STUDENT HANDBOOK

ROSALIND FRANKLIN
UNIVERSITY
of MEDICINE AND SCIENCE

LIFE *in* DISCOVERY

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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 Affairs and Inclusion (SAI) under the leadership of the Vice President for Student Success and Inclusion (VPSSI). All questions or concerns regarding the policies included in this Handbook should be directed to the SAI office at 847.578.8354. The policies and information contained were last updated April 2021. 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 serve humanity through the interprofessional education of health and biomedical professionals, and the discovery of knowledge dedicated to improving wellness.

Vision
To be the premier interprofessional health sciences university.

Core Values
Civility, Diversity, Excellence, Innovation, Integrity, Scholarship, and Teamwork

UNIVERSITY ADMINISTRATION

I. UNIVERSITY ADMINISTRATION

President,
Chief Executive Officer
Wendy Rheault, PT, PhD, FASAHP, FNAP, DipACLM

Provost
Nancy Parsley, DPM, MHPE

Dean, College of Pharmacy
Marc Abel, PhD

Vice President for Interprofessional Education and Simulation
James Carlson, PhD, PA-C, CHASE

Interim Vice President for Academic and Faculty Affairs
Moreen Carvan, EdD

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

Senior Vice President for University Enhancement,
Chief of Staff
Lee Concha, M.A.

Dean, School of Graduate and Postdoctoral Studies
Joseph X. DiMario, PhD

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

Vice President for Student Success and Inclusion
Rebecca L. Durkin, M.A.

Executive Vice President for Research
Ronald Kaplan, PhD

Vice President of Partnerships
Sandra Larson, PhD, CRNA, APN, FNAP

Associate Vice President for Technology & Learning Resources,
Chief Information Officer
Richard Loesch, MBA, CGEIT

Compliance Counsel
Bret Moberg, JD, LLM

Vice President for Institutional Advancement
Chad Ruback, MSEd, MBA

Dean, College of Health Professions,
Associate Professor
John Vitale, PhD, MHS, PA(ASCP)

Faculty Senate President,
Associate Professor
Carl White, 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 lifestyle which is rewarding to the individual student, respectful of the rights of others, and compatible with the legal norms of society. 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.

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 governs 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:

1. Professional practice assignment;
2. Academic course requirements, such as internships, rotations, clerkships, or field trips;
3. Any activity supporting pursuit of a degree, such as research at another institution;
4. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
5. 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
6. 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 Campus Housing and Campus Safety
Violations of Campus Housing rules of conduct or Campus Safety may also constitute violations under the Student Conduct Policy. Cases originating from Campus Housing or Campus Safety may be submitted for additional review under these procedures.

D. 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.

E. Retention/Disclosure of Records
Records emanating from the Student Conduct Process are maintained by the Division of Student Affairs and Inclusion 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 Affairs and Inclusion 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.

F. Publications
Copies of the Student Conduct Policy are available in the Student Policy Handbook, and from the Division of Student Affairs and Inclusion.

G. 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 he/she has 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 his/or her designee in any of these responsibilities.

H. Definitions
The following definitions shall apply to this policy:
1. **Associate Vice President for Student Affairs**
    An individual appointed with that title. The Associate Vice President for Student Affairs 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.
2. **Committees**
    a. **Student Honor Council**
        Student Honor Council representatives act as voting members on the Student Affairs Judiciary Committee Hearing Boards.
    b. **Academic Promotions Committees**
        The Academic Promotions Committee is 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 various Academic Promotions Committees may decide to hear cases involving potential violations outlined in Section IV of this document, if the behavior(s) potentially violate the appropriate handbook that applies to the student. In that case, the Academic Promotions Committee will operate according to processes defined in the appropriate Handbook. Academic Promotions Committees may decide to forward a case to the Student Affairs Judiciary Committee for adjudication. Similarly, the Associate Vice President for Student Affairs may also forward cases to Academic Promotions Committees for adjudication. The Associate Vice President for Student Affairs 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 professionals. The SAJC is chaired by the Associate Vice President for Student Affairs. Hearings will be convened with a minimum of the quorum for the committee which will be five voting members and which will include a minimum of one student voting member and one representative from each school.

3. **Complaint**

A complaint comprises a completed incident report form and all available supporting evidence. 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, he/she should contact the Associate Vice President for Student Affairs to discuss his/her concerns. The Associate Vice President for Student Affairs, by his/her sole discretion, may then initiate a hearing to review the complaint.

4. **Complainant / Responsibilities of the Complainant**

The complainant is the individual who files a conduct complaint against a student. In addition to filing an incident report with supporting evidence, the complainant is required to provide testimony during the hearing and to arrange for the appearance of any persons who witnessed the incident or who can provide testimony relevant to the incident.

5. **Days**

Days shall mean business days which exclude all Federal, State, and university holidays or closings.

6. **Hearing Officer**

Members of the SAJC will serve as hearing officers and will be appointed by the Associate Vice President for Student Affairs.

7. **Hearing Board**

Members of the SAJC will be selected with appropriate representation of the university community by the Associate Vice President for Student Affairs to hear a particular complaint.

8. **Incident Report**

A document 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 Affairs and Inclusion 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.

9. **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.

10. **Transcript**

The official academic record of a student held in the Office of Registrar.

11. **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. Unless otherwise noted, 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 or hand-delivered to the student. Students may also be contacted by phone or email to come to the Division of Student Affairs and Inclusion or Dean to personally receive all written notices.

III. STUDENT RESPONSIBILITY

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

The university expects students not only to conduct themselves in accordance 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 indefinite suspension 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 suspension 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, he/she may be subject to independent disciplinary action regardless of the outcome of the original complaint.

IV. STANDARDS OF STUDENT CONDUCT

A. Academic Integrity 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 Violations

1. **Cheating**
   Cheating generally occurs on examinations and includes the use 'crib notes', sharing answers, or copying another's answers.
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 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**
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. Any other behavior that is deemed to violate the statement made in Section IV. A.

B. **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 Law**
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

A. General
Sanctions recommended by the SAJC are forwarded to the Associate Vice President for Student Affairs. For behavioral offenses, the Associate Vice President for Student Affairs has discretionary authority to institute sanctions up to and including **Restitution and Fines** whether or not a hearing is warranted. All academic integrity recommendations and any sanctions including **University Probation** and beyond will be referred to the college Dean or his/her designee. 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. **Developmental 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), or a writing assignment.

3. **Mandated Counseling and/or Training**
A requirement that a student participate in personal counseling or training sessions. These sessions may be provided by either the Student Counseling Service or by a non-university affiliated counselor of the student's choosing, but should be outlined by the requirement description. The student can facilitate communication between the counselor and Associate Vice President for Student Affairs when appropriate. Any communications of this sort will not occur without the student's prior written consent. The number of counseling

sessions in which the student participates may be predetermined via sanction or may be at the discretion of the student's counselor. Any payment for sessions held outside of the Student Counseling Center will be the student's responsibility.

4. **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.

5. **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 he/she is 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.

6. **Administrative 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. **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 provides 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.

8. **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.

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

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

D. **Records Encumbrance**
The Associate Vice President for Student Affairs 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.

E. **Interim Measures**
In cases involving violence, the Associate Vice President for Student Affairs 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.

VI. HEARINGS

The Associate Vice President for Student Affairs has sole discretion in determining whether a hearing is warranted and he/she will initiate proceedings by notifying the complainant and respondent and by naming the Hearing Officer.

A. **Decorum**
1. The Hearing Officer is responsible for maintaining an orderly, fair, and respectful hearing.
2. The Hearing Officer has 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 Officer 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 Officer 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 Board disposition shall be maintained in a file in the Division of Student Affairs and Inclusion.

C. Appearance

1. If the accused student does not appear in person at the hearing, the Board 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 Board 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 Board 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 Officer 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 Officer and the Board 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. Each party is responsible for bringing copies of written materials in sufficient number for distribution to Board members and the opposing party at the hearing.
4. Party(ies) should offer witness(es) in person whenever possible.
   a. Each party is responsible for getting their own 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, the party(ies) may ask the

Hearing Officer to assist in encouraging the witness to testify.

    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 Board members may ask questions.

    f. In cases involving sexual harassment or violence, questions of the complainant and accused may be posed through the Hearing Officer.

The Hearing Officer 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 Board Membership**

1. Each Hearing Board is constituted by previously chosen and trained members of the SAJC.
2. At least five members will hear each case with representation from each of the university's colleges.
3. The Hearing Board will always include faculty from the program or school of the accused.
4. Each Hearing Board will consist of both faculty and students.
5. Upon request of the Associate Vice President for Student Affairs 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 Board Deliberations and Decision**

1. At the end of the hearing, the Hearing Board will deliberate in closed session. The Hearing Officer, Hearing Board members, as well as legal counsel to the Hearing Board, may attend.
2. The decision of the Hearing Board 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 Board determines 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 Board must be prepared to make a judgment based on the information provided even if it is not complete.
5. The Board may consult with the Associate Vice President for Student Affairs as needed regarding policy and procedure.

I. Hearing Board 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 Hearing Board must conclude that it is more likely than not that the student committed the violation. A majority vote of Hearing Board members is required to find a violation.

3. If an accused student is found responsible for one or more items, the Hearing Board will next vote on sanctions, as listed in the Student Conduct Policy.

4. The Hearing Board's decision will be communicated in writing by the Hearing Officer to the Associate Vice President for Student Affairs and then to the Dean's 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 complaint. In situations warranting special time considerations, this timeframe may be extended. Outcomes will be communicated via writing by either the Associate Vice President for Student Affairs or Dean of the 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.

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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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.

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, wear 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. <u>Cancellation</u>

Not applicable.

C. <u>Scope and Applicability</u>

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

D. <u>Policy Statements</u>

    1. <u>**Statement on Controlled Substances**</u>

        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 Associate Vice President for Student (AVPSA).

        f. Students may not grow or possess marijuana plants in University Housing or 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. <u>**Statement on Routine Drug Testing:**</u>

        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 AVPSA.

e. Upon receipt of the final results, any student who's 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 AVPSA immediately).

    f. The AVPSA will review the submitted report, and will make a determination as to whether a mandatory alcohol or drug test is warranted.

    g. The AVPSA 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 AVPSA.

    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. <u>Statement on Student Impairment and Rehabilitation</u>

    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 Affairs and Inclusion 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 Associate Vice President for Student Affairs in Student Affairs and Inclusion.

    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
1. Vice President for Student Success and Inclusion
2. Associate Vice President for Student Affairs

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. Take personal belongings with you
Personal items are not to be used to reserve library space. 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. Learning Commons
The Learning Commons is for collaborative work. Moderate levels of talking are allowed. Please see posted signage for further details.

D. Quiet Study Area
The Quiet Study Area is for quiet study Please keep your voice to a whisper when passing through this area. The silent study rooms within the Quiet Study Area are intended to be silent.

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

F. Collaborative study spaces and small group rooms are intended for group use
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. Whiteboards
Whiteboards are not to be used as a "door" or privacy shield to close off collaborative study spaces.

H. Return furniture to its original location
If you move a piece of furniture, please put it back where you found it. Please do not move non-mobile furniture (large chairs, study carrels, etc.).

I. **<u>Talking on cell phones is prohibited in study areas</u>**
Please be considerate of others studying around you and restrict phone conversations to common areas.

J. **<u>Do not take printer paper</u>**
Taking paper from the multi-function printer devices in the library is theft. If you need paper, please ask at the Circulation Desk or look for the scratch paper boxes near the printing area.

K. **<u>Two-Special rules to minimize the spread of COVID-19</u>**
- Masks are to be worn at all times.
- If you do have to eat, please minimize the amount of time you are not wearing a mask.
- Do not move the furniture; it has been positioned to enforce social distancing.
- Please leave and take your things when the areas are being cleaned.
- Do not study in groups.
- When you come into the library, pick up a table tent to mark the area you are going to study. Once you are done studying, leave the table tent which lets facilities know the area which needs to be cleaned. Using this process minimizes the disruptions due to cleaning.

Please be considerate when using the library. Compliance with these rules and regulations will help make the library environment a pleasant and productive place for all. Failure to comply with these rules and regulations may result in referral to Student Affairs. Should you have any concerns or questions, please feel free to contact:
1. Bonnie Watterson, Administrative Director
bonnie.watterson@rosalindfranklin.edu, ext. 7902
2. Charlotte Beyer, Library Director charlotte.beyer@rosalindfranklin.edu, ex 7901.

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

III. BOXER LIBRARY FINES POLICY

A. **<u>Fines Structure:</u>**
1. **<u>Reserve Items</u>**
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 and 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 a 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 current retail cost of 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 te 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 Presentation Practice Room 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. ALLSTUDENTS (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 elective, 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. **The links below** will take you to the location of the sign up on our webpage. Click on Sign up and enter your information. After you submit your information you will be sent a code as a text message that you will need to enter into the page that pops up after you submit your information (make sure you have cell phone reception during the sign-up process). Once you enter that code your phone will be registered and ready to receive any texts from our system (no spam texts will be received). If you have any questions or trouble please email Ramone Jones at ramone.jones@rosalindfranklin.edu.

Sign-up links

https://rosalindfranklin.omnilert.net/subscriber.php

(click sign-up in the upper right-hand corner and follow the instructions)

We also utilize overhead paging (available in Main Campus buildings including Student Housing) and for certain emergencies we can use our outdoor siren and P.A. system.

VIII. HOLIDAY POLICY

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

IX. 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 vary by individual.

The staff of the office of diversity and inclusion 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 Affairs and Inclusion (847) 578-8354

X. IDENTIFICATION CARD (ID) AND COPY CARD POLICIES

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.

