academic, and course-based trips, as defined more specifically below.
- It does not apply to day trips.

III. POLICY STATEMENTS

Student travel is sponsored by Rosalind Franklin University in order to facilitate educational experiences supporting the University mission but falls outside of the University's typical physical scope of management or boundaries. This travel shall be managed, documented, and facilitated by sponsoring departments in accordance to the included definitions and procedures to coordinate the educational experience, mitigate risks to students and the University, and to manage and respond to unexpected circumstances.

IV. DEFINITIONS

When used in this Policy, the following terms shall have the meanings ascribed to them below:

Travel Program is any academic or extracurricular domestic or international travel by an individual student or group supported or organized by the University including, without limitation, all-volunteer, service, immersion, academic, and course-based trips (not to be confused with temporary clinical/rotational/elective placements), as well as trips organized by or through registered student organizations, unless the travel is excluded from the scope of this Policy.



Sponsoring Department is the department or unit of the University that is organizing, administering, and/or financially supporting the Travel Program. The Office of Global Health is the sponsoring department for any travel that consists of a global health component while this may include co-sponsorship with another entity Global Health will be the deciding entity for international travel and participation while the academic co-sponsor may be the responsible entity for curricular engagement. (Examples: Schools or Colleges, Division of Student Success and Wellness, Office of the Provost)

Responsible Administrator is, in the case of a school, the dean of that school, and in the case of a University division or department, the vice president responsible for that area. In the case of Global Health trips, the Director of Global Health. In some cases, a Program Chair may serve as the Responsible Administrator.

Coordinating Administrator is the person assigned by the Sponsoring Department to be responsible for planning and overseeing the Travel Program. The Dean of Students serves as the Coordinating Administrator for all Travel Programs organized by or through registered student organizations. (Examples: Course Directors, Dean of Students)

Student Travel Advisory Committee is a standing committee comprised of the designee of the Dean of Students, the Director of Global Health, a designee of the Provost, and a designee from the Office of Insurance Services, and at least one student representative. The designee of the Dean of Students chairs the committee and may invite other representatives to join the committee on an ad hoc basis.

Trip Leader is the full-time University faculty or staff person who is responsible for preparing the student group before the trip and accompanying them on the trip. Experienced students or other persons affiliated with the University may serve in this role as determined by the Responsible Administrator. In the case of domestic travel, students may serve as approved in advance by the Responsible Administrator and this may be applied when a student is traveling independently but sponsored by the institution.

V. PROCEDURES

University Oversight

Each Responsible Administrator is responsible for ensuring compliance with this Policy within his or her school or department and approving all Travel Programs that are sponsored, managed, or conducted under the auspices of that school or department. All Travel Programs must be organized and overseen by a Coordinating Administrator, working under the auspices of a Sponsoring Department. The Coordinating Administrator must have the trip approved by the applicable Responsible Administrator prior to notifying any students about the availability of a Travel Program. The Sponsoring Department is responsible for managing all arrangements for each Travel Program as well as for ensuring that the program complies with applicable University procedures.



any issues or concerns that may arise, and provide guidance to Responsible Administrators and Coordinating Administrators. The Committee approves the form “Terms and Conditions of Participation” agreement for student travelers. Responsible Administrators may consult with the chair of the Committee to address any questions, concerns, or assistance in addressing any particular issue or potential risk associated with a specific Travel Program. The Committee may establish additional procedures for the purpose of carrying out the Policy from time to time and may recommend amendments to the Policy.

General Travel Program Requirements and Registration

- Each Travel Program must have a Coordinating Administrator and a Trip Leader approved by the Responsible Administrator and the Director or Chair of the specific department.
- All international trips must have a minimum of two Trip Leaders. In cases of trips with more than 20 students, three Trip Leaders must be assigned.
- The Responsible Administrator must approve any exceptions to this requirement in advance of the trip. Prior to selection for a Travel Program, all student participants must be screened by the Division of Student Success and Wellness (SSW) in coordination with the Travel Committee and the sponsoring school/college/department.
- The Coordinating Administrator must register each trip with the SSW by providing a list of all student participants and the names and contact information for the Trip Leaders in order to facilitate registration by participants.
- If there are any questions about a student’s conduct history or academic progress, SSW will consult with the Responsible Administrator to determine the student’s ability to participate in the trip.
- For any trip, the Coordinating Administrator must establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities on-site. In accordance to Global Health Policy: All Global Health partnerships and activities will be coordinated meeting the standards established by the Office of Global Health and Global Health Policies and Procedures).
- The Coordinating Administrator or designee must also provide the appropriate administrator with the trip itinerary, contact information for the host organization, and for international trips, copies of passports for each participant.
- The Coordinating Administrator for each international Travel Program must work with the Office of Insurance Services to secure insurance.

Pre-trip Procedures Prior to departure, the Coordinating Administrator must provide all student trip participants with the following:

- a. The approved form and release agreement, (the “Terms and Conditions of Participation”), which must be signed by the student and returned to the Coordinating Administrator prior to departure;
- b. Information on itinerary, transportation, and lodging arrangements;
- c. Medical information including any recommended immunizations and, if applicable, any other recommendations of the Centers for Disease Control and Prevention (this includes reference to laws impacting export of medication, etc.);



- d. All applicable U.S. Department of State Public Travel Advisories and Consular Information Sheet(s) (LINKS);
- e. Information regarding any visa and/or border-tax requirements; and
- f. Information on registering with the U.S. Department of State or other appropriate entity for international participants.
- g. An orientation program that includes, without limitation:
 - university conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations;
 - cultural, economic, and political background of the region or regions being visited;
 - relevant laws and customs of the region(s); and
 - health and personal safety information. State Department Advisories and Warnings

Sponsoring Departments planning travel outside the United States must determine, both before the trip is organized and prior to departure, whether a U.S. State Department Travel Advisory or Warning exists for the destination country or countries.

- If an Advisory or Warning exists, the Coordinating Administrator, in consultation with the Trip Leader, must seek the approval and guidance of the Responsible Administrator before proceeding with further planning or departure.
- A copy of the Advisory or Warning and the Consular Information Sheet must be provided to the Responsible Administrator in conjunction with any other information that the Trip Leader or Sponsoring Department determines relevant. The trip may not proceed without the approval of the Responsible Administrator, who shall consult with the Dean of Students, University Office of Risk Management, and the Director of Global Health in determining whether to grant approval and under what terms and conditions.

The Sponsoring Department must ensure that any specific precautions recommended in the Warning, such as avoiding particular areas or registering with the applicable embassy, are followed, and must comply with any other terms and conditions established by the Student Travel Committee.

If the trip is approved, the Coordinating Administrator shall promptly provide any Travel Warnings or Advisories to all participants.

The Responsible Administrator may require additional orientation for the student participants and may require that any participants execute a waiver and release.

Standards & Conduct during Travel

- All trip participants must abide by all the applicable University standards of conduct as well as local law.
- Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University's mission and values.
- Students must adhere to all directions of the Trip Leader. The Trip Leader must promptly report to the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity,



safety, or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean of Students within 24 hours. Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant's expense. Without limiting the foregoing, the illegal possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required to return home at his or her own expense. The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip. Trip participants must assume primary responsibility for their own safety and well-being.

- In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well-being of the trip participants.

Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip.

- Students must follow the Trip Leaders' instructions regarding independent activities.
- Trip Leaders are expected to stay in close proximity and be readily available to student participants.
- In the case of homestays, Trip Leaders and students are expected to stay in the same community.
- No student is permitted to leave the group, and no student should be left behind during a trip unless circumstances require.
- In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.
- If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.

VI. POINTS OF CONTACT

Division of Student Success and Wellness (847) 578-8354



STUDENT HEALTH AND WELL-BEING



STUDENT HEALTH AND WELL-BEING

I. ACCOMMODATIONS AND STUDENT ACCESSIBILITY

Rosalind Franklin University of Medicine and Science supports students who may qualify for reasonable accommodations under the Americans with Disabilities Act (ADA).

A. Considerations for Establishing a Disability

The Americans with Disabilities Act defines a person with a disability as any person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such impairment, or;
3. Is regarded as having such impairment.

B. Considerations for Establishing the Need for Accommodations

1. The student must be defined as disabled according to the Americans with Disabilities Act.
2. Disabilities requiring accommodations must not only substantially limit a major life activity, but the affected activity must be related to the student having meaningful access to the academic environment.
3. The accommodation(s) requested must entail appropriate academic adjustment (reasonable accommodation). Accommodations must not require a substantial change in curriculum or interfere with an essential element of the program.

C. Requesting and Implementing Accommodations

1. The student must initiate a meeting with the [Office of Academic and Accessibility Services](#) to request accommodations.
ADA Coordinator
Division of Student Success and Wellness
Rosalind Franklin University of Medicine and Science
3333 Green Bay Road
North Chicago, IL 60064
ada.coordinator@rosalindfranklin.edu
847.578.8354 • HSB L.675
2. Students wishing to maintain approved accommodations must renew their request at the beginning of each academic year.
3. Upon making the initial request for accommodations, it is the student's responsibility to submit appropriate documentation of the disability to the Office of Academic and Accessibility Services, allowing at least four (4) weeks to evaluate the documentation and allowing for two (2) weeks' notice to faculty members prior to the need for accommodations. Special timeframes may be available when an immediate need for accommodation is determined by the university.
4. The process of evaluating a student's request for accommodations will not commence until the student submits all appropriate documentation of the disability.
5. The cost and responsibility for providing this documentation shall be borne by the student.
6. It is the responsibility of the university to evaluate the documentation and determine



which, if any, accommodations must be provided to suit the situation. If the documentation is complete and acceptable, the Office of Academic and Accessibility Services will notify the student and assist the student with arranging special accommodations. Specifically, the Office of Academic and Accessibility Services will provide the student with a Faculty Notification Memo, which the student will be responsible for copying and presenting to the appropriate course/clerkship coordinator/director upon beginning courses/ clerkships in which the student requests accommodations (or as soon as the student receives approval for the accommodation).

7. During the initial meeting between the student and course/clerkship coordinator/director, it is the student's responsibility to coordinate the details of the approved accommodations with the course/clerkship coordinator/director. Students are strongly encouraged to discuss agreed-upon accommodations at least two (2) weeks prior to the time that such accommodations are required. The program, the student, or the ADA office can request a facilitation meeting if a more detailed conversation about the implementation of accommodations needs to occur to assist with smooth implementation of the accommodations.
8. Students encountering difficulties in the process of managing accommodations within the academic department should seek further advocacy from the Office of Academic and Accessibility Services. Continued follow-up of arrangements for accommodations will be monitored by the Office of Academic and Accessibility Services as needed. It is the responsibility of the student to notify the Office of Academic and Accessibility Services if the approved accommodations are not adequate or no longer needed due to changes in the student's condition.
9. Accommodations are NOT retroactive and may only be implemented after the request has been made and approved by the Office of Academic and Accessibility Services.

D. Documentation Requirements for a Disability

1. A healthcare provider sufficiently trained to provide an expert opinion on the diagnosis must provide a detailed, comprehensive written report describing the disability and justifying the need for accommodations. Documentation should be recent enough to reflect the student's current level of functioning. If a condition has been stable for a significant period of time, a recent letter from the treating healthcare professional verifying that the older documentation is still reflective of current functioning is acceptable. The following criteria must be included in all documentation:
 - a. Credentials of the evaluator and experience with specific disability.
 - b. Description of disability, including history and background of the disability (see table below for information required).
 - c. Current status of condition (Active, Progressing, Controlled, Remission).
 - d. Current level of severity (Mild, Moderate, Severe).
 - e. Duration of time that the condition is likely to persist (e.g., Lifetime, duration of program, 3 months).
 - f. Procedures/assessments used to assess the student's condition (Attach diagnostic results if applicable).
 - g. Major life activity or activities that are substantially limited.
 - h. Functional limitations or symptoms of the condition, both treated and untreated.
 - i. Impacts of the condition (and/or current treatment) on the student's ability to learn or meet the demands of the university setting and/or clinical requirements.
 - j. Circumstances that would exacerbate the disability.



- k. Accommodations that may be necessary in order for the student to participate in university programs, activities, and services.
- l. The date the documentation was written.

The type of documentation required in order to establish the presence of a disability varies by disability type. For specific information related to specific disabilities, see the table below. Note: In addition to providing the applicable information below to establish a disability, documentation must include the information delineated above.

- **Learning**
 - Psychoeducational testing report written by a qualified professional with expertise in learning disabilities, training in administering the tests used, and experience working with adults, such as a licensed educational psychologist, clinical psychologist, or learning disabilities specialist.
- **Hearing**
 - Audiology report or letter from audiologist verifying the extent of the hearing loss.
- **Vision**
 - Form or letter provided by a treating physician describing the type and extent of the vision limitations.
- **ADHD**
 - Psychoeducational testing report (see learning disability requirements), form, or written assessment from a treating professional (generally a psychologist or psychiatrist) verifying the diagnosis and describing how the symptoms substantially limit a major life activity.
- **Psychological**
 - Form or letter from a treating professional verifying the diagnosis and describing how the symptoms substantially limit a major life activity.

2. The process of evaluating a student's request will not commence until the student submits all appropriate documentation. However, no student should delay meeting with the Office of Academic and Accessibility Services out of concern for not having the appropriate paperwork. All conversations regarding access are welcome.

E. Accommodations for Qualifying Exams

Students who plan to request test accommodations from the qualifying examiners should review the guidelines well in advance (up to 8-12 months in advance) of the tests. Students should note that national standards for approving accommodations may differ from those of RFUMS; students approved for accommodations at RFUMS should not assume that they will automatically be eligible for accommodations from the qualifying examiner organization for their profession.

F. Grievances and Formal Complaints

1. Any complaints related to disability discrimination should be directed to the ADA Coordinator. An investigation will be initiated, and an appropriate resolution will be reached to prevent the recurrence and correct its discriminatory effects on the complainant and others, if appropriate. The time frame for a grievance investigation will typically take up to 60 days.
2. Students may also follow the Equal Employment Opportunity Policy guidelines in filing



a complaint. That policy can be accessed on our [website](#).

3. In addition to filing an internal complaint, students have the right to file a formal complaint with the Office for Civil Rights (OCR) in the U.S. Department of Education, generally within 180 days of any alleged discrimination on the basis of disability or within 60 days of the conclusion of an internal grievance procedure.

