

# Student Policies Handbook 2007-2008

Enclosed are University-wide policies and resources intended for all students in the Rosalind Franklin University of Medicine and Science community. All students will be accountable for the policies included and any policy in the individual school handbooks. RFUMS reserves the right to amend these policies as needed.

# **Student Policies Handbook 2007-2008**

**Welcome to Rosalind Franklin University of Medicine and Science!**

## **Mission**

To serve the nation through the education of health and biomedical professionals and the discovery of knowledge dedicated to improving the health of its people.

## **Vision**

Together with its partners, the University will be recognized as an established academic health sciences center serving a diverse nation with excellence and innovation in education of health and biomedical professionals, knowledge creation and scientific discovery focused on prediction and prevention of disease, clinical programs and community service.

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This Handbook is maintained by the Division of Student Affairs. All questions or concerns regarding the policies herein should be directed to that office at (847)578-8354. The policies and information contained were last updated August 7, 2007. All policies are subject to change at any time with appropriate notification to the student population of RFUMS.

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## **STUDENT BEHAVIOR POLICIES**

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### **ALCOHOL AND/OR DRUG USE**

The possession and consumption of alcoholic beverages is restricted on campus. All alcohol brought on campus or used for special events must be approved in advance through the Division of Student Affairs and the Office of the President (exception: inside individual apartments within student housing.)

Any student of the University found to be misusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law or applicable University policy regarding serving alcohol on University property or at University events shall be subject to disciplinary action. Students who violate this policy will be subject to academic sanctions for unprofessional behavior.

Students are reminded that illegal possession or use of drugs or alcohol may also subject individuals to criminal prosecution. The University may refer violations of described conduct to appropriate authorities for prosecution. Please see the following for more information about IL Law: [Alcohol Information Policy](#)

### **COMPUTER PORNOGRAPHY POLICY**

It is contrary to Rosalind Franklin University's policies to download, transmit via e-mail, or intentionally display pornographic material on any University-owned computer, any computer that is on University grounds, and/or any computer connected to the Rosalind Franklin University network. This policy statement is not intended to constrain or inhibit any legitimate academic activity.

### **DISCRIMINATION POLICY**

In accordance with applicable law, Rosalind Franklin University of Medicine and Science does not discriminate (or tolerate those who do) on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, or veteran status in its programs and activities, including but not limited to:

- (student-related matters) recruitment, admission, housing, facilities, access to course offerings, counseling, financial assistance, employment assistance, and insurance benefits; and
- (employment-related matters) recruitment, hiring, compensation, job classification and structure, promotion, fringe benefits, and other terms, conditions, or privileges of employment.

Harassment is a form of discrimination that is based on unwelcome conduct which adversely affects the working and/or learning environment. Forms of harassment include *quid pro quo* and *hostile environment*.

Discrimination, including harassment, is prohibited and will not be tolerated.

(For specific statements regarding sexual harassment please see the [Sexual Harassment Policy](#))

## **STUDENT BEHAVIOR POLICIES**

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### **ETHICAL STANDARDS**

Students of Rosalind Franklin University of Medicine and Science are expected to maintain high ethical standards in their roles as students in the University and as providers of health care in clinical settings. Please refer to your individual school's Student Handbook for additional details regarding standards and expectations in this area as well as procedures for addressing violations of them.

### **STUDENT MISCONDUCT**

The points below identify behaviors, in addition to others noted elsewhere in this handbook, that are violations of acceptable student conduct. These behaviors may lead to disciplinary action by the University:

- Indulging, during a class, seminar, or other educational assignments, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students
- Forgery, misrepresentation, alteration, or misuse of University documents or records
- Theft, abuse, malicious misuse, damage, alteration, or destruction of University property
- Activating a false fire alarm or setting fire to the contents of a building, the property of others, or to a building proper as an act of arson, prank, or through careless smoking
- Disorderly or malicious conduct on campus or while engaged in activity representing the University
- Violation of any local, state or federal laws or regulations.
- Other violations of policy deemed serious enough by the Administration to warrant disciplinary action.