A. Definitions:

1. ID Card

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

B. 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 de-activated. 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.

XI. JEANNE CLERY ACT

A. The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics 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.

B. 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.

C. 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.

D. **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 occured, 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.

E. **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 or Student Affairs and Inclusion for assistance. (Refer to policy Title IX)

F. **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.

G. **Safety Tips**
   1. Always keep your personal belongings secured. We have had several

instances of outsiders coming in 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.

XII. 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 847.578.3232 or 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 in to 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. Residents being granted access by Campus Safety will be required to fill out a key-in form. Individuals needing to be keyed-in by Campus Safety three times 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 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

Gordon S. Blanchard, Director of Campus Safety 847.578.3232.

XIII. 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 near the Student Council Office and in the BSB Building near Rhoades Auditorium. 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 their combination.

XIV. PARKING

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, Faculty, Pavilion). Handicapped-designated space is restricted to people who display a valid handicapped 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 (Security, 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://www.permitsales.net/rfums

    d.   Parking permit hang-tags are $20.00 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 $5.00 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 doctor's note may be 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://www.permitsales.net/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. <u>**Regulations**</u>

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

XV. 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 detail.) Funds collected on campus must benefit the university community by means of programs, activities, or services (including philanthropic donation or activity) 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.

XVI. STUDENT MISTREATMENT STATEMENT

The university will not tolerate student mistreatment. A primary goal of RFUMS is the education of students who will meet the health care 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 VPSSI in the Division of Student Affairs and Inclusion. Counseling can be arranged by contacting the Student Counseling Service 847.578.8723.

XVII. 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 Affairs and Inclusion 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 Affairs and Inclusion
3. Campus Safety

EQUAL OPPORTUNITY POLICY (Non-discrimination Policy)

I. INTRODUCTION AND PURPOSE

Rosalind Franklin University of Medicine and Science is committed to providing and maintaining a work environment free from all forms of unlawful discrimination, including harassment. The purpose of this policy is to affirm and describe the university's commitment to the principles of equal opportunity. This policy applies to all aspects of education, including, but not limited to admission, enrollment, educational process, services, activities and promotion.

II. CANCELLATION

All previous policies inconsistent with this policy are cancelled.

III. Scope and Applicability

This policy applies to university students, faculty and staff.

IV. Policy Statements

Equal Opportunity Policy: Rosalind Franklin University of Medicine and Science (hereinafter "university") does not discriminate (or tolerate those who do) on any unlawful basis (such as race, skin color, national origin, sex, including sexual orientation and gender identity, disability, age, religion, genetic information, military status, or family status) in its education programs or activities, including admission, financial aid, student activities and events, and other terms, conditions, or privileges of enrollment.

A. Sanction
A violation of the Equal Opportunity Policy is prohibited and could result in sanctions, including expulsion.

B. Reporting
Any person seeking guidance or who becomes aware of any potential, known, or suspected violation of this policy shall contact the Division of Student Affairs and Inclusion at 847-578-3205 or in person in the Health Sciences Building, Rm L.675 to ensure proper action is taken. As an alternative, reports may be made to the Office of Compliance directly or through EthicsPoint, a NAVEX Global company, (which allows anonymity), either via its toll-free number (800-254-0460) or its URL (http://rosalindfranklin.ethicspoint.com). No person will be subjected to retaliation, retribution, or reprisal for making a good faith report of, seeking guidance regarding, or participating in the investigation or resolution of a potential, known, or suspected violation of this policy.

C. Investigation and Resolution
The Vice President for Student Success and Inclusion shall implement a process to address allegations of a violation of this policy such that it would provide a prompt and equitable resolution at the lowest appropriate level and that is consistent with other relevant university policies. A resolution is a situation arrived at that is then free of unlawful discrimination and may include, when and as appropriate, actions to remedy and past unlawful discrimination, punitive sanctions, additional training, and/or reassignments of duties or positions.

D. Confidentiality
Any information gathered in the investigation and resolution process (including any written report) is deemed confidential and may be released only on a need- to-know basis or as otherwise provided by law. Accordingly, such information should be safeguarded from inappropriate release and reports should be marked as confidential. If the written report or other documents form the basis for any contemplated punitive sanction, a copy of the relevant document may be provided to the person against whom the sanctions are contemplated in accordance with the

existing relevant policies regarding that contemplated sanction. Specifics regarding any sanctions imposed are deemed confidential and may be released only on a need-to-know basis or as otherwise provided by law.

V. DEFINITIONS

A. Harassment

Harassment is a form of unlawful discrimination consisting of unwelcome verbal or physical conduct relating to any unlawful basis, such as one's race, skin color, national origin, sex, including sexual orientation and gender identity, disability, age, religion, genetic information, military status or family status, when:

1. **Quid Pro Quo**
   Submission to this conduct is explicitly or implicitly a term of, condition of, or otherwise used as a basis for education, evaluation or decisions affecting that individual;

2. **Hostile Environment**
   Has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

B. Sexual harassment

Sexual harassment is one type of harassment (which is itself a form of unlawful discrimination) that involves unwelcome verbal or physical conduct of a sexual nature.

C. Unlawful discrimination

Unlawful discrimination means discriminating in any of the university's education-related programs or activities on an unlawful basis, such as race, skin color, national origin, sex, including sexual orientation and gender identity, disability, age, religion, genetic information, military status, or family status. Examples of conduct that, if engaged in on an unlawful basis, would be unlawful discrimination include denying opportunities, making decisions based on stereotypes or assumptions, harassment; and retaliation for making an allegation of, participating in an investigation of, or opposing unlawful discrimination. Further descriptions of the various bases of unlawful discrimination are:

1. **Race/Skin Color Discrimination**
   Race/Skin Color discrimination includes treating someone (an applicant or student) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Skin color discrimination involves treating someone unfavorably because of skin color complexion. Race/skin color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or skin color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain skin color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or skin color.

2. **National Origin Discrimination**
   National origin discrimination includes treating someone (applicant or student) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

   Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin.

3. **Sex Discrimination**
   Sex discrimination includes treating someone (an applicant or student) unfavorably because of that person's sex. Sex discrimination includes treating someone adversely based on perceived non-conformance with stereotypes or assumptions associated with a sex (for example, discrimination based on sexual preference or orientation and discrimination based on one's gender identity) and treating someone less favorably because of his or her connection with an organization or group that is generally associated with people of a certain sex or people who are perceived to be not conforming with stereotypes or assumptions associated with a sex.

4. **Disability Discrimination**
   Disability discrimination includes when the university or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is a student or applicant unfavorably because he or she has a disability.

   Disability discrimination also occurs when the university treats an applicant or student less favorably because she or he has a history of a disability (such as cancer that is controlled or in remission) or because he or she is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if she does not have such an impairment). The university provides reasonable accommodation to a student or applicant with a disability. Please see the Academic Accommodation Policy and Process

5. **Age Discrimination**
   Age discrimination includes treating someone (an applicant or student) less favorably because of his or her age.

6. **Religious Discrimination**
   Religious discrimination includes treating a person (an applicant or student) unfavorably because of his or her religious beliefs. This policy protects not only people who belong to organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical, or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group.

7. **Genetic Information Discrimination**

   Genetic information discrimination includes making decisions based on information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future. Genetic information also includes an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

8. **Military Status Discrimination**

   Military status discrimination includes treating someone (an applicant or student) unfavorably because of a person's status on active duty in or status as a veteran of the armed forces of the United States, status as a current member or veteran of any reserve component of the armed forces of the United States, including the United States Army Reserve, United States Marine Corps Reserve, United States Navy Reserve, United States Air Force Reserve, and United States Coast Guard Reserve, or status as a current member or veteran of any state's Army National Guard or Air National Guard.

9. **Family Status Discrimination**

   Family status discrimination includes treating someone (an applicant or student) unfavorably because of a person's family status. Family status includes marital status, domestic partnership status, parental status (e.g. biological, adoptive, foster, or step parent), the status of being a custodian of a legal ward or in loco parentis over an individual, or actively seeking any of the foregoing, which includes the conditions of pregnancy and childbirth and any associated medical conditions related to pregnancy or childbirth.

VI. POINT OF CONTACT

Further information regarding matters contained in this policy may be obtained from:
   Rebecca Durkin
   Vice President for Student Success and Inclusion
   HSB-L.675
   Rosalind Franklin University of Medicine and Science
   3333 Green Bay Road
   North Chicago, Illinois 60064 • 847.578.8351

TITLE IX POLICY: DISCRIMINATION BASED ON SEX

I. PURPOSE

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. notes: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This policy is primarily designed and intended to comply with the requirements of Title IX yet also comply with other applicable federal and Illinois laws that prohibit discrimination based on sex, including Title VII of the Civil Rights Act of 1964, 110 ILCS 155, and 775 ILCS 5/5A. Acts amounting to discrimination based on sex are sometimes termed "sexual misconduct or sexual violence."

II. SCOPE

This policy applies to all of the educational programs and activities that the University offers. This policy therefore applies to all university faculty, staff, and students, and the behavior addressed in this policy includes that which might be exhibited by other parties. Should the University become aware that any contractor, vendor, partner or other affiliate engages in behavior that is prohibited by this policy, it will take appropriate action.

III. POLICY STATEMENTS

Amnesty Statement: The University provides immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or through any other established reporting mechanism of the University for reports of discrimination based on sex, so that the reporting student will not receive a disciplinary sanction by the University for a student conduct violation, such as underage drinking or possession or use of a controlled substance, that is revealed in the course of such a report, unless the University determines that the violation was egregious, including without limitation an action that places the health or safety of any other person at risk.

Non-Discrimination Statement: The University does not engage in or tolerate discrimination on the basis of sex (which includes sexual harassment and sexual violence) in its educational or employment programs and activities, including admission, and such behavior is prohibited. Such behaviors are forms of unlawful sex discrimination under Title IX and other federal and state laws. Through a thorough and impartial investigation, the University is committed to responding to any instance of such discrimination by taking prompt and effective steps to end the discrimination and address its effects.

Pregnancy/ Parenting Statement: The University prohibits discrimination against students, faculty and staff based on pregnancy, false pregnancy, termination of pregnancy, childbirth, or recovery from any of these conditions.

Retaliation Statement: The University prohibits retaliation against any individual who, in

good faith, reports or discloses an alleged violation of this policy, files a complaint, or otherwise participates in the complaint resolution procedure. Any person, who is found to have retaliated in violation of this policy, will be subject to sanctions up to and including termination of employment or dismissal from the education program, as applicable.

IV. DESIGNATION OF TITLE IX COORDINATOR

The institutional official responsible for coordinating and overseeing university efforts to comply with the requirements of Title IX and this policy is called the Title IX Coordinator. This policy serves as the primary governing document for the Title IX Coordinator regarding investigations of sex discrimination involving employees and students. Questions or concerns regarding Title IX, this policy, or other aspects of the University's commitment to sex non- discrimination may be directed to the Title IX Coordinator:

> **Rebecca Durkin**
> **Vice President, Student Success and Inclusion**
> **Title IX Coordinator**
> **HSB - L.675 - 847.578.8351**
> **TitleIX.Coordinator@rosalindfranklin.edu**

V. NOTIFICATIONS ABOUT POLICY AND TITLE IX COORDINATOR

A notice shall be made on the university website and made in student and employee recruitment materials of the substance of Sections III and IV of this policy.

VI. EXAMPLES OF SPECIFIC PROHIBITIONS

A. In determining whether a person satisfies any policy or criterion for admission, or in making any offer of admission, the University shall not, on the basis of sex, give preference, apply numerical limitations, or otherwise treat one individual differently from another.

B. In providing any aid, benefit, or service to a student, the University shall not, on the basis of sex, provide different aid, benefits, or services or provide them in a different manner, subject any person to separate or different rules of behavior, sanctions, or other treatment, such that it limits any person in the enjoyment of any right, privilege, advantage, or opportunity.

C. Regarding full-time or part-time employment, the University shall not, on the basis of sex, exclude from participation in, deny benefits of, or otherwise discriminate in its recruitment, application process, hiring, promotion, termination, compensation, assignments, fringe benefits, or any other term, condition, or privilege of employment.

D. Regarding the learning environment or working environment, unwelcome conduct of

a sexual nature that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's or employee's ability to participate in or benefit from the services, activities or opportunities offered by the University. Such prohibited conduct might include making sexual propositions or pressuring for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating students as to sexual activity or performance; or circulating or showing emails or web sites of a sexual nature. Such prohibited conduct might be exhibited by University employees, students, or other third parties, such as a visiting speaker or independent contractor. Such prohibited conduct might include verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Such prohibited conduct need not include intent to harm, need not be directed at a specific target, and need not involve repeated incidents.

E. Regarding the learning environment or working environment, engaging in acts of sexual violence.

F. Regarding the learning environment, engaging in acts which a person repeatedly directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

VII. DEFINITIONS

The policy against sex discrimination includes sexual violence within its scope of prohibited conduct. This section addresses the additional provisions applicable to instances of sexual violence.

A. Definitions

1. **Consent** (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force or any form of coercion does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (A) the person is incapacitated due to the use of influence of alcohol or drugs; (B) the person is asleep or unconscious; (C) the person is under age; or (D) the person is incapacitated due to a mental disability. The definition of consent does not vary based upon a participant's sex, sexual orientation,

gender identity or gender expression.

2. **Domestic violence** includes acts of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

3. **Dating violence** means violence committed by a person—
   a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
      i. The length of the relationship.
      ii. The type of relationship.
      iii. The frequency of interaction between the persons involved in the relationship.