II. EXPOSURE INCIDENTS

All students exposed to a potential biohazard via needle sticks, punctures, or other possible exposures must follow the below protocol:

A. Treatment

1. ***On-campus Students:*** Students experiencing an exposure incident on the RFUMS campus should first inform the supervising personnel or faculty and report the incident to Campus Safety immediately. Students may receive appropriate follow-up care for the exposure at the Student Health and Wellness Center.
2. ***Off-campus Students:*** Students experiencing an exposure incident while at a remote clinical site should comply with the site mandates for appropriate follow-up care for the exposure, and report the incident immediately to the supervising clinician or appropriate healthcare provider. Students in remote or distant locations may still seek follow-up care under the services of the Student Health and Wellness Center.
3. ***Recommended Tests:*** We recommend that full consideration of the following lab tests be completed immediately after the incident and again three (3) months later:
 - a. Hepatitis A IgM
 - b. Hepatitis A Total
 - c. Hepatitis C Virus
 - d. Hepatitis B Surface Antigen
 - e. Hepatitis B Core, Total
 - f. HIV

The Student Health and Wellness Center can be reached at 224-570-7201 and is located on the main campus at 3333 Green Bay Road, North Chicago, IL.

B. Reporting

In addition to reporting the incident to supervising personnel (as indicted above), students are required report this event to the Division of Student Success and Wellness within 24 hours of the incident by completing the "[Exposure Incident Policy and Form](#)" on InSite, or call 847.578.3205. Students will need to provide the date of the exposure, name of site where exposure occurred, and an explanation of the exposure.

C. Reimbursement

Treatment for such care is often provided at no cost by the facility in which the exposure occurred. In the event that there is a cost associated with this follow-up,



students should allow charges to be processed through their health insurance and any subsequent out-of-pocket expense to the student will be reimbursed by Student Wellness after review and approval by the Dean of Students.

III. Pre-Matriculation and Ongoing Immunization Requirements and Resources

A. Introduction and Purpose

Students entering the programs listed in B.1. below at RFUMS are required to show proof of immunity through immunization records, and (in the case of clinical programs) blood titers, in order to ensure that the spread of communicable diseases is minimized. Each student must also complete a health history and physical form documenting their health status.

These requirements comply with the State of Illinois College Immunization Code (77 ILL. ADM. Code 694) as well as follow guidelines and recommendations from the Centers for Disease Control and Prevention and immunize.org.

B. Procedures and Policies for All Programs

1. Each student must provide evidence that they meet the immunization requirements as outlined on the Pre-Matriculation Immunization Form. In accordance with the University requirements set forth by the Division of Student Success and Wellness, each student will create a personal profile through CastleBranch or MedProctor, as directed by the Division of Strategic Enrollment Management. The CastleBranch/MedProctor portal requires a student to select the program they are enrolled in; Clinical or Non-Clinical immunization requirements are assigned to a student's CastleBranch/MedProctor account, accordingly to the following designations:

Clinical Programs: Chicago Medical School (CMS), College of Pharmacy (COP), College of Nursing (CON), Scholl College of Podiatric Medicine (SCPM), Physical Therapy, Clinical Psychology, Psychology Clinical Counseling, Physician Assistant, and Pathologists' Assistant.

Non-Clinical Programs: Biomedical Sciences (BMS), Pre- Matriculation Program (PMP), and School of Graduate and Postdoctoral Studies (SGPS)

Students enrolled in clinical programs may be assigned to clinical sites that have immunization or health requirements in addition to the RFU requirements in this policy. Students will be required to adhere to clinical site requirements as communicated directly by the clinical sites.

2. History and Physical: Every student must complete a physical exam within one year prior to the start of classes. The student must submit a completed Health History and Physical Form signed by a healthcare provider and the student.

All students, irrespective of the program they're enrolled in, can obtain the two required forms (Pre-Matriculation Immunization AND Health History and Physical) from their CastleBranch/MedProctor account. The forms are to be downloaded,



completed, and re-uploaded to their CastleBranch/MedProctor profile. All documents must include the student's first and last name.

Pre-matriculation requirements are the responsibility of the student and should be fulfilled prior to matriculation. After matriculation students can obtain further antibody titers and a physical exam through the Student Health and Wellness Center or elsewhere.

First-time appointments at the Student Health and Wellness Center with a healthcare provider requires a New Patient visit to establish a patient-provider relationship. Orders can then be written for lab testing or recommendations for immunizations. Visits are at no cost to students. Cost of lab work for pre-matriculation requirements are the student's responsibility.

Subsequent visits will be determined by the provider after the initial visit. It is the student's responsibility to bring paper copies of all immunization records, including any previous titer (blood test) lab reports, and the Student Health History and Physical Form (if completed elsewhere) to the first appointment. If these documents are not supplied, the appointment will be rescheduled.

3. Exemptions: Students who request exemptions to this policy will be referred to the Division of Student Success and Wellness at RFUMS and must request their exemption for medical or religious reasons on the [Immunization Exemption Form](#).

Students are not considered compliant with immunization requirements with an exemption until they have received an approval/waiver letter and the letter is uploaded and accepted to their Medproctor/Castlebranch account.

If an exemption is granted, it may limit exempted students' ability to rotate at certain clinical sites which require the vaccines and do not allow for individual exemptions. Every effort will be made to place exempted students at sites that allow for exemptions but this placement is not guaranteed. This issue may affect exempted students' ability to progress if sites that allow exemptions are not able to be identified.

C. Specific Procedures for Clinical Programs

The student must upload to their CastleBranch/MedProctor personal profile all titer laboratory reports, including initial titer results that are negative, along with proof of immunizations which are copies of childhood and adult immunization records. All documents must include first and last name.

NOTE: The student must continue to upload documents for any subsequent requirements that appear in their CastleBranch/MedProctor personal profile.

1. Students shall provide childhood dates of any combination of 3 or more doses of Diphtheria, Tetanus and Pertussis containing vaccine (DTap). A four-week interval between the first and second dose is required. Proof of one Tdap vaccine in adolescence or adulthood is required. If the Tdap vaccine was more than 10 years ago, proof of an updated Td or Tdap vaccine is required. If no childhood vaccination was received, the just proof



of one Td or Tdap within the last 10 years is required, and renewal at each 10-year increment as needed while enrolled at RFU.

2. Any student who is under the age of 22 years on admission to Rosalind Franklin University shall show proof of at least one dose of Meningococcal ACWY conjugate vaccine on or after the age of 16. MenACWY is sometimes abbreviated as MCV4 and brand names include Menactra, Menveo and MenQuadfi.
3. IgG QUALITATIVE antibody titer results must be submitted for measles (rubeola), mumps, rubella (MMR), and varicella.
4. A QUANTITATIVE hepatitis B surface antibody (HepBsAb quantitative titer) is required. This has a numerical value i.e., 560.1 mIU/mL This titer can be done if a childhood series of Hepatitis B vaccine was completed; either a 3-dose vaccine of HepB-alum or a 2-dose vaccine of Heplisav-B.
5. The MMR and Varicella IgG antibody titers show a range of negative or positive immunity. A positive immunity is required. The Hepatitis (HepBsAb) titer requires a numerical number that falls in the immunity range. These five antibody titers must show levels in the immune or positive range; a quantitative numerical result is required for the hepatitis B surface antibody.
6. If the titers for measles (rubeola), mumps or rubella are negative or equivocal, then the prior MMR immunization history should be reviewed.
 - a. A student with negative titers who has never received MMR vaccination should receive two MMR vaccinations four weeks apart with titers drawn not less than four weeks post the second vaccination. If the repeat titers are negative, the student should receive one more MMR vaccine with titers drawn not less than four weeks post vaccination.
 - b. A student with negative titers who has documentation of two prior MMR vaccines should receive one MMR booster vaccine with titers drawn not less than four weeks post vaccination.
 - c. If the student has had three documented MMR vaccinations and the follow up titers are still negative, no further MMR vaccination is required. The student must contact a healthcare provider to obtain written documentation stating that they are a vaccine non-responder. This document must be uploaded to CastleBranch/MedProctor. The student should be counseled by their healthcare provider regarding risks of exposure to measles (rubeola), mumps, or rubella. Precautions to prevent infection should be outlined by their healthcare provider.
7. If the titer for varicella is negative or equivocal, the prior varicella immunization history should be reviewed.
 - a. If the student has no documentation of past varicella immunization, the student needs to complete a series of two varicella immunizations administered at least 28 days apart (even if the student has had chicken pox). A titer should be redrawn not less than four weeks post the second vaccination. If the titer is negative, the student should receive one more varicella vaccine with a titer redrawn not less than four weeks post vaccination.
 - b. If the student has documentation of two prior varicella vaccines, the student should receive one varicella vaccine and the titer should be redrawn not less than four weeks post vaccination.
 - c. If students have had three documented varicella vaccines and the follow up titer is still negative, no further varicella vaccination is required. The student must contact a



healthcare provider to obtain written documentation stating that they are a vaccine non-responder. This document must be uploaded to CastleBranch/MedProctor. The student should be counseled by their healthcare provider regarding risks of exposure to varicella. Precautions to prevent infection should be outlined by their healthcare provider.

- 8.** If the student has never received either the 3-dose hepatitis B (HepB-alum) vaccine series or the 2-dose Heplisav-B (HepB-CpG) vaccine series, one of the following vaccination schedules needs to be initiated.
 - a.** 3-dose hepatitis B (HepB-alum) vaccine series schedule:
 - The second vaccination should be given one month after the first.
 - The third vaccination should be administered five months after the second.
 - A hepatitis B surface antibody quantitative titer is drawn one month after the third vaccination.
 - b.** 2-dose Heplisav-B (HepB-CpG) vaccine series schedule:
 - The second vaccination should be given one month after the first.
 - A hepatitis B surface antibody quantitative titer is drawn one month after the second vaccination.
- 9.** If the student has received a properly spaced series of hepatitis B vaccine but the hepatitis B surface antibody titer number comes back negative or equivocal, the student should receive a single “booster” dose of hepatitis B vaccine.
 - a.** A repeat hepatitis B surface antibody quantitative titer is to be drawn not less than four weeks after the booster dose.
 - b.** If the repeat hepatitis B surface antibody titer number is negative or equivocal after the booster dose, a second series of hepatitis B vaccine on the usual schedule should be completed and the titer tested again not less than four weeks after the final dose.
 - c.** If the test is still negative after a second vaccine series, the hepatitis B surface antigen and total hepatitis B core antibody should be tested.
 - d.** If the hepatitis B surface antigen or total hepatitis B core antibody is positive, the student needs further evaluation to determine their hepatitis B status. The student must be seen by either a primary care physician, Gastroenterologist or Infectious Disease doctor for follow-up.
 - e.** If the student’s hepatitis B surface antigen and total hepatitis B core antibody are negative, the student should be considered a vaccine non-responder and must obtain written documentation from their healthcare provider stating such. This document must be uploaded to CastleBranch/MedProctor. The student should be counseled by their healthcare provider regarding risks of exposure to hepatitis B virus, precautions to prevent infection, and post-exposure hepatitis B immune globulin prophylaxis for known or likely exposure to blood that is positive for hepatitis B surface antigen.
- 10.** Each student must undergo either a QuantiFERON Gold (QFT) tuberculosis (Tb) blood test or a 2-Step PPD (two tuberculosis skin tests administered 9 - 21 days apart) testing within six months prior to the start of classes, regardless of bacilli Calmette-Guerin (BCG) vaccination status. A QFT is preferred if the student received a BCG because of potential of a false positive PPD.
 - a.** For students with a new or history of a positive Tb test [PPD > 10mm induration a QFT is required to verify a positive status, if negative no further requirements are needed. If the QFT/Interferon Gamma Release Assay (IGRA) blood test] is positive a baseline chest x-ray is required within 12 months prior to the start of classes.



The student must provide documentation of the positive PPD skin test (date administered, date read, and millimeters of induration) or QFT/IGRA lab report, a copy of the chest x-ray report, and a completed annual Tb Symptom Screening Questionnaire and upload it to CastleBranch/MedProctor.

- b. Students with a new positive Tb skin test (PPD) or QFT must be referred to a physician for follow-up or their local Tuberculosis Center.
- c. After the initial 2-Step PPD or QFT, students must maintain annual QFT blood test through the Student Health and Wellness Center at no charge to the student or through their own provider at their expense.
- d. A student with a known past positive Tb test must complete an annual Tb Symptom Screening Questionnaire. Any student who develops Tb symptoms must follow up with a physician and have an updated chest x-ray and are exempted from any PPD testing.

11. Seasonal influenza vaccination is required annually, before October 1st, after matriculation.

D. Specific Procedures for Non-Clinical Programs

Applies only to students enrolled in BMS, Board Review, PMP, and SGPS

The student must upload to their CastleBranch/MedProctor personal profile proof of immunizations. All documents must include first and last name.

NOTE: The student must continue to upload documents for any subsequent requirements that appear in their CastleBranch/MedProctor personal profile.

1. Students shall provide childhood dates of any combination of 3 or more doses of Diphtheria, Tetanus and Pertussis containing vaccine (DTaP). A four-week interval between the first and second dose is required. Proof of one Tdap vaccine in adolescence or adulthood is required. If the Tdap vaccine was more than 10 years ago, proof of an updated Td or Tdap vaccine is required.
2. Any student who is under the age of 22 years on admission to Rosalind Franklin University shall show proof of at least one dose of Meningococcal ACWY conjugate vaccine on or after the age of 16. MenACWY is sometimes abbreviated as MCV4 and brand names include Menactra, Menveo and MenQuadfi.
3. Documentation of two MMR vaccines from childhood must be documented.
4. Documentation of the 3-dose hepatitis B (HepB-alum) vaccine series, the 2-dose Heplisav-B (HepB-CpG) vaccine series, OR an immune QUANTITATIVE hepatitis B surface antibody titer.
5. Hepatitis A and meningococcal vaccines are optional at this time. Documentation should be submitted if they have been completed.
6. Each student must undergo either a QuantiFERON Gold Tuberculosis (QFT) test or a 1-Step PPD testing within six months prior to the start of classes. A QFT is preferred for those with a BCG vaccination status to avoid a false positive PPD result regardless of BCG vaccination status. Alternatively, a QuantiFERON Gold Tb test within six months prior to the start of classes is accepted.
 - a. For students with a with a known positive PPD, a QFT is required to verify a positive status, if negative no further requirements are needed. If the QFT/Interferon Gamma Release Assay (IGRA) blood test] is positive a baseline chest x-ray is required within 12 months prior to the start of classes.