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## CAMPUS LIFE: GUIDELINES AND RESOURCES

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### Campus Safety

#### **COMMUNICATION**

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

#### **EMAIL DISTRIBUTION LISTS**

As officer turnover occurs, the Office of Student Development (OSD) will arrange access to appropriate email distribution lists for specified student leaders through the student organization's school email.

##### **ALLSTUDENTS**

- All Student Council Executive Council members
- Student organization/Class email address (assigned to the president or designee)
- Student organization/Class emails may access lists that pertain to their respective schools/classes

#### 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:

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

Information on all other subjects is not approved for distribution via email distribution lists. This includes but is not limited to:

- Housing information (e.g., sublets, housing sought, etc.)
- Sales of personal belongings, including furnishings, books, or course-related equipment
- Advertising of goods or services from private vendors
- Promoting events other than official school events

#### Procedure

- Authorized student leaders may send messages on approved subjects only (as noted above) to lists to which they have access.
- 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 OSD per the established Email Distribution List Policy.*

## **CAMPUS LIFE: GUIDELINES AND RESOURCES**

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### **HOLIDAY POLICY**

No academic events are to be scheduled at the main campus during University recognized holidays. Students participating in clerkships or assigned to hospitals should follow the schedule for that location, including fulfilling required clinical functions.

The University recognizes that there are other holidays, both religious and secular, that are of importance to individuals and groups on campus. Every effort should be made to avoid an examination or quiz on such a day. Students observing such holidays must inform their instructors at least two weeks in advance. Students making such arrangements are not required to attend classes or take examinations on those days, and faculty will provide reasonable opportunities for such students to make up missed work and examinations. Classes and examinations should not be held on Saturday or Sunday unless also scheduled on alternate dates. A schedule of holidays listed in the published [official academic calendars](#).

### **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 Development's approval. (*Please see Student Groups and Organization Guidelines for Fundraising 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 Development at the end of the academic year of the event.

### **STUDENT MAIL**

Students are prohibited from receiving personal mail or packages delivered in care of the University or to the student's on-campus mailbox. All personal mail sent to the University Address will be returned to sender. (*Student Housing residents may receive mail and packages addressed to their apartment address according to Student Housing guidelines.*)

## **STUDENT TREATMENT**

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. All incidents will be handled in an equitable manner with the guarantee of each student’s rights with appropriate protection for complainant and accused. Appropriate counseling can be arranged by contacting the Student Counseling Service (847-578-8723), the Division of Student Affairs (847-578-8354) or the Dean or Associate Dean of one’s school.

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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### **ACCOMMODATIONS AND STUDENT DISABILITY GUIDELINES**

Rosalind Franklin University of Medicine and Science is supportive of students who may qualify for reasonable accommodations under the Americans with Disabilities Act (ADA). Each school has developed a set of behavioral (technical) standards that are required of all graduates.

The following procedures are intended as a guide for students who may be seeking accommodations for psychiatric, physical or learning disabilities:

#### *Considerations for Establishing a Disability and the Need for Accommodations*

Is the student disabled as defined under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act?

If so,

1. Does the accommodation requested represent appropriate academic adjustment (reasonable accommodation)?
2. Would the accommodation require a substantial change in curriculum?
3. Does the change requested interfere with an essential element of the program?
4. Without this change, would the individual still have “meaningful access” to the program or activity?

#### *Requesting and Implementing Accommodations*

1. The student must meet with the ADA Coordinator (the Director of Academic Support) to request accommodations. Students wishing to maintain approved accommodations must renew their request with the ADA Coordinator at the beginning of each academic year.
2. Upon making the initial request for accommodations, it is the student’s responsibility to submit to the ADA Coordinator appropriate documentation of the disability which allows for at least four weeks to evaluate the documentation and allows for two weeks notice to faculty members prior to the need for accommodations. The cost and responsibility for providing this documentation shall be borne by the student. (*Special timeframes may be available when admission to the program necessitates a quicker evaluation or if unexpected life circumstances result in an immediate need for (re)evaluation as determined by the University*). The documentation should include thorough diagnostic test results; a letter from a physician, clinician, etc. merely summarizing test results will not be considered sufficient. The process of evaluating a student’s request for accommodations will not commence until the student submits all appropriate documentation of the disability.

## STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES

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- A. Testing and evaluation to diagnose the disability should have been conducted within the past three years by individuals with appropriate educational/professional backgrounds.
  - B. The documentation must clearly and specifically diagnose the disability and also provide specific information on:
    1. The manifestations and severity level of the disability
    2. Implications of the disability for the student's academic program of study
  - C. Accommodations recommended to remediate the manifestations of the disability
3. It is the responsibility of the University to evaluate the documentation and determine which, if any, accommodations must be provided to suit the situation. If the documentation is complete and acceptable, the ADA Coordinator will notify the student and assist him/her with arranging special accommodations. Specifically, the ADA Coordinator will provide the student with a Faculty Notification Memo, which the student will be responsible for copying and presenting to faculty upon beginning courses/clerkships in which the student requests accommodations.
  4. It is also the student's responsibility to subsequently negotiate the details of the approved accommodations with faculty members at least 2 weeks prior to the time that such accommodations are required.
  5. Follow-up on arrangements for accommodations will be monitored by the ADA Coordinator.

### *Accommodations for a Learning Disability*

Students requesting accommodations for a learning disability should follow the procedure as stated above and should also note the following points:

1. Appropriate documentation of a learning disability includes, but may not be limited to, the following:
  - A. A comprehensive individualized measure of general intelligence, administered within the past three (3) years (suggested test is the WAIS-R.)
  - B. A comprehensive psycho-educational test that demonstrates that academics, or specific areas of academics, are significantly below expectations (suggested test is the Woodcock-Johnson Psycho-educational Battery - Revised.)
  - C. A standardized test of information processing that defines areas of strengths and weaknesses and provides specific suggestions for remediation.
  - D. Documentation of previous placement in specialized school programs in elementary, secondary, or college.
  - E. Other information that identifies attention problems and describes behavioral manifestations and methods of remediation.
2. When the student has provided documentation of a learning disability, the report will be evaluated by a licensed psychologist. This evaluation may take up to 4 weeks.

## STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES

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3. If the student has not undergone diagnostic testing for a learning disability but wishes to do so, the office of Student Development will arrange for testing through the Student Counseling Center.

### *Accommodations for Attention-Deficit/Hyperactivity Disorder (ADHD)*

Students requesting accommodations for attention-deficit/hyperactivity disorder (ADHD) should follow the procedure as stated above and should also note the following points regarding diagnosis and documentation:

1. **A Qualified Professional Must Conduct the Evaluation**  
Typically this would include professionals with extensive experience in the diagnosis and treatment of psychiatric disorders in children and adolescents, such as psychiatrists, child psychologists, neuro-psychologists, and other relevantly trained medical health professionals.
2. **Documentation should be Current**  
A diagnostic evaluation should have been completed within the past three years.
3. **Documentation should be Comprehensive**
  - A. **Evidence of Early Impairment**  
This should include a summary of the objective historical data indicating the presence and persistence of ADHD symptomology throughout childhood years. Convincing evidence does not rely solely on self-report, but includes information from other sources such as previous school records and teacher reports, past psycho-educational testing, parent and other third-person report.
  - B. **Evidence of Current Impairment**  
This should include an assessment of the presence, severity, and pervasiveness of symptoms to warrant a current diagnosis of ADHD according to DSM-IV (*Diagnostic & Statistical Manual*, version 4) criteria. Convincing evidence is provided by data beyond self-report information that indicates significant impairment in comparison to the general population. Evidence should be included that indicates that there was an appropriate consideration and exclusion of other diagnostic explanations for the symptoms.
  - C. **Current and Past Remediation**  
Information should be provided about both past and current treatment efforts and their outcomes.
  - D. **Rationale for Requested Accommodation**  
Justification of the basis for the recommended accommodation(s) should be provided, with specific reference to how it/they will address the impairment.