4. **Sexual Misconduct:** One or more acts of sex discrimination. Such misconduct can occur among, between or to heterosexual, lesbian, gay, bisexual and transgender individuals.

5. **Sexual Assault:** Any sexual act including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

6. **Sexual Violence:** Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, dating violence, domestic violence, and stalking.

7. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   a. fear for his or her safety or the safety of others; or
   b. suffer substantial emotional distress.

B. Available Assistance
1. **Law Enforcement**
   - Police (Emergency): 911
   - Campus Security: 847-578-3288
   - Police (non-emergency)
     - Libertyville: 847-362-8310
     - North Chicago: 847-596-8700
     - Vernon Hills: 847-362-4449
     - Lake County: 847-377-4000
     - McHenry County: 815-338-2144

2. **Medical Care**
   - RFU Health System - Student Health: 847-473-4357
   - Lake Forest Hospital Emergency Room: 847-535-6150
   - Highland Park Hospital Emergency Room: 847-480-3751
   - Advocate Condell Medical Center: 847-362-2900
   - Centegra Hospital - Huntley: 224-654-0000

3. **Counseling and Advocates**
   - Lake County Council Against Sexual Assault (LACASA): 847-872-7799
   - Zacharias Sexual Abuse Center in Gurnee: 847-872-7799
   - Chicago Rape Crisis Hotline: 888-293-2080
   - Student Counseling Services: 847-578-8723
   - Student Affairs and Inclusion: 847-578-8354
   - Employee Assistance Program
     Mutual of Omaha, Employee Assistance Program (EAP)
     Toll-free: 800.316.2796
     https://www.mutualofomaha.com/eap/
     Group Number: G000AH8M

4. **Title IX Coordinator**
   - Rebecca Dukin: 847.578.8351

VIII. ASSESSMENT AND COORDINATION TEAM

An Assessment and Coordination Team shall consist of the Title IX Coordinator and the Deputy Coordinators consisting of the Associate Vice President of Human Resources (or their respective designees), Associate Vice President of Diversity and Inclusion, Associate Vice President of Student Affairs, Associate Vice President of Academic Affairs and shall have the function of coordinating activities and assessing all allegations of discrimination based on sex in order to (1) maintain an education and employment environment that free from unlawful discrimination based on sex, (2) provide a prompt and equitable resolution in instances in which it is alleged and identified, and (3) promote compliance with the various laws applicable to the University environments. The Assessment and Coordination Team may be augmented to include the Vice President of Faculty Affairs and/or Compliance Counsel (or their respective designee(s), as deemed necessary and proper.

IX. REPORTING

A. Any University employee or student who believes, in good faith, that discrimination on the basis of sex (which includes sexual harassment and sexual violence) has occurred or is occurring in any of the University's employment or education programs or activities shall promptly make a report to the Title IX Coordinator or Associate Vice President of Human Resources. An exception to this mandatory

reporting obligation is when the information was acquired within the provider/patient relationship such that there is a legally recognized provider/patient privilege.

B. Any University employee or student who believes, in good faith, to have been subjected to discrimination on the basis of sex (which includes sexual harassment and sexual violence) in any of the University's employment or education programs or activities is encouraged to make a report to the Title IX Coordinator or Associate Vice President of Human Resources in order to enable the University to provide a prompt and equitable resolution.

C. An available alternative method of reporting is to make the report to the Office of Compliance directly or through the use of the EthicsPoint system (which allows anonymity) by calling 800-254-0460 or navigating to the webpage: http://rosalindfranklin.ethicspoint.com.

D. Upon receipt of a report of an allegation of discrimination based on sex, the recipient shall notify the other member(s) of the Assessment and Coordination Team, which shall perform its functions as described in this policy. In addition, proper notifications of rights and options shall be provided in accordance with 110 ILCS 155/15.

X. PRIMARY OVERSIGHT

A. In all situations, the Assessment and Coordination Team maintains primary oversight and has responsibility for assigning roles and responsibilities of the Deputy Coordinators depending on the roles of individuals in each reported incident.

B. If the allegation involves a student as the individual alleged to have engaged in the behavior and a student alleged to have been subjected to the behavior, then a Deputy Coordinator with responsibility for students shall be involved in the matter.

C. If the allegation involves an employee as the individual alleged to have engaged in the behavior and an employee alleged to have been subjected to the behavior, then the Deputy Coordinator with responsibility for human resources and/or faculty affairs shall be involved in the matter.

XI. SUPPORTIVE MEASURES

A. Upon awareness of a report of discrimination based on sex, supportive measures for the complainant and respondent shall be considered and implemented as deemed appropriate and reasonably available.

B. The complainant shall be promptly contacted to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the

filing of a formal complaint, and explain to the complainant the process of this policy and the Title IX Regulatory process for filing a formal complaint. This step shall include providing copies of this policy and of the provisions of the University Code of Conduct and Student Code of Conduct as it pertains to the prohibition of making false statements.

C. Supportive measures are non-disciplinary, non-punitive individualized services offered, as appropriate and as reasonably available, and without fee or charge to the complainant or the respondent regardless of whether a formal complaint has been or will be filed. Such measures are designed to restore or preserve equal access to the relevant education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The university must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

XII. APPLICABLE PROCESS

A. In situations, and only in situations, where there is a "formal complaint" (as defined in this section), the University shall implement the policy "Title IX Regulatory Investigation Policy". A "formal complaint" is:

  1. a document filed by a complainant with the Title IX Coordinator or signed by the Title IX Coordinator;

     Note: As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the recipient) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. The document must have been filed with the Title IX Coordinator.

     Note: "Complainant", for purposes of this section, means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, as defined in this section. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.

     Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of this University.

  2. alleging sexual harassment (as defined in this section);

     Note: "Sexual harassment", for purposes of this section, means conduct on the basis of sex that satisfies one or more of the following:

      a) *A University employee conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct;*

      b) *)Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity; or*

      c) *Sexual assault, dating violence, domestic violence, or stalking as defined in Section VII of this policy.*

3. that occurred in an education program or activity of the University against the complainant while physically present in the United States;

    Note: The University's education programs or activities are locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University.

4. that was perpetrated by a respondent;

    Note: "Respondent", for purposes of this section, means a University employee or University student who has been reported to be the perpetrator of conduct that could constitute sexual harassment. In the event the status of University employee or University student changes such that the person is no longer employed by or enrolled at the University, then the case shall no longer be subject to the Title IX Regulatory Investigation Policy or Title IX Regulatory Hearing Policy.

5. and expressly requesting that the University investigate the allegation of sexual harassment.

B. **Student - Student**. Except as provided in XII.A, in situations where a student is alleged to have engaged in discrimination based on sex against another student, the University shall respond in manner such that provides a prompt and equitable resolution that includes, when such discrimination has been found to have occurred, a resolution that properly addresses any adverse consequences of the discrimination, if any, and restores the environment to one that is free from unlawful discrimination. Matters of accountability of the offending student, if any, shall be handled in accordance with existing University policies addressing student behavior. Any hearings shall be subject to the following requirements:
1. the preponderance of the evidence standard shall be used;
2. the parties shall be able to challenge decision-maker(s) for conflict of interest;
3. each party shall have opportunity to present evidence;
4. neither party may directly cross-examine the other party;
5. the parties may have advisors present to assist the party so long as the advisor complies with University policies and does not harass, abuse, or intimidate either party, a witness, or an individual resolving the complaint;
6. the parties may attend the hearing and provide testimony in separate physical locations;
7. notifications to parties are prompt, equal in content, and simultaneous;

C. **Employee - Employee**. Except as provided in XII.A, in situations where an employee is alleged to have engaged in discrimination based on sex against another employee,

the University shall respond in manner such that provides a prompt and equitable resolution that includes, when such discrimination has been found to have occurred, a resolution that properly addresses any adverse consequences of the discrimination, if any, and restores the environment to one that is free from unlawful discrimination. Matters of accountability of the offending employee, if any, shall be handled in accordance with existing University policies addressing employee behavior and, if applicable, faculty behavior.

XIII. PRIVACY AND CONFIDENTIALITY

A. Privacy
The University shall protect the privacy of individuals involved in a report of sex discrimination to the extent allowed by law and University policy. A report of sexual assault or harassment may result in the gathering of extremely sensitive information about individuals in the University community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual assault or harassment when explicitly called for under the law. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual assault and/or harassment may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). However, information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless it is necessary to ensure compliance with the action or the safety of individuals.

B. Confidentiality
Confidential offices for information regarding resources, options for reports of sexual assault or harassment or how to file a complaint of sexual harassment include the licensed counselors in the Employee Assistance Program for employees and/or licensed counselors at Student Counseling Services and Student Health Center for students. These resources provide individuals who may be interested in bringing a report of sexual assault and/or harassment with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Individuals who consult with these confidential resources shall be advised that (a) their confidential consultations in those settings are not considered reports of sexual assault or harassment and that (b) without additional action by the individual, such as reporting to the Title IX Coordinator, Student Affairs, Campus Safety or other University Official, those confidential consultations will not result in any action by the University to resolve their concerns.

If a University employee believes, in good faith, that discrimination on the basis of sex (which includes sexual harassment and sexual violence) has occurred or is occurring in any of the University's employment or education programs or activities, that employee is required to promptly report that to the Title IX Coordinator or Associate Vice

President of Human Resources, even if the individual making the report requests that no action be taken. An individual's request regarding the confidentiality of reports of discrimination based on sex (including sexual harassment and sexual violence) will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University's legal obligation to ensure a working and learning environment free from discrimination based on sex and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

XIV. EDUCATION AND TRAINING

In compliance with the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155) and IL Human Rights Act, prevention and awareness programming and/or training will be provided to all members of the university community both in written format and through active means appropriate to the status of the participants. Each community member will receive notice of the university's policies regarding discrimination annually. Flyers, brochures and other information will be distributed throughout campus regularly to ensure up to date information.

This training is in addition to the required training as articulated in the following policies:
    Title IX Regulatory Hearing Policy
    Title IX Regulatory Investigation Policy

XV. REFERENCES AND RELATED POLICIES

Title IX Regulatory Hearing Policy
Title IX Regulatory Investigation Policy
Title IX Informal Resolution Policy

XVI. POINTS OF CONTACT:

Rebecca L. Durkin, Title IX Coordinator
Sally Madden, Associate Vice President of Human Resources

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 technology at Rosalind Franklin University is governed by principles and policies that attempt to maximize the efficiency of personnel and financial resources. Whenever possible, we will utilize industry standard hardware and software products that help us to drive down costs when compared to 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 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 auditors who can negatively impact the reported financial strength of the university if we do not adopt their "best practices" for securing our technology environment.

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. Here is a brief list of the policies that you should be aware of.

II. IT SECURITY POLICY

A. Summary

This is an umbrella policy that most other policies are a critical component of. In this general policy, we simply define our desire to have a safe and compliant technology environment. Furthermore, we discuss how everyone needs to play a part in maintaining this environment.

B. Policy Statements

1. Faculty, staff, students, contractors, vendors, and volunteers of the university are required to take reasonable steps to protect the confidentiality, integrity, and availability of information they handle at the university. The precautions required to protect information are determined by the sensitivity of the information. Additionally, some types of information are subject to specific regulatory requirements.

2. Access to information systems and networks should follow the doctrine of least privilege. Individuals should be granted only the privileges and access rights that are required for their work, research, or education. When an individual's responsibilities change, their privileges and access rights should be reviewed and adjusted accordingly.

3. Systems or devices that are to be connected to Rosalind Franklin university's networks must first be approved by the Department of Information Technology Services (ITS). ITS will review new systems to assure that they meet current security standards, including but not limited to patch level and anti-virus protection. Information security standards and controls are implemented to protect sensitive information and comply with privacy regulations. Information security standards will be updated as needed to keep pace with evolving security threats, changing technology, and changes in the university environment.

ITS will work with employees, faculty, staff, students, and volunteers to implement technical solutions in a way that minimizes any potential security threats, provides appropriate protection for any related information, and complies with any applicable regulations. ITS will work with employees, faculty, staff, students, and volunteers to implement security controls appropriate to the sensitivity of the information that must be protected. ITS will strive to balance security requirements with the research, educational, and vocational needs of the university community.

III. END USER ACCOUNT POLICY

A. Summary

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

B. Policy Statement Summary

(Because the policy statements are too long to list here, a summary of each topic is provided):

1. Statement A describes the standards by which a login ID and password are created.
2. Statement B details which members of the university community are eligible to receive an account to access technology resources.
3. Statement C explains that accounts are sometimes limited in their abilities, and you may need more than one account to perform all of your required tasks.
4. Statement D explains that the IT Department will make every effort to reduce the number of accounts you need to use to accomplish your work (minimize the number of IDs and passwords).
5. Statement E describes what happens to an account when someone leaves the university. The Google student email system is not impacted by this policy – your Google email account is yours to keep permanently.
6. Statement F details how to make changes to the authorization levels of an account. When an employee changes jobs or students change programs, they may require access to a different set of technology resources.
7. Statement G explains how inactive accounts are defined. These inactive accounts may be disabled and deleted after specific periods of time.
8. Statement H contains a large list of activities that may be considered an abuse of account privileges. Selected examples from the policy include: data theft, destruction of data, password cracking, unauthorized access to data, copyright violation and harassment. The definition of abuse is not limited to these examples, and anything that resembles the spirit of these examples may also constitute an abuse. Performing any activity through the utilization of a technology resource that is forbidden by any university policy will also be considered an abuse. Depending on the nature of an abuse, an account may be terminated without notice and the event reported to the appropriate disciplinary bodies.