- Guidelines for preventing the transmission of ... (n.d.).
<https://www.cdc.gov/mmwr/pdf/rr/rr5417.pdf>
- Healthcare personnel vaccination recommendations. (n.d.-b).
<https://www.immunize.org/clinical/a-z/healthcare-personnel-vaccination-recommendations/>
- Lewinsohn, D. M., Leonard, M. K., LoBue, P. A., Cohn, D. L., Daley, C. L., Desmond, E., Keane, J., Lewinsohn, D. A., Loeffler, A. M., Mazurek, G. H., O'Brien, R. J., Pai, M., Richeldi, L., Salfinger, M., Shinnick, T. M., Sterling, T. R., Warshauer, D. M., & Woods, G. L. (2016). Official American Thoracic Society/Infectious Diseases Society of America/Centers for Disease Control and Prevention Clinical Practice Guidelines: Diagnosis of tuberculosis in adults and children. *Clinical Infectious Diseases*, 64(2).
<https://doi.org/10.1093/cid/ciw694>
- Part 694 college immunization code: Sections listing. (n.d.).
<http://www.ilga.gov/commission/jcar/admincode/077/07700694sections.html>

IV. INSURANCE (HEALTH, DENTAL, VISION, DISABILITY, AND MALPRACTICE)

There are several types of insurance for students to consider as part of their education, some that are required by Rosalind Franklin University, and others that are optional to students.

A. Health Insurance

All RFU students enrolled full-time are required to maintain health insurance coverage while enrolled at the university. Students are given the opportunity to enroll in the RFU Student Health Insurance Plan during open enrollment. Students must complete the waiver process to opt out of the University-sponsored Health Insurance Plan. Action must be taken each year; waiver information does not roll forward from year to year.

If proof of comparable coverage is not submitted (whether a student fails to submit any documentation or because a student's health plan is determined not to provide adequate comparable coverage), the student will be responsible for the full cost for single coverage under the University-sponsored Health Insurance Plan.

Dependents of RFU students may also enroll in the school-sponsored Health Insurance Plan by enrolling directly through the insurance company. For more information regarding student health insurance, including open enrollment dates, visit [InSite](#).

B. Dental and Vision Insurance

RFU has an optional Dental and Vision Plan available to its students and their dependents. Continuing students may enroll during the June 1- June 30 open enrollment period. New students will have the opportunity to enroll at the time of their initial registration. For additional information, please contact the Office of Student Financial Services or visit [InSite](#).

C. Disability Insurance

Not all students within the university are required to maintain disability insurance. However, it is recommended that students explore this option for their own protection. Because of the cost of medical school tuition and the potential loss of future income, all Chicago Medical School



students and Scholl Podiatric Medicine students are required to maintain disability insurance.

D. Malpractice Insurance

Rosalind Franklin University of Medicine and Science provides professional liability coverage to students in the process of obtaining their professional training. Because this training does not necessarily include all of a student's activity while engaged in service outside of the university, students are encouraged to explore personal coverage for activities not included in the university plan.

V. SERVICE, ASSISTANCE, AND OTHER ANIMALS ON CAMPUS

This statement details the policy as defined by the University and by applicable laws. This policy is managed through the Office of Academic and Accessibility Services, The Division of Student Success and Wellness.

A. Contact Information

Maryanna Gibbs
Executive Director for Accessibility and Academic Services
ADA Coordinator
Division of Student Success and Wellness
HSB L.675 847.578.8354
ada.coordinator@rosalindfranklin.edu

B. Purpose

The purpose of this policy is to protect the rights of students, staff, faculty, and visitors to campus with disabilities related to the use of service and assistance animals on campus. As established by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), and the Fair Housing Act (FHA), individuals with disabilities must be allowed the same benefits as those without disabilities. This includes access to public spaces for individuals with Service Animals and access to housing for individuals with ESAs who qualify for reasonable accommodations.

C. Service Animals

The Americans with Disabilities Act (ADA) defines service animals as dogs or miniature horses individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

The ADA protects the rights of people with disabilities to be accompanied by their service animals in public places, including healthcare facilities and transportation. Service animals are permitted to accompany people with disabilities in all areas of campus where students, faculty, and staff are normally allowed to go, including classrooms, clinics, labs, and the cafeteria.



Animals must be leashed unless this would interfere with the work that the animal is trained to perform. There are some areas where access may be limited (for example, if the animal may compromise a sterile environment - operating rooms, burn units). Service dogs are not required to wear vests, specific harnesses, or have an ID tag. University staff/faculty may NOT ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task. Service animals must be consistently under the handler's control at all times, be housebroken, and be harnessed, leashed, or tethered to the person at all times unless it would undermine the animal's ability to safely perform its tasks (ADA, 1990a). In the case that the animal needs to be unleashed to perform its task, the handler must maintain control of the animal at all times.

There are two questions that can be asked if it is not obvious that the animal is a service animal:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

Although students with service animals are not required to register with the RFU ADA office, we strongly encourage registration. [Service Animal Registration Form](#).

Registration assists with the following:

- Coordination of resources and services
- Safety for the animal
- A point of contact to care for the animal in case of handler's incapacitation
- Limits questions the handler may be asked
- Advocacy for the person with a disability
- The ADA office can assist with identifying and addressing any issues when there are limitations to the access of a service dog (e.g., sterile environments on clinical rotations) (HEMHA.org, 2023)

Students who have service animals and will be living in student housing are strongly encouraged to notify student housing by emailing student.housing@rosalindfranklin.edu

Questions or concerns regarding this policy should be directed to Maryanna Gibbs at 847.578.3327 or ada.coordinator@rosalindfranklin.edu.

[Frequently Asked Questions about Service Animals and the ADA](#)

D. Assistance Animals (ESAs)

Assistance animals (also called comfort animals or support animals) provide emotional support to an individual. ESAs are not required to undergo specialized training, and ADA does not grant owners of emotional support animals the right to be accompanied by these animals in establishments that do not permit pets. Assistance animals are not limited to dogs or small horses. DOJ/HUD's Fair Housing Act does allow for disabled owners of emotional support animals to reside in housing that has a "No Pets" policy, as a reasonable accommodation. Any student wishing to request bringing their ESA into RFU on-campus housing needs to fill out the [ESA application](#).



Process for requesting an ESA in RFU Student Housing:

- Fill out request form - [ESA application](#)
- Provide medical documentation - The documentation must show ongoing treatment, statement on how the animal serves as an accommodation for the documented disability, in addition to the following [Requirements for Medical Documentation](#). Medical documentation from family members and from online services will not be accepted.
- Provide animal's vaccination records.
- Provide a picture of the animal.
- ADA Coordinator reviews the request and, if approved, processes a housing memo.

E. Therapy Animals

Therapy Animals are animals that receive extensive training and provide psychological or physiological therapy to individuals other than their handlers. Therapy animals often visit hospitals, schools, hospices, psychotherapy offices, nursing homes, and more. Therapy animals must meet the standards set by a particular organization to be certified and are only allowed at RFU when invited for a defined date and time. Spaces for therapy animals will also be limited to certain areas of the University and advertised. Handlers or owners do not have rights to be accompanied by Therapy Animals in places where pets are not permitted.

F. Pets

Pets are animals that are kept for companionship, unrelated to a disability. There is a pet-friendly building in the Woodlands on Greenbay through Student Housing. Pets are not permitted on campus, except in outside spaces when leashed (see [Animals on Campus Policy](#)).

G. Animal Owner Responsibilities

- Student is responsible for:
All aspects of the animal's care, maintenance, and well-being, including toileting, waste disposal, feeding, grooming, and veterinary care. Service animals are not exempt from local animal control or public health requirements (ADA.gov and HEMHA).
- Keeping the animal under control.
- Financially responsible for the animal, including bodily injury or property damage.
- Animals must be in good health and up to date on all vaccines, registration, and licenses as required by Illinois and Lake County law.

RFU is not responsible for the care, supervision, or service of animals.

H. Removal of a Service and Assistance Animals

Circumstances under which a service animal may be asked to be removed from campus:

- The animal is not under the handler's control.
- The animal is not housebroken.
- The animal poses a threat to the safety and health of others or displays aggressive behavior, and the owner does not take action and gain control of the animal.
- The animal is physically ill.
- The animal is in an area where assistance animals are prohibited.
- The animal enters an area in which the animal's safety is compromised.



Individuals with Service Animals may not be denied the same benefits or access to University resources for reasons related to fear of animals or allergies. Similarly, it is not acceptable to isolate the individual from other students, staff, or faculty for these reasons. Students who have a medical condition, such as allergies or fear of animals, should reach out to ada.coordinator@rosalindfranklin.edu to set up a meeting to request reasonable accommodations that may be implemented when they are in proximity of a service animal.

I. Concerns or Complaints

If there is an immediate threat where an animal is out of control and there is a safety concern, contact Campus Safety at 847-578-3288. Concerns or complaints regarding particular animals in the residences or on campus should also be made to Campus Safety. Examples of such complaints: Excessive noise, aggressive behavior, cleanliness, and safety issues.

J. Violations of the Service, Assistance, and Other Animals on Campus Policy

Any student who violates the Service, Assistance, and Other Animals on Campus Policy may be required to appear in front of the SAJC (Student Affairs Judiciary Committee) for a hearing.

K. References

- Americans with Disabilities Act, as amended Section 504 of the Rehabilitation Act of 1973 Fair Housing Act
- ADA <https://www.ada.gov/resources/service-animals-faqs/>
- HEMHA (Higher Education Mental Health Alliance) Animals on Campus Guide 2023 <https://hemha.org/animals-on-campus-guide>

VI. TESTING CENTER

Students with accommodations for testing may be scheduled to take exams in one of the University's Testing Centers. The RFU Testing Centers contain individual testing spaces that each have different features, including dimmable lighting, adjustable desks, extra chairs, special ergonomic chairs, and extra space. Assignment of the testing spaces is determined by the Division of Student Success and Wellness, in conjunction with the academic program, according to academic accommodations that have been approved for each student. Requests for a preferred location will not be accepted by a test taker or program. Personal belongings will not be allowed in the testing center rooms unless authorized by an approved accommodation. Any approved items may be inspected prior to the exam. The Testing Centers include camera surveillance, which may be live monitored by proctors and recorded for review.



POLICIES AND GUIDELINES FOR STUDENT ORGANIZATION, ACTIVITIES, AND SPONSORED EVENTS



POLICIES AND GUIDELINES FOR STUDENT ORGANIZATIONS, ACTIVITIES, AND SPONSORED EVENTS

I. ALCOHOL FOR STUDENT-SPONSORED EVENTS

A. Purpose

It is the intention of Rosalind Franklin University of Medicine and Science to maintain a safe academic environment. Events sponsored by student groups and classes should maintain an appropriate level of professional behavior. The RFUMS Administration recognizes the need for appropriate social interaction among colleagues and will, as appropriate, support such events. As such, the university affords registered student groups and classes the privilege of serving alcohol at certain events. Students are expected to know and abide by all applicable state and federal laws and university rules, policies, and procedures. Students are responsible for their own behavior; however, if a student group includes alcohol as a part of their event, they must maintain an environment that promotes responsible behavior and provides a safe environment for all attendees.

B. Approval

A request to include alcohol at any sponsored student organization event, both on and off campus, must be received by the OSL at least four weeks prior to the date of the event via the [Event Registration Form](#) on Engage. The details of the event will be reviewed by the OSL. Approval will be granted at least seven days prior to the event (depending on when the form is submitted for approval), provided the event abides by all university policies and procedures.

C. Eligibility

Student groups wishing to include alcohol as a part of an event must be an officially recognized group or class through the Executive Student Council.

D. University Official Events

Only receptions honoring individuals or events honoring specific achievements in academic progress, special seminars, faculty events, university dinners, or fundraising activities for university programs will be considered for approval. No other activities will be considered for approval.

E. Marketing and Focus

Alcohol must not be the focus of any event. Advertising the presence of alcohol and/or encouraging the use of alcohol is not permitted in event promotions. Events open to the general public and advertised off campus are not permitted to include alcohol as a part of the event. All advertising must be approved by the OSL prior to any disbursement, or printing arrangements.

Events at venues that provide alcohol, such as concerts, baseball games, etc., are not subject to this policy unless they are specially catered or participation is controlled.



F. Location

The university alcohol policy is applicable when a student group or class is sponsoring an event on campus or at a closed event at a venue off campus. For the purpose of on-campus events, only specific locations will be approved: Centennial Room, DNA Cafe, Faculty Lounge, Scholl Gallery, Main Lobby, Picnic Grove, and Rhoades Auditorium/Hall Entry.

G. Responsible Contacts

At least two individuals from the sponsoring group must be designated “responsible contacts”. They are responsible for overseeing the implementation of the alcohol policy throughout the entire event. The responsible contacts are not to consume any alcohol before or during the event, and until the event is concluded and cleaned up. The responsible contacts are to remain constant for the duration of the event – shifts are not acceptable. The contacts are to introduce themselves to the security guards on duty on campus. The contacts will serve as the primary liaison with this department and the OSL. The contacts will terminate an event at which the policy is not being followed or other problems arise. University staff may require an event to close at any time if the security of the event is jeopardized or the safety of students is at risk. Any and all school events or events with anticipated involvement of 50 people or more must have university staff/faculty present.

H. Alcohol: Types, Distribution, Charging

1. Beer and wine are permitted (so long the request to include alcohol has been approved by the OSL) for on-campus events where the participants are purchasing the alcohol on their own.
2. No hard liquor, grain alcohol, punches, or any mixed drinks are permitted at events which are held on campus. Events involving alcohol at off-campus locations can include the above as long as approval is granted from OSL.

Distribution of alcohol is only permitted through a third-party vendor with a valid liquor license. Third-party server(s) must always be present; alcohol cannot be left unattended. A central point of distribution must be identified. Only one serving at a time may be served to participants of legal age. No event will be arranged as an all-you-can-drink/open bar event. The organizing group is responsible for ensuring that alcohol does not leave the event. If a person appears to be intoxicated, he or she is not to be served. Distribution of alcohol may begin no earlier than 4 pm on a weekday and must conclude no less than one hour prior to the conclusion of the event, but in all cases no later than midnight. Direct or indirect purchase of alcoholic beverages of any kind by the sponsoring organization is not permitted.