### *Accommodations for Psychiatric Disabilities*

For the purpose of this policy, a psychological/psychiatric disability is defined as an impairment of cognitive, educational and/or social functioning caused by a disorder as described in the American Psychiatric Diagnostic Statistical Manual, 4th edition (DSM IV) or successive editions. The disorders of concern here are those which might result in the impairment of a student's chances of success at the college as compared to the average population.

## STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES

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### *Accommodations for Psychiatric Disabilities cont'd*

Documentation should show current impact of the disability. The age of acceptable documentation is dependent upon the stability of the disability and the current status of the student. The following guidelines are provided in the interest of assuring that the evaluation and report are appropriate for documenting eligibility and identifying reasonable accommodations. The report must be prepared by an appropriately trained and credentialed professional (licensed psychiatrist, psychologist, neuro-psychologist or other licensed mental health or medical professional). The documentation should:

1. Specify the nature, severity, and effect of the disability.
2. State the diagnosis in the nomenclature used by the DSM IV or successive editions.
3. Address the student's ability to function in the college environment (e.g. ability to focus, organize one's time, attend class, work in groups or alone, etc.).
4. If medication is part of the treatment plan, describe any side effects that may interfere with the academic processes.

Suggestions for reasonable accommodations with supporting evidence should be included. The final determination for providing appropriate and reasonable accommodations rests with the University. The ADA reserves the right to obtain clarification regarding the documentation, if necessary.

### *Accommodations*

For a student who qualifies for special accommodations for a disability, any or all of the following accommodations may be provided where specifically appropriate, upon request of the student, with the agreement of the course instructor and the ADA Coordinator:

- Tape recorded lectures
- Note taking services
- Extended time for decelerated course load
- Extended testing time
- Individual testing locations and proctors
- Extra or extended breaks during exams
- Large-print exams
- Exam readers/scribes
- Other accommodations will be considered upon request

### *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.

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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### **DRUG AND ALCOHOL IMPAIRMENT**

The University approaches the problem of substance abuse in the same manner as it addresses psychological or physical impairment in students. We view a student with such a problem as someone about whom we care and are concerned. Students have available a number of avenues of assistance to overcome their problem, including counseling and leave-of-absence time, if required, with confidentiality. Constructive interventions will be designed to assure that recovering students can continue their education without stigma or penalty. However, the student must maintain school standards of performance and behavior. Misconduct and other behavioral problems, whether arising from substance abuse or not, will be subject to disciplinary action. Continuation of studies may be dependent upon successful completion of treatment and an appropriate program of maintenance and monitoring.

The Student Counseling Service should be the primary in-house resources for assistance. Confidential counseling, emotional intervention, and techniques for building self-esteem and strength in decision-making are currently available from these resources. The confidentiality and competence of these services are well accepted by the student body. Contact the Student Counseling Center at (847) 578-8723.

Students requiring major withdrawal intervention may be referred by the above resources to one of several external agencies with appropriate experience and expertise.

Ultimately, a student having a severe substance abuse problem that is impairing his/her progress may require the involvement of the Division of Student Affairs.

University personnel whom you might contact regarding substance abuse problems:

- Rebecca L. Durkin, Associate Vice President for Student Affairs, 578-8351
- Steve Weiland, Director of Academic Support, 578-8349
- Sandra Salloway, Associate Dean for Student Affairs – CHP, 578-8624
- Student Counseling Service, 578-8723

### Procedures

#### A. Reporting Drug or Alcohol Impairment

Faculty, students or staff who are concerned about a student's use of drugs or alcohol should contact the Associate Vice President for Student Affairs. Such reports will be held in confidence except when it is necessary to use the information in the course of due process.