IV. NETWORK PASSWORD POLICY

A. Summary

This policy describes rules for the creation and frequency of changing passwords. It also contains a list of best practices for keeping your password secure. Students will be required to change their passwords once a year.

B. Policy Statements

1. In an effort to safeguard the university network 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 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.

2. Passwords should be treated as confidential information. No person is to share his/her 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 the Information Technology Services Department.

V. USER ACCESS POLICY

A. Summary

This policy describes the level of access that an individual has to computing resources on the campus. In general, it is good practice to limit an individual's access to the lowest level possible that still allows productive work. Most students, faculty, and staff will not be able to install software, make configuration changes, or perform software updates on university owned computers.

B. Policy Statements

1. Administrative access to computers and other networked devices is reserved for individuals who manage and maintain those devices as part of their job duties.

2. University computer systems and networks are primarily for university business use. Users of university computers and networks will be granted a sufficient level of privilege to carry out their work.

3. RFUMS provides two levels of account access: Standard User Account and Non- Standard User Account.

   a. **Standard User Account**
   By default, all workstations are configured with standard user account access. This level of access allows most users to perform the duties of their position by being able to perform tasks including: run installed applications, create files and folders, print, and access the internet. This configuration does not allow the installation of software or modification of system files and settings. All Operating System patches, security updates, virus updates, software installations, and hardware troubleshooting are the responsibility of and are performed by Information Technology Services (ITS). This is the most secure and stable level of access.

   b. **Non-Standard User Account**
   If a user has a legitimate business need, they may request a customized level of access. This level of access allows users to perform tasks that cannot be accommodated under the Standard user account. All requests for Non-Standard user accounts must include a documented, legitimate business need and must be signed by the

requestor's supervisor and the Chief Information Officer (CIO) or designee. These accounts will be subject to periodic review to confirm their continued validity and may be revoked due to misuse. Non-Standard user account request forms and related documentation can be obtained by contacting the Help Desk at helpdesk@rosalindfranklin.edu or at 847.578.8800.

VI. DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) ENFORCEMENT POLICY

A. Summary

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 Limewire, BitTorrent, Shareaza, or Kazaa. These applications not only allow you to illegally download content, but they then 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 web site 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 policy. Basically, 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 that the university has in place. This is clearly noted in the policy. Statutory penalties range from $750 to $150,000 per infringed item, and you may have to pay court and attorney fees. Criminal penalties may include up to five years in prison and fines of $250,000 per offense. A couple examples highlight the seriousness of these violations:

After more than three years in the courts, a $675,000 judgment against Boston University graduate student Joel Tenenbaum was upheld by the 1st U.S. Circuit Court of Appeals. This student was found guilty of downloading and sharing only 30 songs on his computer which amounts to a $22,500 per song penalty.

In another case, Minneapolis resident Jammie Thomas-Rasset was assessed statutory damages as high as $1.92 million for sharing 24 songs on the Internet. The 8th U.S. Circuit Court of Appeals has since reduced the judgment to $222,000, which represents a $9,250 penalty per song.

Note that these songs are generally available for about $.99 each at most online music stores. Before you illegally download any music or movies, ask yourself if the fines, lengthy court battles, and damages to your professional reputation are really worth saving a dollar.

B. Policy Statements

1. The university shall maintain a Registered DMCA Agent to receive all notifications of alleged copyright infringement.
The DMCA Agent will promptly acknowledge the receipt of all properly formatted claims, attempt to contact the provider of improper claims to obtain a properly formatted claim, coordinate resolution activities, keep required records to track repeat offenders, and assure proper resolution of all claims.
2. The university has the right, as stated in the DMCA, to immediately take down or remove access to materials that are the object of a complaint.
3. The DMCA Agent, or designee, will attempt to promptly notify the subscriber (end- user) of the materials being removed, the details of the claim, and the appeal /counter-claim process.
4. The university will develop and maintain a web page that informs the general public of our efforts to comply with the provisions of the DMCA, as well as giving instructions to those who wish to file copyright infringement complaints.
5. The university will develop a general procedure and remediation program to give a clear course of action for individuals who are identified as repeat offenders of copyright.
6. RFUMS reserves the right to permanently remove an individual's access and exercise other disciplinary actions, up to and including dismissal from the university, for repeated violations of copyright law. This disciplinary action will be separate from the personal responsibility that the copyright infringer may face as a consequence of their activity.
7. The university will develop an educational program that informs the community of relevant copyright related policies and procedures. This program will provide information to new students, faculty, and staff through appropriate handbooks and/or orientation processes. This program will include periodic reminders through log-in banners and informational emails.

VII. PORTABLE DEVICE POLICY

A. Summary
In recent years, 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, flash memory drives, portable hard drives, smart phones, 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.

B. Policy Statements
1. Care should be taken to protect portable devices from loss or theft. Information which is considered sensitive data should not be stored, or transported on portable devices unless the storage device is owned by the university and is protected by approved encryption.
2. All portable devices should be wiped before disposal or reassignment to assure the destruction of any sensitive data. Data should be wiped from

portable devices using an Information Technology Services (ITS) approved method.

3. If a portable device is lost or stolen, the incident should be reported to ITS immediately. The incident report should include a description of any information that may have been compromised, and any protective measures that were in place (encryption, etc.).

4. Information loss incidents should not be discussed with anyone outside of the university without approval from an individual with sufficient authority to make that decision.

VIII. ACCEPTABLE ENCRYPTION POLICY

A. <u>Summary</u>

Members of the RFUMS community have an obligation to protect the confidentiality, integrity, and availability of information stored, transmitted, or processed by the university. When there is a need to move sensitive information to its intended destination in a manner that has potential to expose it to an unauthorized recipient, we need to encrypt the data so that it will not be legible to the unauthorized recipient. This primarily impacts faculty and staff who need to transmit data to off-campus locations, or carry portable devices for work-at-home or collaborative research purposes. However, there may be students who are employed by the university or hold student governance positions that may be exposed to sensitive information in the course of their duties. For more information on the types of data that need special attention, please see the Information Sensitivity Policy.

B. <u>Policy Statements</u>

Information Technology Services (ITS) will review encryption products and technologies to determine their suitability for use at Rosalind Franklin University. Approved encryption products should be based on standard algorithms which have been subject to public review (AES, Twofish, etc.). Proprietary, untested encryption should be avoided. Anyone storing or transmitting sensitive data should evaluate whether encryption is required to protect that data. ITS will be available to assist in that determination and provide encryption solutions as needed.

IX. INFORMATION SENSITIVITY POLICY

A. <u>Summary</u>

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

B. Policy Statements

1. University information must be consistently protected throughout its life cycle in a manner commensurate with its sensitivity and criticality, regardless of where it resides or what purpose(s) it serves. All Rosalind Franklin University information is categorized into three main classifications:

   a. Public information: Available to all members of the university community, and may be released to the general public. The university reserves the right to control the content and format of Public information. This information is not restricted by local, state, national, or international statute regarding disclosure or use.

   b. Internal information: Intended for use by and made available to members of the university community who have a business need-to- know. This information is not restricted by local, state, national, or international statute regarding disclosure or use. Internal information is not intended for public dissemination but may be released to external parties to the extent there is a legitimate business need. The university reserves the right to control the content and format of internal information when it is published to external parties. Recognizing that inappropriate disclosure of certain internal information may result in unauthorized use of the information, the university reserves the right to designate that certain subsets of internal information require training in the appropriate use and handling of the information (e.g., salary letters).

   c. Legal/Regulated information: Required to be protected by applicable law or statute (e.g., HIPAA, FERPA, or PIPA), or which, if disclosed to the public could expose the university to legal or financial obligations. Access is granted to those individuals who have a business need-to-know. Recognizing that unauthorized use of certain restricted information may expose the university to particularly heightened risk, the university reserves the right to designate that users be required to undergo additional training as appropriate.

   Rosalind Franklin University personnel are encouraged to use their best judgment in securing Rosalind Franklin University internal or legal/regulated information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor to seek guidance with handling that information.

2. Enforcement - Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

X. INFORMATION SECURITY INCIDENT RESPONSE POLICY

A. Summary

This policy describes the 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, evidence of unauthorized access to a computer or data, 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 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.

B. Policy Statements

1. Any suspected computer security incident must be reported to Information Security immediately. Information Security may be contacted directly at itsecurity@rosalindfrankline.edu.
2. Systems or information involved in a suspected computer security incident should not be accessed or modified until the situation has been assessed by the Information Security Officer (ISO) or designee. The ISO, or designee, will coordinate with the university's General Counsel to evaluate whether forensic evidence must be preserved to support possible legal action.
3. In the event that forensic evidence is to be preserved, the ISO, or designee, will coordinate with Campus Safety and appropriate external law enforcement officials to assure that forensic evidence is properly collected and chain of custody is properly documented.
4. The ISO, or designee, will coordinate the handling of all suspected computer security incidents.
5. For all suspected information security incidents, the following information should be collected by the investigator:
   a. The name and contact information of the individual reporting the incident
   b. Time of contact
   c. The nature of the incident
   d. Location and description of equipment, information, or persons involved.
6. Information security incidents should not be discussed with anyone outside of RFUMS without proper authorization.

XI. Wireless Networking Policy

A. Summary

Ongoing developments in wireless technologies have inspired many people to attempt to create their own wireless environment. This policy sets some guidelines related to the implementation of wireless throughout the campus. Wireless areas will be allowed in just about any area of the university, but the

implementation and ongoing support must be managed by the IT Department.

B. Policy Statements
1. All use of wireless access points and devices must comply with applicable laws, regulations, and University policies including FCC regulations and the RFUMS End User Account Policy.
2. University academic and administrative units are responsible and accountable for the operation of University-owned or other wireless devices connected to the University network infrastructure within their physical or administrative areas of responsibility. Only devices compatible with the operation of the University's wireless network may be utilized.
3. Deployment and use of wireless network devices connected to university infrastructure services must be approved by ITS.
4. University academic and administrative units may wish to implement additional policies within their physical or administrative areas of responsibility to govern the use of the University's wireless network. Such policies may strengthen or extend but not weaken this policy's provisions.
5. All wireless network access points connected to University infrastructure must be registered with ITS.
6. As with wired access, access through wireless access points must be automatically logged. These logs will be maintained for at least 30 days and should include at least the identity of the user or equivalent information, the date and time of access, and the IP address assigned for the session.
7. An unlicensed wireless device deployed and used by a University unit may not be compatible with the University's network infrastructure. In these cases, ITS staff will assist individual units with finding solutions to resolve the issues or will work to find a mutually acceptable compromise. If a compromise cannot be reached, the Chief Information Officer (CIO) or designee will specify a resolution with highest priority given to the integrity and reliability of the University's data network.

Guidelines to maintain a secure wireless environment:
- Wireless devices should be configured to use the best available security features (e.g. - WPA2(pre-shared key) with AES or TKIP)
- Factory default settings must be changed on all wireless equipment
- Wireless equipment in student apartments must be configured to utilize the following so that it does NOT interfere with University-provided wireless access points:
    o 2.4GHz using channels 1, 6, and 11
    o 5.0GHz using channels 36, 40, 44, 48, 149, 153, 157, 161, and 165
- Registered wireless access points (WAPs) should broadcast their service set identifier (SSID) when they are connected to a public access network (for example Comcast/AT&T U-verse) that is segregated from the RFUMS network
- Wireless encryption alone is not sufficient to protect sensitive data; any wireless network that will transport sensitive data should tunnel that data using secure shell (SSH) or an approved virtual private network (VPN).

XII. Point(s) of Contact

A. Please note that there are other policies in place that do not have a direct impact on students and many more policies that need to be generated, but this list should give you a good idea of what we are trying to achieve in our governance of technology. The full versions of these policies are available on the Information Technology Services Department Intranet (also known as InSite) page.

B. If you have questions or comments about these policies, or issues with technology in general, they can be directed to a number of 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 campus housing as well as the Woodlands on Green Bay off campus housing.

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 Affairs and Inclusion, The Woodlands Management Office (where applicable) 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 or the Woodlands Management Office 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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs, 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 Associate Vice President for Student Affairs, 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 individual 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 fall 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 Affairs and Inclusion, 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 Associate Vice President for Student Affairs serves as the Coordinating Administrator for all Travel Programs organized by or through registered student organizations. (Examples: Course Directors, Associate Vice President for Student Affairs)

Student Travel Advisory Committee is a standing committee comprised of the designee of the Vice President for Student Success and Inclusion, 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 Vice President of Student Affairs 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.

The Student Travel Advisory Committee meets regularly to review Travel Programs, address 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 Affairs and Inclusion (SAI) in coordination with the Travel Committee and the sponsoring school/college/department.

- The Coordinating Administrator must register each trip with the SAI 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, SAI 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 VPSSI, 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 VPSSI 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 VPSSI 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 home stays, 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 Affairs and Inclusion (847) 578-8354

STUDENT HEALTH AND WELL-BEING

STUDENT HEALTH AND WELL-BEING

I. ACCOMMODATIONS AND STUDENT DISABILITY

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 Services for Students with Disabilities to request accommodations.
       ADA Coordinator
       Division of Student Affairs and Inclusion
       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 Services for Students with Disabilities, 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, Services for Students with Disabilities will notify the student and assist him/her with arranging special accommodations. Specifically, Services for Students with Disabilities 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 he/ she receives approval for the accommodation).

7. During the initial meeting between the student and course/clerkship coordinator/director, it is also the student's responsibility to negotiate 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.