I. Food and Beverages

Non-alcoholic beverages and appropriate quantities and types of food must be displayed and available at no cost to attendees. Water must be one of the non-alcoholic beverages provided. Food must be available when the alcohol distribution begins and must be replenished, as necessary, throughout the program. If food is no longer available, alcohol service must end.

J. Security

On-campus events with alcohol must have additional security. For every 50 estimated attendees, one security guard must be present at the event. Groups may request additional security from



Campus Safety. If campus security guards are not available, security must be contracted through a third party at cost to the organization.

K. Transportation

Depending on the event, transportation to and from the event may be required, either in the form of designated drivers or commercial services, such as taxis or buses.

II. ALL SCHOOL ANNOUNCEMENTS

Any announcements a student organization would like to send to the entire campus community must be posted through the Engage “News” feature:

<https://rosalindfranklin.campuslabs.com/engage/news>. This can be done by having a group member go to their organization page on Engage. There will be no initial review of news items before they are posted to the community and as such organizations must ensure they are following all necessary policies, standards, and expectations for communicating with the University Community. An email will be sent out to the entire University Community every Thursday containing news items. The email will contain all items posted within the past 5 business days.

III. CALENDAR

All events registered through the events planning process will be added to the Students Events Calendar. When appropriate, OSL will also add it to the University Calendar if needed. A weekly email of all the student events will go out each Monday Morning from an OSL staff account. This will be a listing of all events for the current week that were registered with the Office of Student Life by the Wednesday prior to the Monday. Any events registered late will not be guaranteed to make the publication. All events are viewable on the Student Events Calendar. All event information will be taken directly from the event registration form that appears on the calendar.

IV. CONTRACTS

All contracts for services or products to be purchased with student organization funds are a shared responsibility with the university and must be approved through the OSL and necessary university departments. Any organization seeking to enter a contract with a vendor must present the contract to the OSL at least six weeks prior to the date needed. Student Organizations may not enter into contracts without review by the OSL. The university will be the official contract holder and will review and sign any necessary contracts.

V. DAMAGES

The university strives to provide free resources to student organizations whenever possible. However, if a university resource is utilized by a Student Organization and is not returned or left in the same condition it is found, any damage cost may be assessed to the Student Organization/Group responsible. This includes damage to property and facilities, as well as excessive use and cleaning.

VI. ENGAGE

Student organizations are required to keep up-to-date information regarding officers, constitutions, and events on their Engage page. Students using Engage page resources must comply with University policies with the information displayed. At least one student organization member must complete



training for Engage every year. This is to ensure clear and effective communication with the University community regarding all necessary resources for the student organization. If a student group fails to consistently update this information they will risk their group being frozen or unchartered.

VII. EVENT REGISTRATION

- A.** All events organized by university students and student organizations must seek event approval through the OSL, whether the event is occurring on or off campus. The OSL will approve event requests that comply with all university policies and risk assessments. The Event Planning Form on Engage is due no later than one week prior to the event for events that do not include alcohol, fundraising, set-up requests, or audio-visual requests. Events involving fundraising, set-up requests, or audio-visual requests require two-week notice. Events involving alcohol require a four-week notice.
- B.** **The sponsoring organization must receive event approval from the OSL before advertising, promoting, or confirming activities.**
- C.** The event planning process and forms can be found in the Event Planning section of the Student Leader Handbook.
- D. Post-Event Form** - Select events with large numbers of expected students in attendance may receive a post-event planning form. The form will be sent via email to the student who registered the event. The form is intended to assist the Office of Student Life and sponsoring organizations in building stronger and more effective programs in the future.

VIII. FOOD VENDORS

- A.** Rosalind Franklin University works exclusively with a food vendor to provide all food and catering needs on campus. All university community members, including student organizations, must use the food vendor for events that are occurring on campus. Outside vendors may only be used to provide food for events and meetings when permission has been granted by the manager of the food vendor. Currently, our food vendor is [Food for Thought](#).
- B.** Food for Thought is available to all student organizations to plan special meals, catering, and refreshment options. If your club or organization wishes to have a special meal or a reception catered by the Food for Thought staff, you should contact foodforthought@rosalindfranklin.edu. Food For Thought also has a special catering menu available only to Student Organizations on campus providing several options of meals at reasonable prices. The following guidelines apply when requesting food from Food for Thought:
 - 1.** Contact Food for Thought via the Event Planning Form at least one week prior to an event to arrange for food services. Less notice may be accommodated for the Student Catering Menu, but please consult Food for Thought directly.
 - 2.** Provide your Student Organization name, title, and account number to ensure that the services are billed properly through the Executive Student Council.
- C.** As the university recognizes that costs associated with student events can be high, each year the



OSL will provide a food subsidy for qualifying student organizations. This money will be allocated for qualifying student organization use as determined and announced by Executive Student Council at the first meeting of the year. Any food purchases after the depletion of the subsidy will not be subsidized and no additional funds will be allocated for this purpose during the academic year.

Exception A: Bringing own food on campus for a meeting or event

- D. For closed events that are not open to the general public, permission may be granted to registered student organizations to provide their own food and non-catered events if the following conditions are met:
 1. The event is on RFUMS campus.
 2. Attendance is restricted to 50 or less.
 3. No food will be prepared or cooked on site.
 4. No student organization funds are used to pay for the food. This includes an outside sponsor.
- E. All trash from the room must be placed in a trash can or bag and cleaned up. Trash may not be left in the room or next to a garbage can. Any group that holds an event and does not properly clean up after their event will lose the privilege to use outside food vendors for the remainder of the academic year. In addition, any group who does not properly clean up after their event may be assessed the cost of clean-up incurred after the event.

Exception B: Receiving Permission to use an outside vendor for food

- F. Groups wishing to use an outside vendor for food must email foodforthought@rosalindfranklin.edu to ask permission to use an outside vendor for food. Requests should include the date and time of the event, and the type of food you are seeking to obtain from an outside vendor. Food for Thought will then reply with a decision whether to grant outside food permission.

If permission is granted, the student group will be responsible for all set-up and cleanup needed. Organizations are also responsible for notifying facilities of the date/time/location of their event by emailing renee.besler@rosalindfranklin.edu indicating on their Event Registration Form, and utilizing the [School Dude portal](#). They must notify Facilities that they will be utilizing an outside food vendor so additional trash cans/bags can be delivered to the room. All trash from the room must be placed in a trash can or bag and cleaned up. Trash may not be left in the room or next to a garbage can. Any group who holds an event that does not properly clean up their event will lose the privilege to use outside food vendors for the remainder of the academic year. In addition, any group who does not properly clean up after their event may be assessed the cost of clean-up, incurred after the event.

IX. FINANCES AND BUDGETING

A. Funding

The money to fund student organizations comes from student activity fees and is dispersed through Executive Student Council to the classes and student organizations with



the oversight of the OSL. Money obtained from student activity fees should be used chiefly to support activities, items, and services that benefit registered students. When using funding, organizations should promote quality co-curricular programs on the campus which:

1. Foster interaction between students in various RFUMS schools
 2. Provide professional, social, and personal development opportunities
 3. Provide service to advance the mission of Rosalind Franklin University
- B.** All student organizations are required to use the Executive Student Council account for all of their money and financing. All funds coming into the student organization or being spent by the organization must go through the Executive Student Council account. Student organizations are not allowed to possess an outside bank account for funds. Any student organization that imposes organizational dues must work directly with the OSL to collect such funds.
- C.** Recognized student organizations, which seek financial support from Student Council for a special project, event, or program, may seek such funding by making a proposal to the Executive Student Council.
- D.** Recognized student organizations shall provide all necessary documentation for events, programs, or projects to the OSL.
1. Those activities, items, and services that provide students with useful information, entertainment, or an opportunity for personal development shall be considered beneficial.
 2. The Executive Student Council will consider all requests for special funding and will respond to the student organization appropriately.
 3. Organizations and groups that receive funding from the student activity fees are required to conform to Rosalind Franklin University rules and regulations.

X. EXPENDITURE GUIDELINES

- A.** In general, student organizations have a great deal of autonomy in conducting affairs and in the expenditure of funds received through the student activity fees. This autonomy is mediated by any and all relevant federal, state, and local regulations and by those regulations, policies, rules, and principles promulgated by Rosalind Franklin University to govern the use of funds. In addition, those student organizations receiving funding from the Executive Student Council must observe regulations, policies, and guidelines at the university. Student organizations must keep copies of any and all of the forms listed below for their records.

The following guidelines have been established for student organization expenditure of funds provided by the student activity fees.

1. All expenditures and deposits will be based on an Event Registration Form unless previous arrangements are made with the Director of Student Life.
2. Alcoholic beverages cannot be purchased with student organization funds. This includes purchases at a restaurant while traveling for a student organization.
3. Any funds given to a student organization by another source may not be used to purchase alcoholic beverages.
4. Organizations that are collecting check funds must keep funds in a safe and secure location until a deposit can be made to the Executive Student Council's account.



5. Reimbursements for food from an outside vendor will not be granted unless Food for Thought has granted permission for the organization to use an outside vendor. Organizations who purchase food from an outside food vendor without permission from Food For Thought, in writing, will not be authorized, and the organization should expect not to be reimbursed for this expense.
6. The use of the Fund and Check Request Form shall be used when funds are to be withdrawn from an organization's account. Funds will not be tendered unless an itemized receipt or invoice of the transaction is attached that details the item(s) paid for is submitted to the Executive Student Council Treasurer. The form can be found on [Engage](#).
7. The use of the [Deposit Request Form](#) shall be used every time funds are deposited. The Deposit Request Form must detail the necessary information and any checks or money orders as part of the deposit must be made payable to "Executive Student Council" with the student organization's name on the memo line.
8. The use of the [Inter-Account Transfer Form](#) shall be used every time one organization wishes to transfer funds to another organization within the Student Council.
9. Student activity fees may not be used to support political campaign activities. All [Student Council financial forms](#) are available through the Executive Student Council website, the Student Council office located in HSB, or on the OSL's Engage page.

XI. FUNDRAISING

- A. Student organizations and groups are given special permission to solicit on RFUMS campus given that they meet and follow specific guidelines:
 1. All fundraising activities must be submitted via an Event Planning Form and must include a description of the type of fundraising that will be done and the dates, times, and locations the fundraisers will be held, even if the fundraiser is happening in an online or non-event format.
 2. All fundraising that includes the sale of an item, ticket, or goods, must have an approved [Sales Permit](#) on file.
 3. No selling is permitted on campus unless the activity or event of the selling agent is for the benefit of the RFUMS community under the sponsorship of a registered organization or university Office.
 4. No selling or solicitation event or activity shall be planned or approved for the private gain of individuals.
 5. Solicitation shall be done in a manner which does not interfere with the normal university process and in areas designated as appropriate, i.e. the DNA Café, Rhoades Lobby, and other common locations.
 6. Registered student organizations may solicit donations on campus with the OSL's approval. Funds collected by an organization or group must benefit the university community by means of programs, non-profit, philanthropic, or student services projects or activities.
 7. The sponsoring organization must maintain accurate financial records of all money received and its eventual distribution in accordance with intent. A record of all funds collected must be reported to the OSL upon completion of the fundraiser.
 8. All fiscal records related to soliciting on campus must be available for auditing by the OSL upon request and as early as immediately following the event.
 9. Fundraising done in partnership with a for-profit entity must be outlined in a fundraising



agreement specifying the terms of the agreement and approved by the OSL at least two weeks prior to the event.

10. Raffles will not be permitted unless valid lottery license is secured.
- B.** Donation Drives must be registered with the Office of Student Life two weeks prior to the start of the drive.
1. Only one organization at a time may set-up and operate a collection for up to 14 consecutive days. The length of a drive may be shortened to 7 consecutive days during busier times (November-January) to accommodate a larger amount of drives.
 2. The sequence of groups will be on a first-come, first served basis.
 3. The group must provide a plan for monitoring collection boxes and collecting donated items.
 4. Donation boxes must be fully wrapped and have a flyer that includes contact information, the RFUMS logo, collection dates, and a description of items being collected and who they are benefiting.
 5. Collected items must be removed within 24 hours of the drive's conclusion.

XII. GOOGLE EMAIL, GOOGLE GROUP, AND GOOGLE SITES (GOOGLE APPS)

- A.** All accounts for student organizations will be created and approved by the Office of Student Life.

The following Regulations apply to all Google Apps, including Email, Google Groups, and Google Sites.

1. Any Google Apps for Student Organization Business must be created from your RFUMS Student Organization Email Address.
2. Executive Director for Campus Life, Amber.Woyak@rosalindfranklin.edu, and Director of Student Life, Alondra.Olvera@rosalindfranklin.edu must be invited and be a member of any Google Apps you create with your RFUMS Student Organization Account.
3. All Content posted on your RFUMS Google Apps account must comply with university Policies/Guidelines, Federal and State Laws.
4. Any Event information you post through Google Apps, must be an approved event by the Office of Student Life through an Event Registration Form.
5. Any curriculum information posted through Google Apps must have approval from the correlating academic department. No curriculum information can be posted without authorization from the department/School (i.e., old exams, study guides, etc.).
6. Your student organization email address may be used for Student Organization business only. All student organization business must be managed through the Student Organization Email address provided. No outside email addresses may be used.
7. By using any of the Google Apps associated with your Student Organization Email Address, you agree to comply with all associated policies.
8. Should an organization need to have a password reset, please contact the OSL.

B. Google Groups

1. You may create a Google group for other RFUMS community members to join which will ensure they receive messages from your organization. All RFUMS community members will have the option to manage their Google groups.



2. Your Google Group Name must be RFUMS- (NAME OF YOUR ORGANIZATION) and created from your RFUMS Student Organization email address.
3. You must invite Amber.Woyak@rosalindfranklin.edu and Alondra.Olvera@rosalindfranklin.edu to be a member of your Google group as soon as it is created.
4. Your Google Group must be restricted to Public or Announcements only, on the Group creation page, which allows only your student organization email address to post messages. Restricted Access levels are not authorized for use. The only authorized managers of your Google Group must be your Student Organization email address as well as the Office of Student Life Staff. No other authorized managers can have access without written consent from the Office of Student Life.
5. Your Google group has the option to be listed in the [Student Organizations Directory](#) on InSite.