The Associate Vice President for Student Affairs will examine the information and, when necessary, consult with appropriate experts. If further action is warranted, the Associate Vice President for Student Affairs may recommend that the case be reviewed by school-specific personnel responsible for investigating potential violations of ethical/professional standards, utilizing established guidelines.

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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### **DRUG AND ALCOHOL IMPAIRMENT CONT'D**

#### **B. Treatment Procedures**

The student will be provided with recommendations for treatment and follow-up procedures will be monitored by appropriate personnel from the student's school

#### **HEALTH AND DENTAL INSURANCE REQUIREMENTS**

All students are required to obtain and maintain health insurance while they are enrolled in the University. Students may purchase insurance coverage under the University's group policy for themselves and their family while attending the University. Contact Marcia Ketterman in the Business Office to discuss plan options and to obtain an application. Please note that if the student withdraws or is dismissed from the University, his/her coverage under the University's policy will be cancelled. Also, group coverage will terminate upon graduation.

If the student elects to purchase coverage from another source or continue other current coverage, he/she will be required to provide proof of insurance at the time of registration. In the case where such insurance is through a managed care plan, the student should verify that he/she will be entitled to benefits coverage for services provided at the Student Health Service on campus. Many managed care plans provide coverage only in certain regional areas and for specific panels of contracted physicians. Questions regarding benefits coverage should be directed to the member services phone number on the student's insurance card.

#### *Dental and Vision Insurance*

RFUMS has a Dental Plan and a Vision Plan available that students may elect to join. New students will have the opportunity to enroll at the time of their initial registration at the University or at the beginning of every month thereafter. For additional information, please see Marcia Ketterman in the Business Office

#### **IMMUNIZATION REQUIREMENTS AND RESOURCES**

RFUMS requires first year students to take the appropriate [immunizations](#) as a pre-matriculation requirement. Each student must submit a completed Student Immunization Form and Student Health and Medical History Form prior to or during orientation for his/her academic program. The forms will be collected and reviewed by the Student Immunization Coordinator. The student will then be notified in writing via his/her campus mailbox of any outstanding requirements.

*If reasonable timeframes are not permitted between acceptance and matriculation, students may obtain the required immunizations at the Student Health Center or another provider prior to the end of the first quarter. If students fail to meet this requirement, he or she will not be permitted to register for the second quarter. All immunization services sought from the Student Health Center will be the responsibility of each student and will be billed as appropriate to insurance – any outstanding balance will be billed to the student.*

The immunization requirements are those set forth by the University based upon the policies of the Illinois Department of Public Health and the clinical training facilities that are used by the students.

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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All immunizations and/or titers will be recorded in the student's medical record on his/her Student Immunization Form. The nursing staff will provide a copy of the updated Student Immunization Form to the student. When the documentation is completed, the medical record will be sent to the Immunization Coordinator for review. In addition, when laboratory reports are available from the lab, a copy will be placed in the student's medical record, which will then be sent to the Immunization Coordinator. S/he will then contact the student for any necessary follow-up.

In the event that a student needs a follow-up for an abnormality on the immunization battery (e.g., positive PPD), s/he may request these services either from the Student Health Center or from an outside healthcare provider. The student will be responsible for payment of fees in their entirety for follow-up evaluations for abnormalities on the immunization battery.

### **MENTAL HEALTH RESOURCES**

Students experiencing psychological problems will be treated with compassion, support, dignity, and respect for privacy. The University will offer as much support and assistance as is possible within the scope of its primary mission of education.

Since psychological problems do not necessarily imply impairment or unacceptable student performance, the University does not impose administrative actions solely because of a student's psychological condition. The University makes a distinction between a student's mental health problems and the behavior, which may result from those problems. While flexible and supportive of a student's health status, the University cannot relax performance and behavior standards essential to one's education.

Private personal consultation with professional counselors is available through the Student Counseling Center at (847) 578-8723. This support is offered not only for students who are concerned about mental health problems, but for students who would like to discuss concerns about school, career, family, relationships, or any other personal matter. The University offers this service solely for the student's personal benefit. Appointments in the Student Counseling Center are free. Consultations are clinically confidential, within certain medically mandated limits, e.g. life and death emergencies.