8. Students encountering difficulties in the process of managing accommodation within the academic department should seek further advocacy from Services for Students with Disabilities. Continued follow-up of arrangements for accommodations will be monitored by Services for Students with Disabilities as needed. It is the responsibility of the student to notify Services for Students with Disabilities 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 Services for Students with Disabilities.

D. <u>Documentation Requirements for a Learning Disability</u>

1. A health care 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:
   • Credentials of the evaluator and experience with specific disability
   • Description of disability, including history and background of the disability (see table below for information required)
   • Current status of condition (Active, Progressing, Controlled, Remission)

- Current level of severity (Mild, Moderate, Severe)
- Duration of time that the condition is likely to persist (e.g., Lifetime, duration of program, 3 months)
- Procedures/assessments used to assess the student's condition (Attach diagnostic results if applicable)
- Major life activity or activities that are substantially limited
- Functional limitations or symptoms of the condition, both treated and untreated
- 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
- Circumstances that would exacerbate the disability
- Accommodations that may be necessary in order for the student to participate in university programs, activities, and services

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.

Disability Category	Required Documentation
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
Physical/Mobility	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 Services for Students with Disabilities out of concern for not having the appropriate paperwork. All conversations regarding access are welcomed.

E. Accommodations for Qualifying Exams

Students who plan to request test accommodations from the qualifying examiners should review the guidelines well 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.

G. 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 InSite.
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 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 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 Center can be reached at 847.473.4357 and is located one block south of campus at 3471 Green Bay Road, North Chicago, IL

B.   <u>**REPORTING**</u>
 In addition to reporting the incident to supervising personnel (as indicted above), students are required report this event to the Division of Student Affairs and Inclusion 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.   <u>**REIMBURSEMENT**</u>
 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 VP for Student Success and Inclusion.

III.   IMMUNIZATION REQUIREMENTS AND RESOURCES

A.   <u>**Introduction and Purpose**</u>
 All students entering Rosalind Franklin University of Medicine and Science (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 the Immunization Action Coalition.

B.   <u>**Procedures and Policies for All Programs**</u>
 Each student must provide evidence that he/she has met the immunization requirements as outlined on the Pre-Matriculation Immunization Form. In accordance with the University requirements set forth by the Division of Student Affairs, 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 he/she is enrolled in; Clinical or Non-Clinical immunization requirements are assigned to a student's CastleBranch/MedProctor account, accordingly:

 <u>**Clinical Programs:**</u> College of Health Professions (CHP), Chicago Medical

School (CMS), College of Pharmacy (COP), and Scholl College of Podiatric Medicine (SCPM)

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

In addition to the immunization requirements, every student must complete a physical exam within one year prior to the start of classes. He/she 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.

Students can obtain the required immunizations, antibody titers and physical exam through the Rosalind Franklin University Health Clinics (RFUHC) or elsewhere. Orders for these immunizations and titers can be obtained from an appropriate licensed provider including providers at RFUHC. All first-time appointments at RFUHC for immunizations and titers require a 15-minute visit with a healthcare provider to establish a patient-provider relationship. If subsequent visits are required, it 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.

Students who request exemptions to this policy will be referred to the Division of Student Affairs and Inclusion at RFUMS to determine whether the exemptions will be permitted (RFUMS Student Handbook: Student Health and Wellbeing, Immunization Requirements and Resources).

C. **Specific Procedures for Clinical Programs**
   Applies only to students enrolled in CHP, CMS, COP, and SCPM

The student must upload to their CastleBranch/MedProctor personal profile all titer lab reports, including initial titer results that are negative, along with proof of immunizations where necessary. 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. Proof of one Tdap vaccine in adolescence or adulthood is required. If the Tdap vaccine was more than 10 years ago, proof of a Td vaccine within

the past 10 years is required.

2. IgG antibody titer results must be submitted for measles (rubeola), mumps, rubella, varicella, and hepatitis B surface antibody [after completion of the 3-dose hepatitis B (HepB-alum) vaccine series or the 2-dose Heplisav-B (HepB-CpG) vaccine series]. 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.

3. 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 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.

4. 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 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.

5. 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
6. If the student has received a properly spaced series of hepatitis B vaccine but the hepatitis B surface antibody titer 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 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. He/she must be seen by a primary care physician 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 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.
7. Each student must undergo a 2-Step PPD (two tuberculosis skin tests administered 7-21 days apart) testing within six months prior to the start of classes, regardless of bacille Calmette-Guerin (BCG) vaccination status. Alternatively, a QuantiFERON Gold tuberculosis (Tb) blood test within six months prior to the start of classes is accepted.
   a. For students with a new or history of a positive Tb test [PPD $\geq$ 10mm

induration or an Interferon Gamma Release Assay (IGRA) blood test] 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 IGRA lab report, a copy of the chest x-ray report, and a completed annual Tb Symptom Screening Questionnaire.

   b. Students with a new positive Tb skin test (PPD) must be referred to a physician for follow- up.

   c. After the initial 2-Step PPD, students must maintain annual 1-Step PPD updates. Annual tuberculosis skin testing will be provided through the Health Clinics at no charge to the student once the entry PPDs have been completed. Alternatively, annual QuantiFERON Gold Tb testing is accepted (this is not provided through the Health Clinics).

   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.

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

9. By August 16, 2021, all students must have shown proof of vaccination or approved exemption to the COVID-19 vaccination requirement. Vaccinations accepted to meet this requirement include any WHO approved vaccination.

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. Proof of one Tdap vaccine in adolescence or adulthood is required. If the Tdap vaccine was more than 10 years ago, proof of a Td vaccine within the past 10 years is required.

2. Documentation of two MMR vaccines from childhood must be documented.

3. Documentation of the 3-dose hepatitis B (HepB-alum) vaccine series, the 2-dose Heplisav-B (HepB-CpG) vaccine series, OR an immune hepatitis B surface antibody titer.

4. Hepatitis A and meningococcal vaccines are optional at this time. Documentation should be submitted if they have been completed.

5. Each student must undergo 1-Step PPD testing within six months prior to the start of classes, 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 known positive (≥ 10mm induration) tuberculosis skin test (new or history of), he/she must provide documentation of the positive PPD and have a baseline chest x-ray or QuantiFERON Gold Tb test within the 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), and a copy of the chest x-ray report or QuantiFERON Gold Tb test. Students must also complete an annual Tb Symptom Screening Questionnaire.
b. Students with a new positive Tb skin test (PPD) must be referred to a physician for follow-up.
6. Seasonal influenza vaccination is recommended annually.

E. Consequences

If students do not complete their immunization requirements within one month of matriculation, students will be placed on a registration hold and will be unable to register for classes next quarter. Once students complete the requirements, the registration hold will be removed. If students are in the process of receiving a vaccination series (e.g. Hepatitis B series) after matriculation, students will not be placed on a registration hold as long as they continue the necessary follow- up to meet the immunization requirements.

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

G. REFERENCES
Centers for Disease Control and Prevention: https://www.cdc.gov

Centers for Disease Control and Prevention. (2005). Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings, 2005. Retrieved from https://www.cdc.gov/mmwr/pdf/rr/rr5417.pdf

Centers for Disease Control and Prevention. (2011). Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP). Retrieved from http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6007a1.htm

Immunization Action Coalition: http://www.immunize.org/

Immunization Action Coalition. (2016). Healthcare Personnel Vaccine Recommendations. Retrieved from http://www.immunize.org/catg.d/p2017.pdf

State of Illinois College Immunization Code (77 ILL.ADM.CODE 694). Retrieved from 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 Podiatry 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.

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

POLICIES AND GUIDELINES FOR STUDENT ORGANIZATIONS, ACTIVITES, 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 two 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 costs 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 service 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 two 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 assessment. 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 alcohol, fundraising, set-up requests or audio-visual requests require two-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 organization 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
clean up 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 and 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. <u>Funding</u>
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 in to 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 purchase 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 cash and 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.

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 RWCLC, or on the OSL's website.

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.

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. Associate Vice President of Student Affairs, Shelly.Brzycki@rosalindfranklin.edu, and Director of Student Life Bryan.Roush@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. Not 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 re-set, 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 Shelly.Brzycki@rosalindfranklin.edu and Bryan.Roush@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 Shelly.Brzycki@rosalindfranklin.edu or Bryan.Roush@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

Hazing, in any form, by a student organization or members of a student organization is prohibited. Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; is calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means which impair or destroy an individual's freedom of thought; or in any way threatens or endangers the health or safety of an individual.

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 organization, 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. 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 the Starting a New Organization page on InSite to learn more.

XVII. 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.

XVIII. 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.

XIX. 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.

XX. SOCIAL NETWORKING POLICY

The university has implemented a Social Networking 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 Networking 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 site request form and submit to the Office of Student Life.

XXI. 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 tri-pod, 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.

XXII. STUDENT COUNCIL SPACE AND STORAGE

The Student Council Office located in the RWCLC 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.

XXIII. 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.

XXIV. 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.

XXV. 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.

XXVI. 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.

XXVII. 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.

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 which at the end of that period they are assessed based on their academic performance. Academic periods are determined by the academic rules established in the division.

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.

4. 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 Registrar's Office 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 WebAdvisor (or its replacement).
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. Registrar's Office
2. Financial Aid
3. Student Accounts
4. Division of Student Affairs and Inclusion
5. Division of Strategic Enrollment Management
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 Registrar's Office.

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.

4. To accrediting agencies carrying out their functions.
5. In response to a judicial order or lawfully issued subpoena.
6. By Campus security to other law enforcement agencies in the investigation of a specific criminal case.
7. To parents of students who are dependents as defined and verified by IRS standards.
8. 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).
9. A student's parent(s) or legal guardian(s) in connection with an emergency.
10. 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 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 for Student Success and Inclusion. 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: Division of Strategic Enrollment Management

Admissions Records (prior to matriculation)
Official: Associate Vice President for Admissions and Recruitment
Location: Division of Strategic Enrollment Management

Alumni Records
Official: Executive Director of Engagement and Stewardship
Location: Division of Institutional Advancement

Disciplinary Records
Official: Associate Vice President for Student Affairs
Location: Division of Student Affairs and Inclusion

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: Director for Pipeline Initiatives/Designated School Official
Location: Division of Student Affairs and Inclusion

Security Records
Official: Director of Campus Safety
Location: Department of Campus Safety

Veterans Records
Official: Coordinator of Veterans Affairs
Location: Registrar's Office

Student Activities
Official: Director of Student Life
Location: Office of Student Life

Criminal Background Checks
Official: Vice President for Student Success and Inclusion
Location: Division of Strategic Enrollment Management

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

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, (http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html). 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 847-578-8481
  registrar@rosalindfranklin.edu

B. Student Records (General)

Academic Records and Transcripts
The permanent academic record for each student is maintained by the Registrar's Office. 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 Registrar's Office 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 student's 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.

Name Changes
A student may request a name change by completing the necessary request with the Registrar's office. 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.

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 Registrar's Office
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 Registrar's Office in accordance with the following process.

Transfer of Admissions File to the Registrar's Office Process
The following documents from the student's application should be transferred to the Registrar's Office to become part of the Student's Educational Record.
A. Letter of acceptance
B. Application for admission
C. Supplemental application (if applicable)

All other application materials may be maintained for seven years in remote storage. Examples of these "other" application materials include:
A. Letters of evaluation
B. Screener sheets
C. Interview forms
D. Proof of supplemental application fee

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

    A.   Registrar's Office
    B.   Financial Aid Office

III.   **BACKGROUND CHECK POLICY**

    A. **Introduction and Purpose**

The student background check process includes background checks on prospective students and those on existing students. Background checks are conducted on prospective students and the results of those background checks are used for educational purposes, primarily for making decisions regarding matriculation. Background checks are conducted on existing students enrolled in certain healthcare 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. The results of those background checks could contain information that is protected by law and is uniquely sensitive. This policy addresses the process in which student background checks are conducted and the results of those student background checks are used and maintained in an effort to promote compliance with the law and recognize the uniquely sensitive information that could be involved.

    B. **Policy Statements**

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

        a. Making decisions regarding matriculation and

        b. To facilitate placement of students in educational experiences at clinical and other sites that have access criteria.

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

    3. *Safeguards to Protect*. Background check results are considered confidential information and, as such, university faculty and staff shall utilize reasonable safeguards to protect the results of background checks from inappropriate use and disclosure.

SOCIAL NETWORKING POLICIES AND PROCEDURES

I. INTRODUCTION AND PURPOSE

A. Social networking provides the university community a convenient method of promoting the university's goals and values to a world-wide audience. The proper use of these tools can help strengthen our core value of communication, and assist with executing some of our strategic plan initiatives.

B. We also recognize that there are risks associated with the inappropriate use of social networks. 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 protected by federal regulations such as FERPA and HIPAA is an example of an illegal activity that subjects the individual and the university to substantial penalties.

C. While there are existing university policies that could be applied to the social networking environment, it is important to develop a policy that addresses the unique nature of social networking. No other medium has the ability to distribute information in a manner that is instantly available, viewable by a large audience, searchable using publicly available tools, and nearly permanent in nature.

D. Each member of the university community must think about the impact of their actions on social networking sites. Individuals associated with the university are viewed as professionals in the area of health care education services and experts within their own career disciplines. Employees should remember that any activity on social networking sites will reflect upon their personal professionalism as well as the reputation of the university.

E. Furthermore, the university must actively monitor information that is posted to social networking 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. Rosalind Franklin University of Medicine and Science will implement appropriate security standards and controls such as this policy to protect private information and maintain compliance with applicable regulations.

II. CANCELLATION

Social Networking Policy, approved November 19, 2014.