C. Google Sites

1. You may use your student organization Email address to create a Google Site for your group. Your Google Site name must be RFUMS- (NAME OF YOUR ORGANIZATION). In the settings for your Google site, you must restrict the site to Rosalind Franklin University of Medicine and Science users.
2. You must notify Amber.Woyak@rosalindfranklin.edu and Alondra.Olvera@rosalindfranklin.edu that you have created a Google Site for use and be sure they are members of the site.
3. Your Google Site must only display official and approved information of your student organization.
4. Your Google Site must meet university Brand Standards. Brand Standards can be found at <https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Marketing/Pages/Marketing.aspx>

Student Organizations found in violation of the above policies will face sanction, including possible revocation of their email address and Google Apps accounts.

XIII. HAZING POLICY

Please see the [RFU Hazing Policy](#).

XIV. INSURANCE

Student Organizations and activities must maintain safe environments for which students to participate in. As part of the event registration process, if additional insurance coverage or permission is needed above what is already available at the university, the Office of Student Life will notify the sponsoring group that additional liability or insurance coverage may be needed and a quote will be obtained. Any costs associated with this insurance coverage will be passed on to the sponsoring organizations, and must be covered in order to successfully hold the event on the RFUMS community. This would include bus transportation, large events on campus, events including physical activity.



XV. KEYS POLICY

No person may duplicate a university key. No person responsible for any university key may transfer that key to any unauthorized person, or be in unauthorized possession of a university key. Access to the Student Council space is via Student ID cards. If you have difficulty accessing this area, please contact the Office of Student Life.

XVI. LOBBYING POLICY

- All lobbying must be submitted as an event through the Event Registration Form.
- No money can be contributed from a student organization account.
- Cannot use your student organization email address unless permission is granted via event registration form and the following statement is included.
 - The views and opinions expressed herein are those of the author or authors in his/her/their individual, private capacity, and do not necessarily reflect those of Rosalind Franklin University of Medicine and Science, its schools or colleges, or its affiliates.

XVII. NEW STUDENT ORGANIZATIONS

The Office of Student Life at Rosalind Franklin University of Medicine and Science offers the opportunity for students to form new student organizations on campus. Please visit Engage.

XVIII. OUTSIDE SPONSORSHIP

When a student organization or class seeks sponsorship with a non-University for-profit entity, the student organization is required to submit a written request for special outside sponsorship to the OSL. If permission is granted, the student organization will still be accountable for all university policies and any financial obligations relating to the program. Any funds received from an outside sponsor must be filtered through the organization's account with the Executive Student Council. Outside sponsorship will only be granted in cases where the student organization requires no commitments back to the sponsoring organization including financial, service, or solicitation. Photographs or other renderings of the product are prohibited unless the product and logo are one in the same.

XIX. RECHARTERING STUDENT ORGANIZATIONS

Each year, the Office of Student Life requires all registered Student Organizations to renew their charter on campus. The recharter process will be open and available from July 1 – August 19 via the [Engage Platform](#). Any existing student organization that does not renew their charter by August 19 will be placed on inactive status at the University. After renewing their charter, each student organization will be required to complete Student Leader Training.

Student Organizations who do not fulfill the Student Leader Training by September 30 will have their charter frozen until the requirement is complete.



XX. SALES PERMIT (Customized Item Order and Sales Permit Application)

Organizations or classes selling an item such as apparel, food or beverage, tickets, or any item including an organization or class name, must complete the [Customized Item Order and Sales Permit Application](#). This must be completed at least two weeks prior to the intended order or sale date. The purpose is to ensure proper tracking, budgeting, and design for all items being sold by a university entity. Sales being hosted by an organization without a permit will be subject to OSL or ESC sanctions.

XXI. SOCIAL MEDIA POLICY

The university has implemented a Social Media Policy that applies to all RFUMS faculty, staff, and students and is applicable to student organizations and activities as well. If a student organization would like to use social networking to advertise their events or group, they must comply with the Social Media Policy. To register a social networking site as a student organization or activity, the first step would be to review the [full policy](#) and [fill out the social media consultation form](#), and submit to the Office of Student Life.

XXII. STUDENT ORGANIZATION CAMERA CHECK-OUT POLICY

A Nikon D3200 Camera/Video Camera is available for use by student organizations to capture official events/projects of their student organizations. Organizations wishing to utilize the camera must fill out a [Camera Check Out Form](#), located as a link off of the Office of Student Life [Engage page](#) at least 48 business hours before they would like to utilize the camera. Reservations of the camera cannot exceed 5 days. All material captured and uses of camera must be for officially approved Student Organization activities and events, all other use is not permitted. Organizations must arrange a specific check-out time with the Office of Student Life and also return time for the camera. The camera will be officially checked out to the student listed as the responsible party on their request form only, and must also be returned by this person. If the camera is returned damaged, missing items, or not properly checked back in by the stated date, the organization will be responsible for the replacement cost of \$500.00 for the camera. Camera equipment includes camera case, D3200 user's manual, Nikon 3200 camera, 18-55 VR lens, Camera strap, battery charger MH-24, lithium-ion battery pack EN-EL14, and SD Card. Optional equipment includes a tripod, and USB cord for downloading. All material on camera must be downloaded by organization directly, and all material captured with the camera is the property of RFUMS and must comply with all university policies, student leadership policies, the ESC constitution, and federal and state laws.

XXIII. STUDENT COUNCIL SPACE AND STORAGE

The Student Council Office located in HSB is accessible to Student Organization officers using a valid Student ID card. After an organization completes the Recharter form, the OSL staff will request access to this space for listed officers. If an issue arises, please contact the Office of Student Life. The Executive Student Council Office houses six black cabinets to be used for storage space. It is the responsibility of the Student Organization Officers to inventory and maintain all possessions being stored. This space may not be used for personal storage under any circumstances. The OSL and RFUMS are not



responsible for lost, stolen, damaged, or misplaced items. It is your responsibility to accurately mark all items with your Student Organization name and information. Failure to maintain this area appropriately will result in loss of privileges.

XXIV. T-SHIRT / APPAREL APPROVALS

- A.** Any student organization that wishes to create apparel for an event, fundraiser or for their members must seek approval of the design through the OSL prior to placing the order by using the [Customized Order and Sales Permit Application](#). This includes all orders, even those that do not use the university name or logo. The form must be completed at least two weeks prior to intended date of placing the order to allow for design consultation.

Common T-shirt and Apparel Issues

- a. If ordering for a specific college, program, or organization the RFUMS logo or name must also appear on the apparel.
- b. Your organization name or event must appear on the apparel.
- c. The RFUMS logo may not appear within another logo or image.
- d. Phrases or comments that reflect negatively on the college, a profession, or persons may not receive approval.

XXV. USE OF RFUMS LOGOS / STATIONARY / BRANDING

- A.** No student, group of students, or student organization may represent Rosalind Franklin University of Medicine and Science without prior authorization from the OSL. This includes the use of logo on apparel.
- B.** Use of the Rosalind Franklin University name and logos is restricted. Student organizations may seek permission to use the university name and logo for approved events. Any such communication and advertising containing the Rosalind Franklin University name or logos must be approved through the OSL to ensure compliance with the [university Brand Standards and policies](#). Use of the university name or logos without prior approval will result in disciplinary action. Any official documents such as letters, memos, or advertising that student organizations publicize externally must be on appropriate university letterhead or use the university logo in accordance with Brand Standards. The OSL will assist any class or student organization in need of creating official documents for approved use.

XXVI. UNIVERSITY POLICIES

This handbook lists policies that specifically govern Student Organizations and Students. All student organizations are also responsible for knowing any university, school, or program policies that may be applicable to them in their roles within Student Organizations. Students or Student Leaders found in violation of a university policy will also face sanction within the Student Leadership System, or Behavioral System at Rosalind Franklin University of Medicine and Science.



XXVII. WEBSITES

Student Organizations have the ability to maintain websites through Google Apps. Please reference the Google Email, Google Group, Google Sites (Google Apps), and Engage policies for specific correlating policies. No other websites are allowed to be maintained by student organizations without the written consent from the Office of Student Life on an annual basis. Google Sites must be claimed during the yearly Re-Charter process.

XXVIII. WUFOO

- A.** Student Organizations seeking an online payment system have the opportunity to use a third-party source sponsored through the Office of Student Life and the Executive Student Council. OSL and ESC oversee an account that allows organizations to collect data through a form but also have an online payment system through PayPal.

Organizations hoping to use this system should contact the ESC Student Information Officer or Office of Student Life two weeks prior to beginning the fundraiser or event.

Some important notes regarding collecting payment on Wufoo/PayPal:

1. All transactions will incur a fee of 3% + 30 cents per transaction. You may not increase your ticket/item price to make up for this loss of revenue.
2. While PayPal is secure, there is obvious risk in providing credit/debit information over the internet. Organizations should be prepared to have an alternate form of payment for those individuals wishing to not utilize the system.
3. Wufoo can be used without the PayPal system.
4. OSL recommends using this system for tickets/items over \$20. T-shirts, White Coats, and large events would be the best use of this system.
5. All data collected is not to be shared or used beyond the specific purpose of your event.
6. The Office of Student Life retains rights over all data collected through Wufoo. Information and reports will be provided upon request with information appropriate to the organization. Wufoo is the only approved vendor for online payments. Individual online payment accounts are not allowed



STUDENTS' PERSONAL AND ACADEMIC INFORMATION



STUDENTS' PERSONAL AND ACADEMIC INFORMATION

I. ACADEMIC PERIOD

- A. The RFUMS academic calendar follows the quarter system. An academic period refers to the period of time during which students are registered and at the end of which period they are assessed based on their academic performance. Academic periods are determined by the academic rules established by the institution.
- B. RFUMS refers to summer quarter, fall quarter, winter quarter, and spring quarter as academic periods.

II. STUDENT RECORDS

A. Rosalind Franklin University Family Educational Rights and Privacy Act (FERPA) Policy

Introduction and Purpose

To inform students of their rights and responsibilities pertaining to their university records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate definitions relating to student records, how they may be accessed and disclosed, the complaint procedure, and other information relevant to the student record.

Scope and Applicability

University employees (faculty, staff, and student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data, or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting university business (administrative, financial, teaching, research or service). This policy shall apply to all offices and divisions of Rosalind Franklin University (RFUMS) and to all current or former students of RFUMS.

Policy Statement

The following constitutes RFUMS policy concerning student rights of access to personal educational records in compliance with the FERPA. Certain definitions and principles contained in the law and guidelines are as follows:

1. A "student" is defined as one who has attended, or is attending, RFUMS and whose records are in the files of the university. Attendance is defined as the date of first enrollment at the university or participation in a university-sponsored program or activity, whichever occurs earlier.
2. Educational records do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
3. Directory (public) Information is limited to name, local and home address and telephone, email address, school or college, class, major field of study, dates of attendance, enrollment status, anticipated graduation date, degrees and awards received, the most recent educational institution attended, and a photograph of a student taken for university purposes. Directory (public) information also includes



class rosters listing students in an RFUMS academic course (Brightspace); such rosters may only be used for the purpose of conducting that course. Record means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, computer files, microfilm, or microfiche.

Release of Directory Information

Directory information may be released unless the student files the appropriate form in the Office of the Registrar requesting that directory information not be released. Directory information that cannot be restricted includes whether the individual was ever enrolled and degrees awarded.

Release of Grades

1. Reports of a student's grades are not routinely mailed. Students may access their grades on Self-Service.
2. The posting of a student's grades must be done in a manner designed to maintain confidentiality. Grades or evaluations linked to personal identifiers (names, RFU ID numbers, or social security numbers) may not be publicly disclosed without specific permission from the student. Without student permission, grades or evaluations may be posted, whether on office doors or on websites, only by using randomly generated codes or numbers.

Record Storage

Students have records in one or more of the following offices:

1. Office of the Registrar
2. Office of Admissions
3. Financial Aid
4. Student Accounts
5. Division of Student Success and Wellness
6. Human Resources (Federal Work Study)
7. Some departments maintain additional student records separate from the university-wide departments. A list of the academic departments that may have records and their locations can be obtained from the Dean's Office of the school or college in which the department is located, or from the Office of the Registrar.

Record Access and Exceptions

A student's record is open to the student, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions:

1. Confidential letters of recommendation placed in files before January 1, 1975.
2. Financial records of the student's parents or any information contained therein.
3. Employment records, except for those cases in which the employment is required as part of the student's program.
4. Medical and psychological records.
5. Letters of recommendation or other documents that carry a waiver of the student's right to access.
6. Records compiled by campus security solely for the purposes of law enforcement.
7. Student education records are open to university officials who have a legitimate educational interest in the information contained in the records.
8. A university official is an employee or other agent of the university. A university



official may also be a person or company with whom the university has contracted to carry out a function on the university's behalf.

9. The determination of a legitimate educational interest will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. A legitimate educational interest requires that the individual seeking access must have the requested information to perform a job function.

Conditions of Access Waivers for Student References

To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

1. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition, and candidacy for employment.
2. Waivers cannot be required.
3. The student shall be told, upon request, the names of those supplying references.
4. All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.

Third-Party Access

Normally, records can be released, or access given, to third parties (i.e., anyone not a member of the faculty or staff), only with the written consent of the student. Without the consent of the student, releases to third parties may be given only as follows:

1. To federal officers as prescribed by law.
2. As required by state law.
3. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students. To accrediting agencies carrying out their functions.
4. In response to a judicial order or lawfully issued subpoena.
5. By Campus Security to other law enforcement agencies in the investigation of a specific criminal case.
6. To parents of students who are dependents as defined and verified by IRS standards.
7. A student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the university that the student's use or possession of alcohol or a controlled substance constitutes a violation of a university rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s).
8. A student's parent(s) or legal guardian(s) in connection with an emergency.
9. To appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Continued Record Maintenance

Nothing in this university's FERPA policy requires the continued maintenance of any student record. However, if, under the terms of this policy, a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student.



Records of Deceased Students

FERPA rights cease upon death. However, it is the policy of RFUMS that no records of deceased students be released after the date of death unless specifically authorized by the executor of the deceased's estate, by the next of kin, or as stipulated in the Record Access and Exceptions section of this policy.