#### *Administrative Intervention*

Students or faculty who suspect that a student is psychologically impaired should contact the Associate Vice President for Student Affairs or an appropriate administrator in the student's individual school, who will exercise judgment before taking any action that might compromise the interests of the student. If further action appears necessary, one of the following alternatives will be considered:

1. If performance or behavior factors are not involved:  
The administrator/faculty member will fully respect the right and responsibility of the student to determine which further actions, if any, including leave of absence and professional treatment are appropriate. The student will be offered all reasonable assistance. If desired, a leave of absence will be approved in accordance with existing University policies. Any treatment outside the Student Counseling Center will be at the student's expense.

2. If performance or behavior factors are involved:

The designated administrator may find it necessary to intervene when a student's performance or behavior conflict with the education process or professional development, such as:

- threats to life, limb or property of self or others
- functioning incompetently in an educational setting
- inappropriate professional behavior
- behavior that disrupts academic or clinical activities
- recurrent need for excessive support that interferes with the responsibilities of faculty, staff, or fellow students
- violation of local, state, or federal law
- violation of policies of the student's school, the University, or affiliated hospitals
- violation of professional ethics

Under these circumstances, the designated administrator may take action required to fulfill the responsibilities of the University. This could include:

- continuation with no further action;
- continuation after leave of absence for a specified period;
- continuation contingent on a supporting clinical opinion; or
- review by the evaluation, promotion, and awards committee of the student's individual school

The student may be encouraged to pursue professional help, but the University normally will honor the student's right and responsibility to manage his or her personal problems. Students should refer to their individual school's guidelines for additional information.

### **STUDENT PRIVACY GUIDELINES**

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

FERPA applies to students attending any educational program at Rosalind Franklin University of Medicine and Science. Students are granted rights under FERPA if they are currently attending Rosalind Franklin University of Medicine and Science or have been in attendance, regardless whether in a credit, no-credit, degree or non-degree credit program. FERPA does not apply to applicants of a school or college at Rosalind Franklin University of Medicine and Science who have been admitted but who have not actually been in attendance.

No one outside the institution shall have access to, nor will the institution disclose any personally identifiable information from student education records without the written consent of the student except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company whom the University has

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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### **STUDENT PRIVACY GUIDELINES CONT'D**

contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Within Rosalind Franklin University of Medicine and Science, only those members, individually or collectively, acting with a legitimate educational interest are allowed access to student education records. A school official will have a legitimate educational interest if that school official has a need-to-know in order to fulfill his or her professional responsibility, assigned duty, or delegated function. These members include personnel in the offices of the Registrar, Comptroller, Financial Aid, Admissions, Student Affairs, Educational Affairs, and academic personnel who have a legitimate educational interest to review an education record in order to fulfill his or her professional responsibility.

At its discretion the institution may provide "Directory Information" in accordance with the provisions of the Act to include: student name, local and home address, telephone number, university email address, photographs, date and place of birth, program of study, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, may be disclosed without restriction. Students may withhold "Directory Information" by notifying the Registrar in writing within two weeks after the first day of class for the fall term. Please note that your decision to withhold directory information will apply to all requests for directory information from within and outside the University community. This restriction will remain in effect until you inform the Office of the Registrar in writing to remove the restriction you have invoked.

Some of the groups to which University officials may release information without a student's prior written consent include following: officials from other educational institutions in which a student intends to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, disclosure to parents of a dependent student as defined by federal tax laws and to persons in an emergency in order to protect the health and safety of students or other persons. All of these exceptions are permitted under the Act.

The Office of the Registrar has been designated by Rosalind Franklin University of Medicine and Science to coordinate the inspection and review procedures for student education records. Students have the right to inspect and review information contained in their education records within 45 days of the day the Registrar's Office receives a request for access from the student. Students should submit to the Registrar, a written request that identifies the record(s) they wish to inspect.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, to which the student has waived his or her right to access, or education records containing information about more than one student, in which the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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### **STUDENT PRIVACY GUIDELINES CONT'D**

permit students to inspect and review confidential letter and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing with prior consent from the student.