III. SCOPE AND APPLICABILITY

This policy applies to all employees, faculty, staff, students, contractors, vendors and volunteers of the university who store and share information on a category of

Internet communication tools known as social networking sites.

IV. POLICY STATEMENTS

A. Institutional Use

Institutional use of social networking sites must be authorized by and executed in collaboration with the Marketing Department. There can be no university sites or pages on any social networking site unless they are developed or authorized by the Marketing Department. All sites are subject to continuous content review and the Marketing Department reserves the right to modify or eliminate sites at any time. The Marketing Department 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 Marketing Department to maintain their own social networking site will:

1. Marketing Department staff members with site credentials sufficient to maintain complete control of the site content;
2. Maintain content that is current, accurate, consistent with university policies, and represents the spirit and values of the university;
3. Make corrections to discussion postings using appropriate methods and notations that preserve original content in order to maintain integrity;
4. Avoid inappropriate use of copyrighted materials, and maintain appropriate bibliographic references to source materials;
5. Respond to emails and comments when appropriate, and forward issues to the university department that is best suited to respond to those issues;
6. Read the terms and conditions for site use and maintain the site in accordance with the rules of the social networking 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);
7. Notify the Marketing Department when there may be a conflict between site rules and university policies or values.

Any official university statements on news media sites or directly to news media officials must be made in collaboration with the Marketing Department.

The university may use public information discovered on a social networking site to support any actions related to a university community member.

B. Personal Use

If you choose to participate in social networking 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

network 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.

To the fullest extent authorized by law, the university prohibits the posting of comments or materials (including photographs, videos or audio) that is obscene, defamatory, libelous, threatening, abusive or in violation of 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 are prohibited, whether done during work hours or outside of work.
Also, participation in social networking activities that can be characterized as non-work related carried out 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 networks, like personal use of other communication methods, should not interfere with the efficient use of or waste university time and resources.

When using social networking 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 networking tools.

Note that postings on university social networking 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.

V. UNIVERSITY-SPONSORED SOCIAL NETWORKING SITE

A. Creation of University-Sponsored Social Networking Sites
Anyone wishing to create a University social networking site should complete a site request form and submit it to the Marketing Department for review.

B. Maintaining Site Content
In addition to the requirements shown in the policy section for updating social networking 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 Playbook (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;
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.

C. **Monitoring**

When inaccurate or inappropriate information is discovered, the Marketing Department 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 Marketing Department staff members will make the necessary corrections and notify the department of the changes that were made. The Marketing Department may identify inappropriate postings that require further investigation to see if any laws or university policies were violated. The Marketing Department staff members will forward concerns and gathered 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 Affairs and Inclusion, or to the Office of Compliance, which may be accomplished directly or through EthicsPoint, Inc. (which allows anonymity) and can be found here.

VI. DEFINITIONS

Social Networking Sites are web sites with built-in tools that facilitate communication between groups of individuals. This would include comprehensive sites such as Facebook as well as more narrowly defined services such as blogs, wikis, and micro-blogging sites. Examples of social networks include, but are not limited to: Blogger, Facebook, LinkedIn, Reddit, Twitter, Wikipedia, WordPress, YouTube, Instagram, Pinterest, SnapChat, WhatsApp, and Yik Yak.

VII. POINTS OF CONTACT

Marketing Department
Division of Student Affairs and Inclusion
Office of Compliance
Chief Information Officer Human
Resources Department

VIII. 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 Playbook
Photograph Release Form

RESOURCES

I.   CAMPUS SAFETY (PHONE 847.578.3288)

Campus Safety is concerned for the safety of everyone on campus. Services include safety escorts, vehicle lockout service, battery jump starts, shuttles to Lake Bluff Train Station and 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 at North Auditorium Entrance): 847.578.3288
2.   Ramone Jones-Campus Safety Operations Coordinator (L.372): 847-578-3289
3.   Gordon Blanchard-Director of Campus Safety (L.372): 847-578-3232

II.   DIVISION OF STUDENT AFFAIRS AND INCLUSION (PHONE: 847.578.8354)

The Division of Student Affairs and Inclusion supports the academic success of all Rosalind Franklin University of Medicine and Science students by fostering their professional, mental, physical, and social development and by enhancing the quality of campus life. We provide programs and services to augment students' ability to learn and develop life skills necessary to become productive and caring members of our global society.

A.   Academic Support
The staff in Academic Support 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.

We provide individual counseling on topics such as learning styles, study skills, retrieval practice, and multiple choice test-taking strategies.

We meet with students individually, helping them develop effective time management skills and establish study schedules. Our goal is to maximize studying time while balancing other life demands.

- **Services for Students with Disabilities**
  Academic Support provides services for the academic success of students with disabilities. If you need information on accommodations for your disability, please visit or contact Academic Support.
- **Peer Tutoring Program**
  The Academic Support staff manages a university-wide Peer Tutoring Program. We offer tutoring resources for most first and second-year courses. If you would like more information about tutoring, please contact Academic Support.

B. **Diversity and Inclusion**

The Office of Diversity and Inclusion promotes the continued growth of RFU's students, faculty, staff, and community by providing an environment of accountability where access, equity, respect, and social justice serve as cornerstone to inclusive excellence and the creation of new knowledge for socially just global healthcare leaders on our campus and in our communities.

Areas of Focus
- Advocating: equitable access for all, navigating shared experiences, and outreach/support
- Celebrating: honoring our differences/uniqueness
- Learning: educating, training on cultural competency/consciousness, intersectionality that fosters a community of support
- Innovating: creating, advancing, developing initiatives/programs/services, and collaborative efforts

Students may access a wide variety of services, programmatic resources, educational opportunities and individual support through the staff in our office. Below is a selection of our services and programs:
- D & I Peer Mentoring Program
- Community Conversations
- Community Engagement
- Education and Training Programs
- INSPIRE
- Multicultural Student Organization Advising
- International Student Services
- Pre-matriculation Program
- Sexual Violence Education and Prevention

To further develop our inclusive campus, our office develops opportunities for individuals to connect to the community, each other and to learn more about diverse perspectives. Students interested in getting involved are welcome to contacting the staff in our office to explore opportunities.

C. **Campus Life**

The Office of Student Life encourages participation in student activities as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty, and staff, and have some fun outside the classroom. The Office of Student Life assists Registered Student Organizations to create and implement programs and activities that will enhance their leadership skills and help the organizations to fulfill their primary goals. Through its program and services, the Office of Student Life is committed to assisting students in becoming a force for positive change in the community and the greater society. In fulfilling its responsibilities, the Office of Student Life is mindful that students have the initial and primary authority and responsibility for student activities. The Office of Student Life

has dedicated staff to support and create community within the area of fitness and recreation.

- **Fitness and Recreation**

  Fitness and Recreation Services enriches the educational experience by providing opportunities that focus on the development of lifelong wellness skills for students. We provide programs in intramural sports, fitness, wellness, and sportsmanship.

  Fitness and Recreation Services provides a safe recreational environment where students can participate in extracurricular activity. We promote fair and competitive behavior with an emphasis on sportsmanship and campus community. Fitness and Recreation Services advises the Athletic Club on campus, provides general on-site oversight of activities, and is the contact for off-campus facilities when needed for intramural sports.

  Fitness and Recreation Services oversee the Fitness Center, Game Room, Music Room and Reflection Room which are designed to help students reach their goals of physical wellness, as well as coordinates group exercise offerings on campus and negotiates off-campus student membership fitness rates.

- **Student Housing**

  The mission of the Office of Student Housing is to provide facilities, programs, and services that support the mission of the university and the Division of Student Affairs and Inclusion, encourage awareness of community rights and responsibilities, and prepare students for life beyond the RFUMS experience.

  We are a responsive, respectful and inclusive residential community. Our community reflects the nature of society today in that it is diverse in its make- up.

  We seek to foster an engaging community where members are afforded the opportunity to share in intellectual exchange and broaden their personal development. Students will have the opportunity to learn about people different from themselves by living together and participating in a diverse line up of events and programs together. These experiences, coupled with their academic coursework, will successfully prepare students to provide healthcare to a diverse population.

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

Rosalind Franklin University has one (2) food service locations 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. The DNA Café is open:

- Monday through Friday for lunch service from 7:00 am- 1:30 pm.
- The Flame station is open for dinner service Monday- Thursday from 11:00 am - 6:00 pm
- All Stations are open for lunch from 11:00 am - 1:30 pm.
- The Café is open for Flame and Barista, Saturdays from 8:00 am- 2:00 pm.

University breaks and holidays will have different hours. Check weekly email for café hours.

The Barista Station, located in the DNA Café offers drip coffee, espresso drinks, and smoothies throughout the day. The Barista Station is open Monday through Thursday from 7:00 a.m. – 8:00 p.m. and Fridays from 7:00 a.m. – 6:00 p.m.

In addition, the vending area located in the lower level of the Rothstein Warden Centennial Learning Center (RWCLC), provides vending machines that are available to students 24 hours a day.

Food for Thought has also added a location in the 'Innovation & Research Park' (IRP) lobby, This offers your "Grab 'n' Go needs such as coffee, pastries, sandwiches, etc; also available 24 hours a day.

Special Events / Catering
Food service for any size event is available as well through Food For Thought. Contact Claudia Vazquez 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

IV. INFORMATION TECHNOLOGY SERVICES (PHONE: 847.578.8800)

Information Technology Services (ITS) provides the university community with comprehensive support services for all technology needs. If you have questions about technology on campus, equipment compatibility with our network, or are experiencing an issue, please contact the ITS Help Desk at 847-578-8800 or helpdesk@rosalindfranklin.edu for more information.

A. Student Email
Student email accounts are hosted by Google Apps for Education. In addition to an unlimited amount of storage for email messages with virus and spam protection, Google Apps provides students with productivity

tools such as calendars, document creation, file storage, document sharing, collaborative web sites, and much more. You should receive your initial access information for your Google account prior to orientation. You will be able to keep your Google account after graduation. If a student leaves the university without graduating, their account will be closed.

B. <u>**Student Housing Network Access**</u>
The university provides access to high-speed internet/intranet service through the university's network. This service is provided in all apartments at no charge to resident students. A computer is not included in tuition or fees at this time, so students are required to bring their own desktop or laptop computer to access this service. Access to the Internet is provided primarily for academic and/or research purposes, but can also be used for legal personal use. Illegal downloading of copyright-regulated media is explicitly prohibited and subject to disciplinary action.

Any student apartment network connection that is found to be utilizing the network in a prohibited or disruptive manner will have their access disabled pending an investigation. Examples of unacceptable use of the network connection include, but are not limited to:
1. Downloading copyrighted content without the permission of the author
2. Establishing peer-to- peer (P2P) connections for the purpose of sharing copyrighted material
3. Establishing a Virtual Private Network (VPN) to another Internet site
4. Hosting a website from the student apartments.
5. Hosting cryptocurrency mining operations from the student apartments
6. Installing private access points
7. University wireless access points that are mounted inside student apartments should NOT be removed from the wall or ceiling in order to plug in personal equipment. Any students who have removed or damaged University wireless access points will be reported to the Office of Student Life and may be billed for damages.

<u>**For On-Campus Housing Residents:**</u>
Students wishing to access the campus network will find a ***blue*** network jack in the bedroom of each apartment. Wireless networking is currently available in the student apartments via a university-owned wireless access point in the living room.

Whenever possible, it is recommended that students connect to the "**eduroam**" wireless network. This network uses 802.1x authentication to protect your information and the integrity of the university network by requiring users to have university provided login credentials.

Unfortunately, not all devices are compatible with 802.1x authentication. Some known exceptions include game consoles, network printers, and televisions. For devices that are not compatible with

the "**eduroam**" wireless network, students may utilize the "**sth**" wireless network (that uses WPA2-PSK encryption) ONLY for streaming services (video or music) / gaming / Ai enabled devices (Amazon Echo, Google Home, Apple home pod).

Please contact the helpdesk at phone number 847.578.8800 or helpdesk@rosalindfranklin.edu for the current "**sth**" password. Other non-compatible devices with a standard web browser may utilize the "**guest**" wireless network. The student housing move-in guide will have additional details about device compatibility.

For Woodlands Apartments Residents:
Access to the university-provided high-speed network is only available through a wireless network connection. Residents will find a "**Woodlands_Students**" and "**Woodlands_Students-5GHz**" wireless networks that are both secured in the same manner as the on-campus "**eduroam**" wireless network. Due to the restrictions that may be encountered with this advanced security, residents are also provided with access to a "**Woodlands_STH**" and "**Woodlands_STH-5GHz**" wireless network that uses WPA2 encryption.

The "**Woodlands_STH**" and "**Woodlands_STH-5GHz**" networks are more compatible with personal devices such as streaming services (video or music) / gaming / Ai enabled devices (Amazon Echo, Google Home, Apple home pod) that cannot be connected via "**Woodlands_Students**".

Please contact the helpdesk at phone number 847.578.8800 or helpdesk@rosalindfranklin.edu for the current "**Woodlands_STH**" and "**Woodlands_STH-5GHz**" password. A "**Woodlands_RFUMS Guest**" network is also available for temporary use by visitors. See the Information Technology Services InSite page or contact the ITS Help Desk for more details on how to connect to these networks. RFUMS students who choose to contract for outside internet connection at the Woodlands Apartments must comply with the standards of connection shown in the Woodlands Internet Connectivity Policy.