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:

1. 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.
2. 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 of Enrollment Management. Upon request, the university will arrange for a hearing and so notify the student.
3. The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one (1) or more individuals.
4. The university will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If the university decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or setting forth reasons for disagreeing with the decision.
6. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If the university discloses the contested portion of the record, it must also disclose the statement.
7. If the university decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

Creation, Permanence, and Disposal of Student Records

The following is a general guideline regarding the disposal of student records:

1. Only such records as are demonstrably and substantially relevant to the educational purposes of the university shall be generated or maintained.
2. Permanent retention of student records is limited to those records which are of long-range value to the individual or the university.
3. All duplicate copies of permanent records, other than those maintained by the custodian of the permanent records, shall be maintained only for the minimum period of time required to serve the basic official function of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed), e.g., within one year following graduation or two years after the last date of attendance. A student will be granted access to his records prior to their destruction when the student has an unsatisfied request outstanding.



Directory Information

In compliance with the federally enacted regulations and university policies, directory information regarding students attending Rosalind Franklin University of Medicine and Science shall be the:

1. Student's name
2. Local address
3. Permanent address
4. Email Address
5. Telephone listings
6. Year at the university
7. Dates of attendance
8. Academic college and major field of study
9. Enrollment status
10. Participation in officially recognized activities and sports
11. Degrees, honors, and awards received
12. Most recent educational agency or institution attended
13. Photographic or electronic picture or images

Public information pertaining to any individual student may be released by the Registrar upon inquiry unless the student has not agreed to release directory information. Partial or whole lists of students by name and address will not be released for commercial purposes.

Each major administrative unit shall define the kinds of reports and information that may be released to the public.

Information contained in personal files of the student is considered confidential information. With the exception of the information noted above, all student records are considered to be confidential and are open only to university personnel (individuals under contract) who need the information to carry out their official responsibilities (assigned duties and functions).

Although university personnel are authorized access to this information on a "need-to-know" basis (to perform specific duties and functions), they are not permitted to release information to persons outside the university unless authorized in writing by the student, by a court order, or according to the exceptions listed in the Record Access and Exceptions section.

Only the official or designated person responsible for the records has the authority to release them. Records may be disclosed to a third party only on condition that the recipient will not permit others to have access to the information without the written consent of the student.

Rights of Access and Review of Records

Students have the right to inspect, review, or receive an interpretation of copies of their educational records, except as excluded below. This right may be exercised by completing a written request to access the records. Such requests should be honored as quickly as possible and reasonable, normally within 48 hours; if detailed documentation and/or interpretation are required, the request should be honored within ten days. In all cases,



requests for such information must be honored within 45 days.

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made, provided the fee does not effectively prevent students from exercising their right to inspect and review (under supervision of a university employee) their records. No fee will be charged to the student to search for or to retrieve records. Each custodian of records is responsible for requiring proper identification of the individual making the request about their records.

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:

Academic and Admissions Records (after matriculation)

Official: Associate Vice President for Student Records, Registrar
Location: Office of the Registrar

Admissions Records (prior to matriculation)

Official: Senior Associate Vice President for Admissions and Recruitment
Location: Office of Admissions and Enrollment

Alumni Records

Official: Executive Director of Stakeholder Engagement
Location: Division of Institutional Advancement

Disciplinary Records

Official: Dean of Students
Location: Division of Student Success and Wellness

Employment (Work-Study and Student Employment)

Official: Associate Vice President of Human Resources
Location: Human Resources

Student Financial Services (Financial Aid and Student Accounts)

Official: Associate Vice President of Student Financial Services
Location: Office of Student Financial Services



International Students

Official: Associate Vice President for Community and Campus Outreach

Location: Division of Community and Campus Outreach

Security Records

Official: Director of Campus Safety

Location: Department of Campus Safety

Veterans Records

Official: Coordinator of Veterans Affairs

Location: Office of the Registrar

Student Activities

Official: Executive Director of Campus Life

Location: Office of Student Life

Criminal Background Checks

Official: Dean of Students

Location: Division of Student Success and Wellness

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 of Enrollment Management.

If a student wishes to file a complaint with the federal government concerning the university's failure to comply with FERPA, he/she must submit the complaint, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, (<https://studentprivacy.ed.gov/resources/eligible-student-guide-family-educational-rights-and-privacy-act-ferpa>). The Family Policy Compliance Office will notify the student and the university when the complaint has been received. They will investigate the complaint and may require further information. Following its investigation, they will provide written notification of its findings and basis for such findings. In the event the university is found not to be in compliance, it will be afforded the necessary time to comply. If it does not, then comply; additional action may be taken by the Family Policy Compliance Office. For guidelines concerning this complaint procedure, see 34 CFR Paragraph 99.64 and the subsequent regulations of the Family Educational Rights and Privacy Act.

FERPA Violations

Faculty, staff, and/or student employees who violate this university policy may be subject to disciplinary action for misconduct and/or performance based on the administrative process appropriate to their employment.

Students who violate this university policy may be subject to proceedings for non-academic misconduct based upon their student status.



Faculty, staff, student employees, and/or students may also be subject to the discontinuance of specified information technology services based on the policy violation.

Contact:

Office of the Registrar
Rosalind Franklin University of Medicine and Science
3333 Green Bay Road
North Chicago, IL 60064
847-578-3228
registrar@rosalindfranklin.edu

B. Student Records (General)

Academic Records and Transcripts

The permanent academic record for each student is maintained by the Office of the Registrar. While the grades may be reported unofficially to the student, dean, and advisor, the only true and valid documentation of academic work and student status is an official transcript of the academic record. The transcript is available only with the signed authorization of the student.

The academic transcript is part of a student's academic record. In addition to the transcript, the Office of the Registrar collects other documents essential to completing the academic history of the student. These records and the transcript, together, constitute the student's permanent academic records.

The permanent academic record is the unabridged history of a student's academic progress at RFUMS and cannot be altered except in conformance with policies governing adding, dropping, modifying courses, recording academic achievements, and evaluation.

Other university offices, such as the students' department, may collect other education records, not necessary to be included in the permanent academic record.

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.

Retaining records serves two purposes. In the short term, it provides those responsible for management of student development with the means to monitor progress and resolve problems. In the long term, a clear records retention policy enables the university to comply with federal, state, private, and local regulations governing auditability.

Federal regulations, as they relate to student records, are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Please review the FERPA policy for more details.



Legal Name Change

A student may request a name change by completing the necessary request with the Office of the Registrar. Documentation of a student's name change is required. A student must present the original documentation in person or mail a certified copy of the documentation. A student must provide a certified copy of marriage license, court-issued name change, or divorce decree. A student must also provide a Social Security card indicating the new name.

The Name Change Form can be found on the Registrar's InSite page under the Student Requests menu.

Preferred/Chosen Name, Personal Pronouns, and Gender Identity Policy

Introduction and Purpose

Rosalind Franklin University is committed to fostering an inclusive environment on campus. We recognize that employees and students have the right to identify a preferred/chosen name, personal pronouns, and/or a gender identity, which is a part of their personal identity.

Scope and Applicability

This policy provides students and employees the option to select a preferred/chosen name, personal pronoun, and/or a gender identity which is used within RFU systems except for when the university deems the legal name or legal sex is necessary or required by legal need or university business practice.

Policy Statements

Rosalind Franklin University recognizes that many of its students and employees use first names other than their legal first names to identify themselves.

Rosalind Franklin University allows any student or employee to identify a preferred or chosen first name or middle name that differs from their legal name. The preferred first name or middle name will appear in university-related systems, which display both fields and documents, except where the legal name is necessitated or required by legal need or university business practice. ***Last name can only be changed through a legal name change.***

Electronic systems that are viewed by students and employees and do not need to display a person's legal name for a university business practice will begin using the chosen/preferred first name or middle name as soon as practicable after the request is received. Whenever possible, the person will be referred to as their chosen/preferred name if one has been selected. The chosen/preferred name will be reflected as the first name and middle name on all rosters that do not require a legal name.

- Chosen/preferred names may not contain offensive or inappropriate language. The Registrar's Office or Human Resources will review all submissions and will communicate with the student or employee if a submitted name cannot be approved as submitted. Preferred/Chosen names may not be used to misrepresent or illegally represent a person.
- Preferred/Chosen names may only contain letters; no hyphens, accent marks,



symbols, or numbers may be utilized.

Inappropriate use or submissions for preferred/chosen name may result in revocation of the preferred name request and will be reviewed for potential University Student Conduct Policy, or Employee Code of Conduct, or other policy violations.

In addition, all students and employees who would like to self-select personal pronouns or a gender identity are allowed to do this in systems equipped to manage these pronouns/identities. Selection of personal pronouns and/or gender identity is optional but encouraged. Gender identity is different from legal sex. University business practice requires all faculty/staff/students to indicate legal sex. Gender identity and/or personal pronouns may be submitted as shown below. RFU will use personal pronouns and gender identity as requested by the student or employee going forward.

Preferred/chosen names, personal pronouns, and/or gender identity may be updated one time each quarter and must be submitted at least 4 weeks prior to the start of the quarter. If additional updates are made during the quarter or updates are made less than 4 weeks prior to the start of the quarter, RFU cannot guarantee all electronic systems and documents will properly reflect the new information until the subsequent quarter. Some examples of where preferred name may be used include, but are not limited to:

- RFU Email Address
- HelixNet Username
- Ellucian Self Service *
- ADP
- Directory Information
- D2L Brightspace *
- Examssoft
- Zoom *
- Student ID Card (replacement fee applicable)
- Class/Employee Rosters *

*Those places which also display personal pronouns are denoted with a *.*

Examples of where the preferred name, personal pronouns, or gender identity will not be used and where the legal/primary name will appear include, but are not limited to: *

- Transcripts
- Diplomas
- Financial Aid and Billing Information
- Employment Records
- Payroll and Check Records
- Tax Forms and Records
- CastleBranch / MedProctor
- Medical Documents / Health
- Records



- Immigration Documents
- Enrollment Verification
- Contracts
- Other Official University
- Documents
- Federal Reporting

**List is subject to change*

Both a student's preferred/chosen name and legal name are considered directory information under the Family Educational Rights and Privacy Act (FERPA).

PROCEDURES

Students

Students who wish to establish a Preferred/Chosen name or choose a gender identity or personal pronoun must submit their request through Ellucian Self Service [RFUMS Student Application \(rosalindfranklin.edu\)](https://rosalindfranklin.edu)

Go to User Profile and click on Edit Personal Identity.

Employees

Employees who wish to establish a Preferred/Chosen name, or choose a gender identity or personal pronouns must submit their request through ADP (go to Myself- My Information – Profile. In the Personal Info box, click “View More”. Remember to click Save at the bottom of the page after all changes are made).

A Preferred/Chosen name will not change the student or employee legal name on record with RFUMS. Legal name changes must be submitted through the Office of the Registrar or Human Resources and require legal documentation to support the change.

DEFINITIONS

Preferred/Chosen Name: A name that is different from a person's Legal Name that is used consistently in place of the Legal Name. Also known as affirmed or lived name.

Legal Name: A person's legal first, middle, and last name as it appears on official governmental documents such as licenses, passports, social security cards, birth certificates, and tax forms.

Legal Sex: A person's legal sex as shown on their legal documents, such as a driver's license or passport. Legal sex is used for federal reporting and insurance purposes and is obtained from official student or employee records.

Personal Pronouns: The pronoun a person should use to identify and refer to an individual. The pronoun a person uses which can be self-selected by students and employees.

Gender Identity: A person's sense of their own gender, which may differ from their legal sex.



POINTS OF CONTACT

Office of the Registrar
Human Resources
Division of Student Success and Wellness

National Student Clearinghouse (NSC)

The National Student Clearinghouse (NSC) is a central repository of student enrollment information. Its purpose is to provide required enrollment information to the servicers and guarantors of the Federal Student Loan Programs.

There are several advantages to allow the National Student Clearinghouse (NSC) to provide the enrollment information for servicing student loans.

1. It allows students who transfer from one participating school to another to continue their in-school deferment status without inherent delays.
2. The servicers can contact one central location to obtain information for all of the students whose loans they service.
3. Deferments can be granted much more quickly because the data is shared with the servicers electronically.
4. There is less chance of human error because the reporting process is standardized and enrollment updates occur frequently.

RFUMS provides enrollment information to the NSC on a monthly basis. The purpose of these frequent certifications is to be able to reflect changes in enrollment status. The NSC loads the data onto their database and sends electronic enrollment reports to the servicers who are members of the NSC and mail paper reports to non-members upon request.

Transferring Admissions Records to the Office of the Registrar

A complete admissions file should be kept for each applicant until the end of an application process. When a student is admitted into the university, the admissions file is subject to standard retention policies. However, when an admitted student does enroll, certain files must be transferred to the Office of the Registrar in accordance with the following process.

Transfer of Admissions File to the Office of the Registrar's Process

The following documents from the student's application should be transferred to the Office of the Registrar to become part of the student's educational record.

1. Application for admission
2. Supplemental application (if applicable)

All other application materials may be maintained for seven years in remote storage. Examples of these "other" application materials include:

1. Letters of evaluation
2. Screener sheets
3. Interview forms
4. Proof of supplemental application fee

Upon request, a copy of Letter of Acceptance can be sent to:

1. Office of the Registrar



2. Financial Aid Office

III. BACKGROUND CHECK POLICY

A. Purpose

Rosalind Franklin University of Medicine and Science (“RFUMS” or “University”) requires background checks on all students in order to enhance the health and safety of all students, faculty, staff, and patients in the academic and clinical environments, to adhere to applicable healthcare regulations and laws, and to attest to affiliated clinical sites and licensure entities regarding a student’s background and eligibility.

This policy provides the process and procedures by which student background checks are conducted and how the results of those student background checks are used, reviewed, and maintained, in an effort to promote compliance with the law, recognize the uniquely sensitive information involved, and enhance the safety of our community.

B. Policy Statement

As a part of the application process, all applicants are required to disclose all past or present misdemeanor or felony convictions and any pending criminal charges. Also, as a part of the admissions process, initial background checks are conducted on all accepted applicants and the results of those background checks are used for educational purposes, primarily for making decisions regarding matriculation. Acceptance into RFUMS is conditional on background results that are satisfactory to RFUMS.

Background checks are also conducted on enrolled students in certain health care education programs and the results of those background checks are used for educational purposes, primarily to facilitate placement of students in educational experiences at clinical and other sites that have access criteria. RFUMS also retains the right to require an existing student to submit to a criminal background check at any time during their enrollment at RFUMS.