Students have the right to request an amendment to their education record(s) that they believe is inaccurate or misleading. Students should submit a written request to the Registrar, clearly identify the part of the record(s) they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the educational records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair, or not in keeping with the provisions of the Act may request in writing assistance from the Chief Academic Officer of Rosalind Franklin University of Medicine and Science. Further, students who believe that their rights have been abridged, may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920, concerning the alleged failures of Rosalind Franklin University of Medicine and Science to comply with the Act.

Revisions and clarifications will be published as experience with the new law and institution's policy warrants.

## **STUDENT HEALTH AND WELLBEING: GUIDELINES AND RESOURCES**

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### **UNIVERSAL PRECAUTIONS RESOURCES AND GUIDELINES**

All students enrolled at Rosalind Franklin University of Medicine and Science who are involved in clinical rotations must complete their school's program on universal precautions. The purpose of this program is to ensure that you have been informed of the appropriate handling of blood, tissues, and body fluids during your training. Appropriate review of universal precautions will be provided during the orientation at each clinical site. As part of your professional development, you will be responsible for incorporating these precautions into your routine practice while in patient care situations and for being certain that you understand what is available at each hospital at which you engage in clinical experiences.

Please refer to your individual school's Student Handbook for specific details on policies and procedures regarding universal precautions.

## STUDENT LEADERSHIP POLICIES

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### **Alcohol for Student Sponsored Events**

#### 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.

#### Approval

A request to include alcohol at any sponsored student organization event, both on and off campus, must be received by the OSD at least two weeks prior to the date of the event. Each of the points below must be addressed in an event summary attached to the provided Event Registration Form. The details of the event will be reviewed by the OSD. 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.

#### 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.

#### 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.

#### Marketing & 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 OSD 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 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: Cafeteria/4 Seasons Room, Faculty Lounge, Feet First Museum, Main Lobby, Picnic Grove, Rhoades Auditorium/Hall Entry, Scholl Lobby, Student Union, Garden Room, or Private Dining Room.

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## STUDENT LEADERSHIP POLICIES

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### Alcohol for Student Sponsored Events cont'd

#### 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 OSD. 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.

#### Alcohol: Types, Distribution, Charging

- Beer and wine are permitted (so long the request to include alcohol has been approved by the OSD) for on campus events where the participants are purchasing the alcohol on their own.
- 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 OSD.

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.

#### 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.

#### 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

## **STUDENT LEADERSHIP POLICIES**

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### **Alcohol for Student Sponsored Events cont'd**

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

#### 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.

### **All School Email Distribution Policy**

As officer turnover occurs, the OSD will arrange access to appropriate email distribution lists for specified student leaders through the student organization's school email.

#### ALLSTUDENTS

- All Student Council Executive Council members
- Student organization/Class email address (assigned to the president or their designee)
- Student organization/Class emails may access lists that pertain to their respective schools/classes

#### 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:

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

Information on all other subjects is not approved for distribution via email distribution lists. This includes but is not limited to:

- Housing information (e.g., sublets, housing sought, etc.)
- Sales of any personal belongings, including furnishings, books, or course-related equipment
- Advertising of goods or services from private vendors
- Promoting events other than official school events (as noted above)

### **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 OSD and necessary University departments. Any organization seeking to enter a contract with a vendor must present the contract to the OSD at least two weeks prior to the date needed. Student Organizations may not enter into contracts without review by the OSD.

## STUDENT LEADERSHIP POLICIES

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### **Event Registration**

All events organized by University students and student organizations must seek event approval through the OSD, whether the event is occurring on or off campus. The OSD will approve event requests that comply with all University policies. Event registration forms are 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 2 weeks notice.

The sponsoring organization must receive event approval from the OSD before advertising, promoting, or confirming activities.

The event planning process and forms can be found in the Program and Event Planning Process Section.