C. **Technology Purchase Information**
Students can get university pricing on technology goods, but may be required to pay taxes on their purchases.
　　1. **Apple**
　　　　Discount varies according to item ordered. Visit the Apple Education Store at https://www.apple.com/us-hed/shop. You can compare with the standard pricing listed on www.apple.com to determine the discount on a specific item. Contact nationalsales@apple.com if you have any questions or require additional information to place your order
　　2. **CDW**

Current RFUMS contract pricing is available on the CDW site at http://www.cdwg.com/rfums. Contact Andrew Benianti via phone (312)

547-2085 or andbeni@cdwg.com, to acquire a quote or place an order. When visiting the CDW physical store, you must present your University ID along with the University account number #1498045 to receive contract pricing

3. **Dell**
Through the Dell Member Purchase Program, faculty, staff, and students qualify to make personal purchases and receive exclusive discounts and deals ranging from 2% up to 30% depending on the current promotions and/or sales. To view the discounted pricing you can visit the Member Purchase Program website (http://www.dell.com/learn/us/en/6099/campaigns/segmentor-usmpp?c=us&l=en&s=eep&cs=_eep&redirect=1) and enter Member ID: US31701215.

4. **GovConnection**
GovConnection is a technology vendor that carries a variety of items including desktop and laptop computers, monitors, printers, software, and even consumer electronics. We have secured competitive pricing through our E&I cooperative GPO contract, which also includes free shipping. To receive the university discount, go to www.govconnection.com/rosalindfranklinpersonal and follow the instructions to create a personal account to see discounted pricing and place your order.

5. **Varsity Buys**
University discount may be available to all faculty, staff, and students to purchase University approved software for personal use. Go to https://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=824b7b45-8b61-e211-a88c-f04da23e67f4&vsro=8 to access the RFUMS page of Varsity Buys for more information on what discounts are available.

More information about discounted technology purchases may be obtained from the Purchasing Department's InSite page: https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Purchasing/Pages/Employee- Student-Perks-Program.aspx

D. **Self-Servicce**
Self-Service is a secure, interactive web application that gives students access to their individual university information.

The Self-Service system encompasses several modules that allow students to plan and register for classes (Student Planning), view financial aid and award information (Financial Aid), view statements and make tuition payments (Student Finance), view grades by term (Grades), and sign up for

direct deposit of student refunds, reimbursements, and payments (Banking Information). In addition, students are able to view and update their address and emergency contact information via their User Profile as well as view important alert notifications like account holds.

You can access Self-Service via the HelixNet Portal at https://helixnet.rosalindfranklin.edu/ or directly at https://selfservice.rosalindfranklin.edu/

E. Wireless Network Information

Wireless network access is available in most areas of the main campus. This includes the public areas of the library, cafeteria, main lobby, and all major classrooms. Private areas (such as research labs, faculty offices, conference rooms, and small classrooms) are also covered, but the speed and capacity may not be as robust as the public areas.

The wireless network is secured and can only be accessed with a university provided ID and password. There is a wireless network available for guests of the university which provides limited internet-only access.

F. InSite

InSite, the University intranet, is the gateway to your RFUMS information needs and is accessible only to those members of the university community with an active HelixNet account (enrolled students, researchers, staff, and administration). The intranet is a repository of resources for students with information pertaining to housing, policies and forms, finances, academic calendars, registration, student organizations, and news and events.

InSite can be accessed at https://insite.rosalindfranklin.edu.

G. Academic Technology Support (ATS)

ATS provides technical support for students in the use of technologies focused on the educational goals of the university. Supported technologies include BrightSpace by D2L for online course material, Poll Everywhere for data collection through class participation, both ExamSoft and Respondus for online exams, and Google Apps for Education. Please contact the helpdesk at phone number 847.578.8800 or helpdesk@rosalindfranklin.edu to obtain assistance from this team.

V. BOXER LIBRARY

The Boxer Library is located in the main and lower level of the Basic Science Building. The Boxer Library's print and electronic collections provide access to many of the world's leading biomedical and academic journals and major medical information databases. Library services include reference assistance, Interlibrary Loan, and information literacy instruction.

This multi-level 24-hour facility features:

A. Collaborative group and quiet study learning environments, complete with large USB-ready monitors for laptops, a presentation practice room with audio and video recording capabilities, mobile tables, large dry erase boards, multi-function printer devices, and Wi-Fi.

B. A Reserve Collection with current required course textbooks and anatomical models, chargers for laptops, tablets, and cell phones, dry erase board markers, erasers, and more.

Of paramount importance are the library's electronic holdings, fully available on- campus and off. Highlights include:

1. Over 2,500 eBooks.
2. Access to over 17,000 leading biomedical journals.
3. Over 30 unique electronic databases, including:

    a. **Access Medicine, Access Pharmacy, and Access Anesthesiology**
    Online collection of medical reference titles and textbooks. Includes case files, images, videos, practice guidelines, diagnostic tools, and more.

    b. **Clinical Pharmacology**
    Reference and point-of-care drug information.

    c. **CINAHL Complete**
    Provides full text access to hundreds of nursing and allied health journals indexed in the Cumulative Index to Nursing and Allied Health Literature.

    d. **Cochrane Library**
    Collection of databases that contain different types of high quality in-depth evidence to assist in healthcare decision making.

    e. **JoVE**
    The Journal of Visualized Experminets (JoVE) is a peer reviewed scientific video journal focused on demonstrating experimental techniques. The Boxer Library subscribes to the following sections:
    - JoVE Biology
    - JoVE Immunology & Infection
    - JoVE Medicine JoVE Neuroscience
    - JoVE Neuroscience

    f. **Library Search**
    Performs an integrated search of our electronic full-text holdings by topic.

    g. **Isabel PRO**
    Web-based diagnosis and decision support system that provides search results from various resources.

    h. **Micromedex**
    Provides access to evidence-based information about drugs, toxicology, diseases, actute care, and alternative medicine to aid in clinical diagnosis and treatement decisions.

i. **Natural Medicines**
Information on dietary supplements, natural medicines, and complentary, alternative, and integrative therapies.

j. **PubMed**
Searches the Medline database (journal citation database of the National Library of Medicine) for journal articles on a specific topic.

k. **Ovid Medline**
Provides advanced features for searching the National Library of Medicine's MEDLINE database, which contains over 22 million biomedical citations.

l. **RefWorks**
An online reference management program that allows you to save and organize references, as well as generate reference list/bibliographies. Additional features allow you to cite references saved to RefWorks within Microsoft Word documents.

m. **UpToDate**
An evidence-based point-of-care clinical decision support tool.

A. Staff and Services
Our staff will be happy to provide assistance in accessing and using the library's resources. Library services include reference assistance, interlibrary loan, and instruction on information literacy topics and copyright. In addition, online tutorials are available through the library website.

Services are available through drop-ins, appointments, in-class instruction sessions (for both face-to-face and online courses), phone, email, online chat, web-based guides and video tutorials. The librarians can be reached at:
1. eresources@rosalindfranklin.edu
2. Online chat during the librarians' hours which are Monday through Friday 9:00 AM to 4:00 PM.
3. Professional library staff is available online 50 hours per week: Monday through Friday 8:00 AM to 6:00 PM.
4. Professional staff available on site 40 hours per week: Monday through Friday 8:00 AM to 4:00 PM.

B. Learning Commons
The front of the library is known as the Learning Commons. This area makes heavy use of new technology and is designed for collaborative study.

The equipment housed in this area includes:
1. Six large collaborative work rooms with 42-inch widescreen monitors and whiteboards. These rooms are first-come-first-served and cannot be reserved.
2. Mobile work tables
3. Color and B&W copying, printing, and scanning stations

C. Quiet Study Area

The Quiet Study Area is the northernmost end of the library, including the lower-level area surrounding the Silent Study Rooms (E), Small Groups Rooms (G), and Print Collection (D). This area of the library features individual and group study areas with study carrels, partitions, and other amenities designed to provide adequate study space while also cutting down on visual/noise distractions, making it ideal for quiet study. Please note that talking above a whisper is not allowed in this area of the library.

D. Print Collection

Circulating non-reserve textbooks and bound print journals are housed in the Print Collection room (L.507), found on the lower level of the Boxer Library in the Quiet Study Area. Please note that staff assistance is required to access the print collection.

E. Silent Study Rooms

Two silent study rooms (L.506 and L.510/511) are located on the lower level of the Boxer Library. Each room features individual study areas (some computers) for those looking for a truly quiet study environment.

F. Presentation Practice Room

If you need to practice your presentation for a conference or if your dissertation or thesis defense is coming up soon, then the Presentation Practice Room is the resource for you! Located on the lower level of the library (L.505), this facility includes the following equipment:

1. Power PC
2. 46-inch LCD monitor
3. PowerPoint remote
4. Digital camcorder and tripod
5. Whiteboard
6. Tabletop lectern
7. Conference table and chairs

Use the conference table and chairs for seating your audience (up to six guests) to watch you practice. Or, if you prefer to practice alone, you can use the digital camcorder to record your presentation for private viewing or save it to a flash drive for review at a later date.

The Presentation Practice Room (PPR) is available by appointment only, with a limit of three (3) hours for each session. Since this facility was funded with money from the Executive Student Council, students have top priority for its use. When not in use for presentation practices, the room is also available as a study space for groups of three or more. This room can be used within the hours of Monday through Friday, 8:00 AM to 4:00 PM. To reserve the PPR, stop by or call the Circulation Desk in the Boxer Library during staffed hours.

G. Small Group Rooms

Four small group rooms are located on the lower level of the Boxer Library, in the Quiet Study Area. Each room is equipped with a whiteboard, tables, and chairs, and can comfortably seat small groups of up to six to eight people. Tables can be rearranged to accommodate group work. These rooms are available 24 hours a day, and are available on a first-come-first-served basis. Like the collaborative groups rooms in the Learning Commons, these rooms cannot be reserved.

VI. PARKING ON CAMPUS

Rosalind Franklin University Parking Control PolicyFAQ'S

A. Where do I register my vehicle?

All vehicles must be registered with Campus Safety using the university parking permit management system https://www.permitsales.net/RFUMS.

B. Where can I park?

When you receive your Permit Hang-Tag you will also receive a Campus Map. Parking is allowed in the following areas:

1. **South lot**

   In any valid parking spaces.

2. **North Lot**

   a. **Faculty Parking** (Faculty permits have the letter **F** on them) lot is located adjacent to the Health Science Building (HSB), and the Innovation and Research Park (IRP). These areas are marked with green on white signs.

   b. **Student, Staff and Visitors** may park in any other available spaces not marked as designated. Between the hours of 3 p.m. - 7 a.m. anyone may park in the Faculty lot. Parking is never allowed in the Administration Parking spaces.

   c. **Accessible (Disabled) Parking** is available in the North lot adjacent to the Morningstar entrance and adjacent to the HSB.

3. **Front Drive**

   a. **Administration Parking** is located to the South of the Main Entrance.

   b. **Visitor Parking** is North of the Main Entrance.

   c. **Faculty, Staff and Students** may park in available general parking spaces (not marked by reserved signage) as well as in the 15 minute and 2 hr. timed parking spaces (violators of the time limit will be ticketed). After 3 pm Faculty, Staff and Students may park in the Visitor Reserves spaces.

   d. **Accessible (Disabled) Parking** is available in front of the Main Building.

4. **Student Housing**
    Students residing in Student Housing may park anywhere in the North lot general parking (typically closest to Student Housing), in any available spaces adjacent to the Pavilion (there are 3 reserved spaces marked that are only authorized for staff on official business at housing or the pavilion) as well as in the lot to the East of Bldg. 301. Student Housing residents permits have the letter **H** printed on them.

5. **Health System-North Chicago**
    a. **Faculty and Staff** parking is on the North side of the building (when entering off Green Bay Rd. proceed straight).
    b. **Student and Visitor** parking is on the South side of the building (when entering off Green Bay Rd. proceed to the right.
    c. **Accessible (Disabled) Parking** is available on the South side of the building.

C. **What is the general policy for ticketing on campus?**
    Any vehicle without a valid parking permit and any vehicle parked illegally will receive a ticket and/or be towed. Examples of violations include, but are not limited to the following: parking in a fire lane, service access, unauthorized reserved space or space that is not allowed with the vehicle's permit and exceeding the allotted time for the space.

D. **When is the policy in effect?**
    Parking rules and regulations are enforced 24 hours a day, 7 days a week, 365 days a year. The only designated parking that is available after hours is Faculty Parking lot from 3:00 pm - 7:00 am and Visitor Parking from 3:00 pm – 7:00 am.

    The entire Parking Policy can be found on the Campus Safety webpage and [here](#).

E. **Am I responsible to pay the full amount indicated on the ticket?**
    All fees (excluding accessible parking violations) voluntarily paid within seven days of the violation will be reduced to half price.

F. **What happens if I don't pay my fine?**
    All parking violation fees must be paid within thirty days or late fees will apply. Parking fines not paid for more than 60 days will subject the permit holder to additional parking fines and they could lose their on-campus parking privileges.

G. **What does "posted areas" mean?**
    A posted sign is one that designates the spot is for a specific individual or group of individuals (Disabled, Visitor, Faculty, Reserved, Electric Charging, etc.).

H. How do I pay a parking ticket?
All parking violation fees must be paid on-line at:
https://www.permitsales.net/RFUMS or by visiting the Campus Safety Office in room L172.

I. What if I want to appeal my ticket?
If you feel you were <u>wrongly issued</u> a parking violation, you may appeal within five working days of the violation to the Parking Appeals Committee. The appeal must be submitted electronically via the Appeal Form which can be found on the Campus Safety website. https://www.permitsales.net/RFUMS

J. Who makes up the Parking Appeals Committee?
The Committee is composed of members of the administration, faculty, students and staff.