Accepted applicants and enrolled students must disclose any additional charges and convictions that occur after the initial background check within 72 hours of the incident. Failure to report additional charges and convictions may result in a subsequent background check, a review by the Dean of Students, and possible adjudication for noncompliance with our Student Conduct Policies and/or admission requirements.

The Dean of Students is the institutional official with responsibility to oversee and manage the student background check process, which includes implementing safeguards to protect the results of those background checks from inappropriate use and disclosure. The handling of all background check findings and related records will be strictly confidential and adhere to the Family Educational Rights and Privacy Act (FERPA).

C. Audience

Administered by the Dean of Students and applicable to all matriculating and enrolled students in a degree awarding program.



D. Procedure

1. Background Check Companies

- a.** The Dean of Students shall identify and select background check companies which:
 - i.** Fulfill all legal obligations under the Fair Credit Reporting Act (FCRA);
 - ii.** Have appropriate safeguards in place to protect the results of background checks from inappropriate use and disclosure;
 - iii.** Demonstrate an appropriate level of efficiency of use; and
 - iv.** Comply with the business policies for the university that govern the selection and contracting with outside vendors.

2. Initial Background Check Requirements and Waivers

- a.** All accepted applicants must complete and pass a criminal background check review as a condition of matriculation. Background check results will be reviewed under the process described in 5(d) below. An accepted applicant who refuses to consent to or fails to pass a background check review will not be permitted to matriculate.
- b.** Students who are currently enrolled in a current RFUMS program and have a background check on file and will start a new academic program while maintaining continuous enrollment in at least one academic program at all times, will not be required to submit a new background check to begin the new academic program.
- c.** Current RFUMS employees who have an acceptable background check on file with Human Resources will not be required to submit a new background check for admission to an RFU program. A waiver request and release to allow the results of the background check on file to be reviewed to meet admission standards will be required.

3. Subsequent Background Check Requirements

- a.** Enrolled students may need to complete and pass a criminal background check prior to beginning a clinical experience or rotation at an affiliated site or other educational experience. Background check results will be reviewed under the process described in 5(d) below. An enrolled student who refuses to consent to or fails to pass a background check review required for a clinical experience or other educational experience will not be permitted to continue their enrollment.

4. Self-Reporting and Ongoing Obligations

- a.** Students must report any new arrests, charges, or convictions to the Dean of Students within 72 hours barring any extenuating circumstances.
- b.** Failure to report additional charges and convictions may result in a subsequent background check, a review by the Dean of Students, and possible adjudication for noncompliance with our Student Conduct Policies.
- c.** Reports received after the initial background check will be reviewed under the process described in 5(d) below.

5. Results of Background Check

- a.** *Internal Use.* University faculty and staff may, on a need-to-know basis and only



posing a threat to the health and safety of others.

In the event that an accepted applicant fails the background check review by the Review Committee, the accepted applicant will be notified in writing of the decision by the Admissions Committee. All Admission decisions are final.

For an accepted applicant with a background check that resulted in convictions or pending charges, but the Review Committee determined was satisfactory for matriculation, the accepted applicant must sign a waiver stating their understanding of the possible negative impact of their background check on their education, clinical experiences, postgraduate training, and licensure.

- ii. *Enrolled Students*. The Dean of Students will conduct the initial review of findings on required background checks for existing students. A record of criminal activity will not automatically disqualify an existing student from continued enrollment. If the results warrant further review, the Dean of Students will convene the Review Committee to review the findings and determine whether the student may continue enrollment with RFUMS. The Review Committee will make their determination based on the timing, severity, number and nature of the findings. In some cases, the existing student may be asked to provide additional information or a statement for the Review Committee's consideration. The Review Committee shall consider the following:
- Number of convictions or pending charges;
 - Nature, seriousness, and dates of incidents or convictions;
 - Rehabilitation;
 - Relevance of the crime committed to medical profession standards;
 - Whether RFUMS will be able to provide appropriate clinical training;
 - Federal or state requirements relative to the applicable medical profession or health care field;
 - All known information regarding the accepted applicant, including any additional information provided by the accepted applicant; and
 - Any other relevant evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.

In the event that an existing student fails the background check after review by the Review Committee, the enrolled student will be notified in writing of the decision.

The student may appeal a decision by the Review Committee to the Dean of the School/College in writing within ten (10) days of the decision based on one of the following grounds: 1) a procedural error that adversely



affected the fairness or reliability of the process; or 2) newly discovered information that could affect the outcome (note: “newly discovered information” means information that was both not previously discovered and could not have been discovered even if the student had exercised due diligence). The appeal outcome will be communicated to the student in writing and shall be final.

For an enrolled student with a background check that resulted in convictions or pending charges, but the Review Committee determined was satisfactory for continued enrollment, the student must sign a waiver stating their understanding of the possible

negative impact of their background check on their education, postgraduate training, and licensure. Further, clinical experiences and rotations, post-graduate residency placements, and licensure are governed by separate entities who use their own specific set of standards that may be different than those used by RFUMS. In such cases, RFUMS will confidentially share the pertinent background check information with the clinical site or entity representative as necessary and on a need-to-know basis to allow them to decide whether the results meet their own background check standards. For this reason, scheduling and completion of clinical training and rotations may be delayed. RFUMS will work with the student to find a possible clinical site that will accept the results, but RFUMS cannot guarantee such placement.

E. **Related Information**
[RFUMS Student Handbook](#)

F. **Contacts**
Shelly Brzycki, Dean of Students
Bryan Moody, Senior Associate Vice President of Admissions and Recruitment



SOCIAL MEDIA POLICIES AND PROCEDURES



I. INTRODUCTION AND PURPOSE

- A.** Rosalind Franklin University of Medicine and Science's social media sites include Facebook, Instagram, and LinkedIn. Content contributors on RFU accounts are upheld to the standards and guidelines outlined in our Social Media Handbook which can be found on InSite. **Social media sites** are platforms with built-in tools that facilitate communication between groups of individuals. Our university uses social media to improve awareness of the university and authentically represent who we are to anyone seeking us out in the social landscape.
- B.** We also recognize that there are risks associated with the inappropriate use of social media platforms. Confusion about whether a belief or opinion is expressed in a personal capacity or in an official capacity on behalf of the university, or the posting of inaccurate information on university-sponsored sites, are examples of actions that can seriously damage the reputation of the university. Posting information that is not protected by federal regulations like FERPA and HIPAA is an example of an illegal activity that subjects the individual and the university to substantial penalties.
- C.** Each member of the university community must think about the impact of their actions on social media sites. Individuals associated with the university are viewed as professionals in the area of healthcare education services and experts within their own career disciplines. Employees should remember that any activity on social media sites will reflect upon their personal professionalism, as well as the reputation of the university.
- D.** Furthermore, the university must actively monitor information that is posted to social media sites to ensure that it is appropriate for consumption by the public. The university is required to protect the confidentiality, integrity, and availability of information that it maintains. The university will implement appropriate security standards and controls such as this policy, to protect private information and maintain compliance with applicable regulations.

Despite the risks involved, there is clearly a great benefit to social media if they are used properly. This policy will help guide the university community on the appropriate use of social media tools for institutional as well as personal purposes.

II. SCOPE AND APPLICABILITY

This policy applies to all content creators, including; faculty, staff, students, contractors, vendors, and volunteers of the university who develop, share and publish information on RFU social networking sites.

III. POLICY STATEMENT

A. Institutional Use

Institutional use of social media sites must be authorized by and executed in collaboration with the Division of Marketing and Brand Management. There can be no university sites or pages on any social media site unless they are developed or authorized by the Division of Marketing and Brand Management. Content creators



are also required to share their username/s and password/s with the marketing department, after the approval of their account. All sites are subject to continuous content review, and the marketing department reserves the right to modify or eliminate sites at any time. Marketing will take reasonable steps to notify the site owner of any issues and work together with the site owner to develop appropriate content modifications.

Any department authorized by the Division of Marketing and Brand Management to maintain their own social media site will be expected to:

1. Provide Marketing with site login credentials sufficient to maintain complete control of the site content;
2. Maintain content that represents the spirit and values of the university, and is current, accurate, and consistent with university policies, including the [Social Media Handbook](#) and [Social Networking and Blogging Policy](#).
3. Follow the guidelines in the [Photography and Media Policy](#). Never post or share copyrighted materials, and maintain appropriate bibliographic references to source materials, avoid publishing images that show human anatomy or animal models, avoid publishing images to internal and external sites that showcase cadavers;
4. Respond to emails and comments when appropriate, and forward issues to the Associate Vice President of Marketing and Communications and Senior Digital Communications Specialist;
5. Read the terms and conditions for site use and maintain the site in accordance with the rules of the social media site (i.e. delete comments that contain profanity, are selling or promoting a product, are spam, or contain material that is unlawful, hateful, threatening, harassing, abusive or slanderous);
6. Notify the Division of Marketing and Brand Management when there may be a conflict between site rules and university policies or values.
7. Only administration-designated employees are permitted to post on behalf of the university. If you receive an external request for comment “by the university” or an inquiry requiring a response on behalf of the university, you should direct the request or inquiry to the Office of Marketing and Brand Management or the Chief of Staff.

Any official university statements on news media sites or directly to news media officials must be made through the Division of Marketing and Brand Management.

The university may use public information discovered on social media sites to support any disciplinary actions related to a university community member.

B. Personal Use

If you choose to participate in social media sites for personal purposes, you should observe the following rules:

1. Do not reference the clients, customers, or partners of the university;
2. If you have identified your relationship with the university in any social media setting, you must make it clear that any views expressed by you are not the views of the university;
3. Supervisors and Human Resources Department employees are restricted from providing online references/recommendations for current or former employees unless they have clarified that it is a personal endorsement and not a university endorsement;



4. Practice academic integrity. Never post content that invites academic dishonesty;
5. Practice personal integrity. Never misrepresent or conceal your identity. Do not make or endorse reckless or malicious false statements.

To the fullest extent authorized by law, the university prohibits posting comments or materials (including photographs, videos, or audio) that are obscene, defamatory, libelous, threatening, abusive, or violates our policy against sexual or other unlawful harassment. This includes, but is not limited to, prohibited material (as described above) regarding the university, our administrative staff, faculty, students, and the families of students. Such actions constitute legitimate grounds for dismissal. It is important to note that such actions are prohibited, whether done during work hours or outside of work.

Also, participation in social media activities that can be characterized as non-work related during a time that you are scheduled to be working can certainly interfere with your work duties and/or responsibilities and can be cause for appropriate disciplinary action.

Personal use of social media, like personal use of other communication methods, should not interfere with the efficient use of university time and resources.

When using social media sites for any purpose, your actions are subject to all university policies as well as federal, state, and local regulations. See the References and Related Policies section for examples of some other regulations and policies that may apply to your use of social media tools.

Note that postings on university social media sites can be considered official records and may be subject to discovery processes related to federal, state and local regulations.

Any person found to have violated this policy may be subject to disciplinary action, up to and including dismissal from the university.

IV. UNIVERSITY-SPONSORED SOCIAL MEDIA SITE

A. Creation of University-Sponsored Social Media Sites

Anyone wishing to create a university social media site is required to complete a site request form and submit it to the Division of Marketing and Brand Management for review. The department will also review the request and work with the requestor on the details of implementation if approved. Sites that were in existence prior to this policy will be required to register their information with the Division of Marketing and Brand Management using the same request form.

B. Maintaining Site Content

In addition to the requirements shown in the policy section for updating social media site content, anyone posting content on behalf of the university should also consider the following suggestions:

1. Understand that your actions reflect upon your professional reputation and, by association, the reputation of Rosalind Franklin University of Medicine and Science



- you should be responsible for protecting your reputation and the reputation of your employer;
2. Become familiar with and follow the best practices set forth in the Social Media Handbook (InSite);
 3. Respect the opinions of others and their right to freely express themselves;
 4. Respond to inquiries or comments in a timely fashion to keep the community engaged;
 5. Post updates on a regular basis to keep the site fresh;
 6. Follow-up on any issues that are deferred to other departments for resolution — be an advocate to make sure potential customers are satisfied;
 7. Keep control of your posting activity, and therefore the site — listen to posted concerns, try to fully understand the issues, do not participate in heated/emotional conversations by posting equally emotional responses;
 8. Gain the trust of your audience by always identifying yourself, your role with the university, and being as honest as possible when posting;
 9. Always remember that regulations such as HIPAA and FERPA may restrict what information can be posted;
 10. Protect the information of others – as the moderator of the site, you can edit postings (with appropriate notification) to make sure community members cannot abuse each other’s information;
 11. Protect your own information — giving away too much personal detail may allow others to harm you or your family;
 12. Do not discuss internal university business such as management changes, partnerships, or legal issues — the university issues official press releases to discuss major issues.

However, nothing in this policy precludes employees from discussing the terms and conditions of their employment on social media sites that are not sponsored by the university.

C. **Monitoring**

When inaccurate or inappropriate information is discovered, the Division of Marketing and Brand Management will make every attempt to contact the person who posted the information to see if they can make the necessary corrections. If modifications to a university site are required immediately, or if there is a problem getting a timely response from the department that maintains a site, then the Division of Marketing and Brand Management will make the necessary corrections and notify the department of the changes that were made.

The Division of Marketing and Brand Management may identify inappropriate postings that require further investigation to see if any laws or university policies were violated. The department will forward concerns and gather evidence to the appropriate person or governing body to conduct a more thorough investigation.

Any potential, known, or suspected violation of this policy or law must be promptly reported to your supervisor, the Division of Student Success and Wellness, or to the Office of Compliance, which may be accomplished directly or through EthicsPoint, Inc. (which allows anonymity) and can be found [here](#).



V. POINTS OF CONTACT

Division of Marketing and Brand Management
Division of Student Success and Wellness
Office of Compliance
Chief Information Officer
Human Resources Department

VI. REFERENCES AND RELATED POLICIES

Code of Conduct
Employee Handbook
Student Handbook
Equal Employment Opportunity Policy
Information Sensitivity Policy
University-Wide Reporting Systems Policy
Investigations Policy
Lobbying Policy
Health Insurance Portability and Accountability Act (HIPAA)
Family Educational Rights and Privacy Act (FERPA)
Site Creation Request Form
Social Media Handbook
Photograph Release Form
Photography and Media Policy



RESOURCES



I. CAMPUS SAFETY 24/7 (PHONE 847.578.3288)

[Campus Safety](#) is concerned for the safety of everyone on campus. Services include:

- Safety escorts,
- Vehicle and apartment lockout services,
- Battery jump starts,
- Parking control,
- Shuttles to Lake Bluff Train Station (see schedule on InSite page) and Target (Wednesdays at 5:20 pm),
- Lost and Found.