K. How do I assure that I am parking legally?
When you register your vehicle, you will receive the appropriate parking permit hangtag with directions about where to display the sticker on your vehicle and the appropriate parking area for your permit.

L. I am expecting a visitor. What do I need to do to make sure they do not get a ticket?
Visitors can park in either the designated parking spaces off the front drive, in any general spaces off the front drive, or when those spaces are full they can park in the North of South lot in the general parking spaces. Victors here for more than a consecutive week should go to Camps Safety for a temp permit, which is issued at no charge.

M. My car is being repaired and I have a different vehicle temporarily, how can I get a temporary parking pass?
For vehicles being used for a week or less, your permit hang-tag can be transferred over to the temporary vehicle. Vehicles being used for more than one week should be registered to you in the parking permit management site.

N. Can I transfer my permit to another vehicle?
Yes, parking permit hang-tags can be transferred to other vehicles driven by the permit holder, provided that vehicle is registered in the parking management system. Vehicles driven one week or less do not need to be registered.

O. What are some frequently ticketed violations I should be aware of?
1. Parking without a permit.
2. Parking in a timed space beyond the allotted time.
3. Parking in a firelane, street or curb not indicated as authorized parking by white lines.
4. Parking in Faculty Parking after 7 a.m. or before 3 p.m.
5. Parking in a designated space.

6. Parking improperly (over the white line or sticking out excessively into the traffic lanes)
7. Permit not properly displayed.

P. **If I injure myself or cannot walk far what are my options?**
Long term accessible parking tags should be handled through a medical doctor or your local township office. If you need short-term accessible parking, Campus Safety can issue a temporary accessible (disabled) tag, good on our property only.

VII. STUDENT COUNCIL AND STUDENT ORGANIZATIONS

A. Student Council
Student Council serves as the governing body representing all students on the RFUMS campus. Student Council exists to advocate for the needs of students, promote unity between the five colleges of RFUMS, and serve as a means to organize and run student events.

Each year, an Executive Student Council is elected to govern Student Council for the academic year, comprising a president, vice president, parliamentarian, secretary, treasurer, and technology officer.

B. Student Organizations
There are currently over 90 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.

VIII. STUDENT COUNSELING SERVICES

Student Counseling Service Mission Statement
Student Counseling Service seeks to support Rosalind Franklin University students in addressing psychological concerns that affect their ability to participate fully and to perform optimally in their academic, professional, emotional, social, and cultural development. We are committed to promoting a healthy life balance for students within their current roles and responsibilities. We value an atmosphere that is welcoming and comfortable for all individuals, regardless of race, gender, ethnicity, age, sexual orientation, religion, socioeconomic status, citizenship, and ability and seek to promote these ideals within the Rosalind Franklin University environment.

Student Counseling Service
3471 Green Bay Road North
Chicago, IL 60064
Email: scs@rfuhs.com (use Virtru for added security)
Main appointment scheduling line: 847.578.8723
Hours of Operation: Please see website for current hours
Website: https://www.rosalindfranklin.edu/ (Click on Campus Life; then Student

Counseling Service)

A. Location

Student Counseling Service is housed within the Rosalind Franklin University Health Clinics-Green Bay Road building. The Rosalind Franklin University Health Clinics-Green Bay Road building is on Green Bay Road south of the main campus and directly south of The Woodlands. Turn into the driveway at 3471 Green Bay Road and take the RIGHT fork up over the hill to the parking lot. The main entrance is at the far end of the parking lot. As you walk in the front entrance, you will see a reception desk to your right. Take the elevator just past the reception desk, to the basement of the building (L.L.). Signage will direct you to the STUDENT COUNSELING SERVICE office and your Student ID will allow you to swipe yourself into the waiting room area.

B. Eligibility and Cost

Services at Student Counseling Service are available at no cost to Rosalind Franklin University students, provided you are currently enrolled, as defined by Student Affairs and Inclusion. We are not able to see non-students in any capacity (i.e. couples counseling with a currently enrolled student), but we are able to offer education and referral resources.

C. How to Make an Appointment

Emailing our confidential email at scs@rfuhs.com is the preferred method of contact. You can use Virtru for added security when emailing. You can also call us on our confidential voicemail at 847-578-8723; please always leave a message.

Please inform SCS of the following information when emailing or calling:
1. Your first and last name (please spell)
2. Your current location (U.S. state or territory)
3. Two best means to connect with you (i.e. phone numbers, email addresses)
4. Best days and times to speak with you
5. Indicate if you need same day contact due to a crisis situation

A licensed clinician will contact you to schedule a brief phone call in order to learn more about your situation and determine the best means to support you.

D. Confidentiality

Matters shared with SCS clinicians are kept confidential and private. There are specific laws and ethics relevant to confidentiality and exceptions which are upheld by SCS clinicians and will be reviewed with you in your first visit. Visits to Student Counseling Service are not part of your academic record, but are managed as a health record and are protected by the Health Insurance Portability and Accountability Act (HIPAA). We cannot share information about our students with anyone, including individuals at the university or other providers with RFUHC, without the written permisson of the student. Some exceptions to

confidentiality do exist and these exceptions will be reviewed with each student when we review our Patient Rights and Responsiblities form.

E. SCS Clinicians

Student Counseling Service is staffed by clinicians licensed by the state of Illinois. We are people that love what we do and have years of experience specific to working with a student population. The clinicians that you will see are not involved in other capacities with Rosalind Franklin University of Medicine and Science (i.e. professors or students).

F. Description of Services

For more information on services offered including crisis services, individual counseling, group counseling, outreach presentations and consultation, please visit the Student Counseling Service page here for more information.

IX. STUDENT EMPLOYMENT

Many departments within Rosalind Franklin University have positions available for student employment.

All postings for work-study related positions are emailed to students from Student Financial Services.

X. STUDENT FINANCIAL SERVICES (PHONE: 847.578.3217)

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.

A. Financial Aid

The Office of Student Financial Aid (OSFA) is responsible for administering and coordinating aid funds from federal, private, and university sources. The primary goal of the OSFA is to provide financial assistance to applicants who without financial assistance would be unable to attend RFU.

Questions concerning financial assistance should be directed to this office or online at financial.aid@rosalindfranklin.edu.

The OSFA is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. For additional information call 847-578-3217 or visit https://www.rosalindfranklin.edu/admission-aid/financial-services/financial- aid/\

B. Student Finance

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

  Payment of all charges on the student's account is due by the published due dates.

2021-2022 Tuition and Fee Due Dates	
Summer Quarter	06/03/2021
Fall Quarter	08/19/2021
Winter Quarter	11/18/2021
Spring Quarter	03/03/2022

- ## Due date and Late Fee Process

  - ### 30 Days Prior to Term Due Date:

    Students will be billed for Tuition and Fees and a notification will be sent via the student's RFU email account. Any students who have opted into the Payment Plan will be notified of due dates and installment amounts after all charges have been added to the account.

  - ### Thursday Prior to the Term Start Date:

    This is the day that Financial Aid begins to be applied to student accounts. Any student who has a credit balance will have a disbursement sent to them. All students need to set up a Direct Deposit Account in Student Self Serve. **We are not able to disburse refunds other than by Direct Deposit**

  - ### Thursday After the Term Start Date:

    This is the due date for all tuition and fees. This is also the first Payment Plan due date.

  - ### 31 Days After the Term Start Date:

    Any account with an outstanding balance will pay a 1.5% interest penalty on that balance. Also, there will be a Financial Hold placed on the past due account. This will restrict registration for future terms, and access to transcripts and diploma.

- **61 Days After the Term Start Date:**

  For accounts with a remaining balance, a 1.5% interest penalty will be added to the account.

- **91 Days After the Term Start Date:**

  For accounts with a remaining balance, a 1.5% interest penalty

  will be added to the account.

The 1.5% Interest Penalty will be added monthly on the first business day of the month after completion of the term for as long as there is an outstanding balance.

- **<u>Statement of Financial Responsibility</u>**
  All students must review and agree to the University's Statement of Financial Responsibility each academic year they are to be enrolled in or when they are requesting any transcripts. This must be done before registration is finalized and before transcripts may be released.

  Within this agreement, the student agrees they are responsible for any charges that are incurred as a result of registration for classes, other optional services that the student shall utilize (such as university health insurance, university housing etc.) and fines or charges incurred as a result of missing required deadlines. The student also further agrees that they fully understand and agree to the terms and conditions categorized below:
  1. **<u>Late Fees and Financial Holds</u>**
     Students that fail to pay in full by the 31st day after the term start date will be assessed a 1.5% interest penalty calculated from the outstanding account balance. It is the student's responsibility to insure payments from outside sources reach the Office of Financial Services prior to this deadline. Students are also expected to monitor their RFU email account and Student Self-Serve to determine due dates and their account balance on a regular basis. Due dates are also posted on the Student Finance InSite page.

     Also, there will be a Financial Hold placed on the student's account which will prevent future registration and access to transcripts and issuance of your diploma. This hold will remain in place until the balance is paid in full.

     We encourage students to utilize the online payment feature on Student Self-Serve, however students can also pay via check, or money order utilizing the Office of Financial Services Drop Box located outside our door.

Payments utilizing a Credit or Debit card are charged a 2.50% convenience fee by our online payment provider; however fees can be avoided by using the e-check option via Student Self-Serve.

Payments can also be mailed to the RFU street address, <u>ATTN: Office of Financial Services</u>. Students need to keep in mind that delays in the mail that are out of the students, or university's control, please allow at least 10 business days for payments by mail to be processed. Student may also utilize EFT payments directly to RFU, please see the Student Finance Insite page for more details.

If an account remains with a past due balance, there will be an additional interest penalties of 1.5% of the past due balance on the **61st and 91st day after the Term Start Date.**

The 1.5% Interest Penalty may not be assessed in the following situations:

- Student is <u>Current</u> on an active Payment Plan.
- Student has pending Financial Aid (awaiting disbursement) that covers the entire balance. Students are required to pay the balance of charges they are responsible for after any Financial Aid/Scholarship awards by the Term Due date.
- Students that have a pending outside loan or scholarship that will cover the entire balance.
- Students that have a pending Tuition Waiver that will cover the entire balance.
- The student is a recipient of funding through the GI Bill, and/or Armed Forces/VA benefits which have not yet been posted to their account.

2. **Past Due Accounts at the End of the Term**
Accounts that are still past due at the end of the term, or balances due to Withdrawal will be subject to the Collections Process. Non-Current students who are past due at the conclusion of the term will receive a "Notice of Debt" from the Office of Student Financial Services, listing the Term and Amount due. You will then have 30 days to pay the past due amount, or set up an In-House Payment Plan, or other suitable arrangements agreed on by OSFS. After 30 days, the account will be in default and a "Notice of Default will be sent to the student. If payment is not received, or suitable arrangements made by 30 days of the date of default, the account will be referred to an external debt collection agency. The student at that point will be liable for all collections charges and fees, as

well as the debt being reported to credit services as a delinquent account.

It is the student's responsibility to keep the mailing address and other contact information current to be able to receive these notices.

3. **Students on a Leave of Absence**
Students on a Leave of Absence are liable for all past due balances and future charges for mandatory insurance coverage. Students can make payment arrangements with OSFS to pay off old balances any time after the Leave of Absence is approved. Future payments for insurance are due at the start of each Term. These charges will follow the same guidelines as stated in the "Due Date and Late Fee Process" and interest penalties will apply.

All charges on a student's account must be paid in full prior to returning to your program.

4. **Disputing an Interest Penalty**
Students can submit a "Late Fee Appeal Request" via the Student Accounts page on Insight, located in the "View Student Finance Services Forms" tab. All appeals must utilize this form and must be submitted prior to the completion of the Term in which the fee was assessed. Students will be notified the result of the appeal via their RFU email account within 30 days of submission.

Student Accounts personnel available to assist and answer inquiries by email: student.billing@rosalindfranklin.edu

XI. STUDENT HEALTH (PHONE: 847.473.4357)

Rosalind Franklin University Health System provides healthcare to University students through the Student Health Center. The Student Health Center can help students with all of their healthcare needs, from routine checkups and preventive care to unexpected illnesses. The Student Health Center also coordinates the immunization process necessary for all students that will be starting clinical rotations as part of their curriculum.

Visit the Student Health Center Web page here for more information.

The Student Health Center is located inside the Scholl Foot & Ankle Center at 3471 Green Bay Road (on the south side of the Woodlands apartment complex).

XII.   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:
6:35 a.m., 7:42 a.m., 8:38 a.m., 9:39 a.m., 12:39 p.m.

Departures to Lake Bluff Station from the Main Entrance - RWCLC:
12:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 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.

COVID-19 RELATED UDATES

This section will be used to inform the RFU community of all COVID-19 related updates to the Student Handbook after its initial publication.

1. Added August 30, 2021 - Page 82 under Immunization requirments
    a. #9 - By August 16, 2021, all students must have shown proof of vaccination or approved exemption to the COVID-19 vaccination requirement. Vaccinations accepted to meet this requirement include any WHO approved vaccination.

ABBREVIATION LIST

ABBREVIATION LIST

ACM / Automated Card Management
ADA / Americans with Disabilities Act
BSB / Basic Sciences Building
D&I / Office of Diversity and Inclusion
D2L / Desire2Learn
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
SAI / Division of Student Affairs and Inclusion
SAIC / Student Affairs Integrity Council
SAJC / Student Affairs Judiciary Committee
SCS / Student Counseling Service
SEM / Strategic Enrollment Management
VPSSI / Vice President for Student Success and Inclusion
WebAdvisor / MyWebAdvisor