Security also publishes resources on crime prevention education and annual crime statistics. Please visit the [Campus Safety website](#) for more information.

Contact Information:

1. Security Control Center - Staffed 24/7 (Located across from the Spirit Store): 847.578.3288
2. Ramone Jones – Assistant Director (L.372): 847.578.3289
3. Gordon Blanchard – Director of Campus Safety (L.372): 847.578.3232
4. For non-emergency and non-urgent requests, you can email campus.safety@rosalindfranklin.edu

II. DIVISION OF STUDENT SUCCESS AND WELLNESS (PHONE: 847.578.8354)

Through collaborative partnerships, [Division of Student Success and Wellness](#) empowers and supports our diverse learners to reach their academic, personal, and professional goals by offering innovative programming and services.

Contact:

- SSW Main Phone line: 847.578.8354
- SSW Main Email: student.affairs@rosalindfranklin.edu

A. Student Affairs

Academic and Accessibility Services

The staff in [Academic and Accessibility Services](#) acknowledges the challenges and demands of the academic experience at Rosalind Franklin University of Medicine and Science. We strive to provide academic support to all RFUMS students outside of the classroom to help ease transition and enhance academic outcomes. Our goal is to maximize studying time while balancing other life demands.

We provide individual counseling on topics such as:

- Study skills
- Retrieval practice
- Multiple-choice test-taking strategies
- Time Management



- Study Scheduling

We also provide the following services:

- [Services for Students with Disabilities](#)
- [Peer Tutoring Program](#)

Campus Life

[Campus life](#) is comprised of [The Office of Student Life](#) and [The Office of Student Housing](#). Within The Office of Student Life, there is [Fitness and Recreation](#) as well as [Service Learning](#). Campus Life is committed to assisting students in becoming a force for positive change in the community and the greater society. Campus Life has dedicated staff to support and create community within the offices listed above.

Dept website links:

- [Campus life](#)
- [The Office of Student Life](#)
- [The Office of Student Housing](#)
- [Fitness and Recreation](#)
- [Service Learning](#)

B. Student Wellness Center

The [Student Wellness Center](#) at Rosalind Franklin University will focus on holistic, preventative interventions providing students a foundation for well-being via self-care and healthy life choices. This integrated center will emphasize intervention strategies that lead to options for overall better mental and physical health, stress reduction, and prevention of disease as well as acute, chronic, and occupational services.

Office visits with a provider are free of charge (no copays). Most labs will require insurance to be used.

Located:

- 3333 Green Bay Road • North Chicago IL 60064 | RWCLC - L.054
- Phone: 224-570-7201
- E-mail: studenthealth@rosalindfranklin.edu

Dept website links:

- [InSite](#)
- [RFU Website](#)

Student Counseling Service

[Student Counseling Service](#) seeks to support the students of Rosalind Franklin University of Medicine and Science (RFUMS) in gaining the maximum benefit from their educational experience by supporting optimum wellness and mental health. We value an atmosphere that is welcoming and comfortable for all individuals' unique identities including race, gender, ethnicity, age, sexual orientation, religion, socioeconomic status, citizenship, and ability. We seek to promote these ideals within the Rosalind Franklin University of



Medicine and Science (RFUMS) environment. We are guided by the principles of safety, choice, collaboration, trustworthiness, and empowerment.

Located:

- 3333 Green Bay Road • North Chicago IL 60064 | RWCLC - L.054
- Phone: 847.578.8723
- E-mail: scs@rosalindfranklin.edu

Dept website links:

- [InSite](#)
- [RFU Website](#)
- [Engage](#)

III. DIVISION OF STRATEGIC ENROLLMENT MANAGEMENT

Our mission is to ensure academic quality and student success by attracting and retaining a talented and diverse student body that will be dedicated to serve the population as healthcare worker professionals. By utilizing a series of highly integrated information services and robust reporting, SEM provides analysis of the characteristics and behaviors of students to help the campus achieve its goals.

Our mission is to provide innovative services to all students, faculty, staff, and alumni. We strive to recruit, enroll, and maintain an academically prepared, diverse group of students who are afforded the opportunities and provide resources to contribute to the campus community.

Facilitating students and faculty in navigating the administrative processes and protocols of the University experience from pre-enrollment to post-graduation. Our mission is to elevate academic quality and champion student success. Building a talented and diverse student body that not only facilitates graduation at high rates but successfully bolsters financial literacy.

A. Admissions and Enrollment

The mission of the [Office of Admissions & Enrollment](#) is to achieve greater prominence for Rosalind Franklin University's health professions and graduate programs by efficiently recruiting and enrolling academically prepared, diverse, and talented students. We work with integrity and best practices in service to students, the university, the professions, and our community partners to advance the mission and values of Rosalind Franklin University.

Contact us:

Phone: 847.578.3204

E-mail: admissions@rosalindfranklin.edu

Dept website links:

- [InSite](#)
- [RFU Website](#)



B. Registrar

The [Office of the Registrar](#) at Rosalind Franklin University of Medicine and Science is committed to providing proper maintenance and confidentiality of accurate academic records. As partners in education, we facilitate learning and academic progress and are committed to providing excellent service to students, alumni, faculty, and staff in provisions that implement University policies and processes.

Contact us:

Phone: 847.578.3228

E-mail: registrar@rosalindfranklin.edu

Dept website links:

- [InSite](#)
- [Engage](#)
- [Self-service](#)

C. Student Financial Services

The [Office of Student Financial Services](#) at Rosalind Franklin University of Medicine and Science offers services to our students, including Financial Aid, administering the Student Health Insurance Program, and Student Billing.

The Office of Student Financial Services uses [Self-Service](#) to view your account activity and make a payment. Billing statements will be generated electronically every quarter. You can view your tuition/fees, classes, and financial aid at any time via Self-Service.

Contact us:

Phone: 847.578.3216

E-mail:

- student.billing@rosalindfranklin.edu
- financial.aid@rosalindfranklin.edu
- student.insurance@rosalindfranklin.edu

SFS Resources:

- [Tuition & Fee Information](#)
- [Tuition and Fee Due Dates](#)
- [Statement of Financial Responsibility](#)
- [How to pay your tuition and fees](#)
- [Forms](#)
- [Student Loan Planners](#)
- [RFU Payment Plan](#)
- [Getting Started - Financial Aid](#)
- [Financial Aid: Eligibility Requirements](#)
- [Cost of Attendance \(COA\)](#)
- [External Scholarships](#)



IV. DIVISION OF COMMUNITY AND CAMPUS OUTREACH (PHONE: 224.570.7312)

The [Division of Community and Campus Outreach](#) is dedicated to fostering meaningful connections between Rosalind Franklin University of Medicine and Science, its members, and the local community. Through education, collaboration, and service, we aim to strengthen our partnerships that promote wellness, expand opportunity, and support personal and professional growth for all. Whether you are a student, faculty member, community member, or local youth, we invite you to engage with our programs, events, and initiatives that bring people together and create a lasting impact.

Contact information:

- Phone: 224.570.7312
- Email: DCCO@rosalindfranklin.edu

Dept website links:

- [RFU Website](#)
- [Engage](#)

V. FOOD SERVICE (PHONE: 847.578.3237) Marc Vitello or Claudia Vazquez

Rosalind Franklin University has one (1) food service location available to students: The DNA Café, located in the Basic Sciences Building (BSB), provides breakfast and lunchtime service. For breakfast, they offer continental breakfast, a variety of hot options (omelets, sandwiches, etc.), and weekly specials. For lunch service, they offer grab-and-go items (salads, sandwiches, and snackers) as well as a variety of stations - Deli, Grill, Hot Entrée, Soup, Salad Bar, and Made to Order dishes.

Special Events / Catering

Food service for any size event is available as well through Food For Thought. Contact Claudia Vazquez or Marc Vitello at 847.578.3237 or foodforthought@rosalindfranklin.edu to discuss your special event.

The DNA Café menu and the Catering menus are available online at <https://www.rfu.fftchicago.com>

VI. INFORMATION TECHNOLOGY SERVICES (PHONE: 847.578.8800)

[Information Technology Services \(ITS\)](#) provides students, faculty, and staff with technology resources to advance the University's mission with technology expertise and a commitment to service. The mission of Information Technology Services is to provide high-quality technology resources and support services that foster the mission, vision, and strategic plan of Rosalind Franklin University of Medicine and Science.

Contact:

- ITS Help Desk at 847.578.8800



- helpdesk@rosalindfranklin.edu
- [InSite](#)

VII. BOXER LIBRARY (PHONE: 847.578.8808)

The Boxer Library strives to support education, research, clinical services, and interprofessional collaboration by providing high-quality information resources, exemplary service, and an interdisciplinary environment to foster innovation and lifelong-learning.

Contact Information (Library Administration):

1. Charlotte Beyer, Associate Vice President, Boxer Library & Information Collaboration, charlotte.beyer@rosalindfranklin.edu, ex 7900.
2. Carol Ng-He, Associate Director, Boxer Library carol.nghe@rosalindfranklin.edu, ext. 7902
3. General Inquiries: library@rosalindfranklin.edu
4. Website: <https://www.rosalindfranklin.edu/library/>

VIII. STUDENT COUNCIL AND STUDENT ORGANIZATIONS

A. Student Council

[Executive Student Council](#) (ESC) serves as the governing body representing all students on the RFUMS campus. ESC exists to advocate for the needs of students, promote unity if applicable between the six colleges of RFUMS, and serve as a means to organize and run student events.

Each spring quarter, elections are held for the upcoming ESC executive board members consisting of a president, vice president, parliamentarian, secretary, treasurer, and technology officer.

B. Student Organizations

There are currently over 110 registered [Student Organizations](#) at RFUMS which are governed by the Student Council and supported through the Office of Student Life. Student Organizations exists to network students professionally, socially, and academically on campus.

IX. STUDENT EMPLOYMENT

Many departments within Rosalind Franklin University have positions available for student employment. Student workers are classified as either Regular Pay or Federal Work-Study (FWS).

The Federal Work-Study (FWS) Program is a federally funded, Title IV student financial aid program that provides employment opportunities for students who demonstrate financial need. The financial aid award a student receives as part of the FWS program is only received by the student through employment. The funds received through FWS are not subject to fees,



interest, or repayment. All earned Federal Work Study funds are sent directly to the student to spend as they see fit.

Students interested in FWS must:

- Complete the Free Application for Federal Student Aid (FAFSA) for the intended academic year. FWS recipients must demonstrate financial need, as determined by the financial information provided on the FAFSA, as well as the financial aid awarded.
- Complete the Federal Work-Study Interest Form for the intended academic year. The form can be found on the Student Financial Services Forms page.
- Students must be in good academic standing and making Satisfactory Academic Progress (SAP).

All students participating in FWS positions must have their time card approved by their supervisor each pay period. In addition to maintaining hours in the ADP timecard, Student Financial Services recommends using the Federal Work Study Student Hours Tracker. The FWS Student Hours Tracker will allow students to record and track their hours worked for each pay period, as well as see their total hours to date and the current status of their Federal Work Study award. It is the responsibility of the student and the position Supervisor to ensure that the amount a student earns does not exceed the amount of their FWS award.

X. TRANSPORTATION OPTIONS

A. Airport Transportation

1. Chicago

Chicago offers two airports near the North Chicago area, [O'Hare International Airport](#) and [Midway International Airport](#) service many airlines both domestically and internationally.

Once you arrive in Chicago, there are several ways to get from the airport to Rosalind Franklin University. As O'Hare and Midway Airports are both located in Chicago, utilizing a flat rate fee taxi cab may be your best way to get to campus.

2. Milwaukee

Additionally, [Mitchell International Airport](#), located in Milwaukee, WI, is also available as an airport option and is located approximately 50 miles north of Rosalind Franklin University.

B. Metra Train Service

The most economical way to get to and from the city of Chicago is the Metra Train. The Lake Bluff train station is closest to the university. Visit the [Metra Website](#) for more information on current costs and routes.

C. University Van Shuttle to Metra Station

In addition, Rosalind Franklin University provides a shuttle to and from the Lake Bluff train station Monday-Friday (No Holidays).



Pick-up times at the Lake Bluff station are:

6:39 a.m., 7:30 a.m., 8:39 a.m., 9:39 a.m., 10:39 a.m., 12:39 p.m.

Departures to Lake Bluff Station from the Main Entrance - RWCLC:

12:20 p.m., 2:50 p.m., 3:50 p.m., 4:20 p.m., 4:50 p.m., 5:20 p.m., 6:20 p.m.

D. Pace Bus Service

Pace is the premier suburban transit provider, quickly moving people to work and school safely and efficiently. The backbone of Chicago's suburbs, Pace serves 130,000 daily riders with 240 routes, 450 vanpools and many Dial-a- Ride programs. Pace covers 3,500 square miles and is the 14th largest bus service in North America. Visit the [Pace Bus Service](#) for information on current fares and routes available in the North Chicago area.

E. American Taxi

You must mention RFUMS when ordering your taxi. Below rates are approximate and apply to American Taxi's only. Be sure to verify the rates before traveling in the cab. Visit [American Taxi's](#) website for more information. Call (800) 244-1177 for a reservation.

- O'Hare - RFUMS: \$47.00
- Midway - RFUMS: \$72.00
- Chicago Loop - RFUMS: \$72.00

F. Rideshare Services

Uber is available for people to take to and from our campus, but other rideshare options (such as Lyft) are not available.



ABBREVIATION LIST



ABBREVIATION LIST

ACM / Automated Card Management
ADA / Americans with Disabilities Act
BSB / Basic Sciences Building
D2L / Desire2Learn
DCCO / Division of Community and Campus Outreach
FERPA / Family Educational Rights and Privacy Act
HSB / Health Sciences Building
ITS / Information Technology Services
LRC / Learning Resource Center
OSFA / Office of Student Financial Aid
OSL / Office of Student Life
RWCLC / Rothstein Warden Centennial Learning Center
SSW / Division of Student Success and Wellness
SAIC / Student Affairs Integrity Council
SAJC / Student Affairs Judiciary Committee
SCS / Student Counseling Service
SFS / Student Financial Services