### **Food Vendors**

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.

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](mailto:foodforthought@rosalindfranklin.edu). The following guidelines apply when requests food from Food for Thought:

1. Contact Food for Thought at least two weeks prior to an event to arrange for food services.
2. Provide your Student Organization name and title to ensure that the services are billed properly through the Executive Student Council.

As the University recognizes that costs associated with student events can be high, each year the OSD will provide a food subsidy of \$16,000 to the Executive Student Council. This money will be allocated for student organization use as determined and announcement by Executive Student Council at the first meeting of the year. Any food purchases after the depletion of this \$16,000 the subsidy will be empty 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*

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.

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## STUDENT LEADERSHIP POLICIES

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### **Finances and Budgeting**

#### **Funding**

The money to fund student organizations comes from student activity fees and is dispersed through Student Council to the classes and student organizations with the oversight of the OSD. 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:

- Foster interaction between students in various RFUMS schools
- Provide professional, social, and personal development opportunities
- Provide service to advance the mission of Rosalind Franklin University.

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 OSD to collect such funds.

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.

Recognized student organizations shall provide all necessary documentation for events, programs, or projects to the OSD.

- Those activities, items, and services that provide students with useful information, entertainment, or an opportunity for personal development shall be considered beneficial.
- The Executive Student Council will consider all requests for special funding and will respond to the student organization appropriately.
- Organizations and groups that receive funding from the student activity fees are required to conform to Rosalind Franklin University rules and regulations.

#### *Expenditure Guidelines*

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. To this end, the following guidelines have been established for student organization expenditure of funds provided by the student activity fees.

- A. All expenditures and deposits will be based on an Event Registration Form unless previous arrangements are made with the Coordinator of Student Development.
  - B. Alcoholic beverages cannot be purchased with student organization funds.  
Any funds given to a student organization by another source may not be used to purchase alcoholic beverages.
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## **STUDENT LEADERSHIP POLICIES**

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### **Finances and Budgeting cont'd**

- C. Organizations that are collecting cash and check funds must keep funds in the Business Office safe until a deposit can be made to the Executive Student Council's account.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. The monthly Itemized Budget Sheet must be submitted every month by every organization to Executive Student Council. This sheet will be used to determine future funding by the Budget Committee.
- I. 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 Bulletin Board located in the Student Union, or on the OSD's website.

### **Fundraising**

Student organizations and groups are given special permission to solicit on RFUMS campus given that they meet and follow specific guidelines:

- 1. 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.
- 2. No selling or solicitation event or activity shall be planned or approved for the private gain of individuals.
- 3. Solicitation shall be done in a manner which does not interfere with the normal University process and in areas designated by the Room Reservation Office.
- 4. Registered student organizations may solicit donations on campus with the OSD'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.
- 5. 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 OSD upon completion of the fundraiser.
- 6. All fiscal records related to soliciting on campus must be available for auditing by the OSD upon request and as early as immediately following the event.
- 7. 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 OSD at least two weeks prior to the event.

## STUDENT LEADERSHIP POLICIES

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### **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.

### **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.

#### *Student Organization Workroom Key:*

Keys may be checked out to student leaders who are registered with the OSD at any time from the main Security desk. The OSD will provide Campus Security with an updated list of those authorized to access the workroom each academic year. Student leaders may not give this key to another member, and must sign the key in and out.

Any student who violates this policy may have his/her privileges to the Student Organization Workroom revoked.

### **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 OSD. 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.

### **Storage**

The OSD has a limited amount of storage space available for student organizations to store equipment or items that are used by the organization regularly. Please see the Coordinator of Student Development for more information.

### **T-Shirt/Apparel Approvals**

Any student organization that wishes to create apparel for an event, fundraiser, or for their members must seek approval of the design through the OSD prior to placing the order. This includes all orders, even those that do not use the University name or logo. Contact the Coordinator of Student Development for approval of such items at least one week before the order is placed.

## **STUDENT LEADERSHIP POLICIES**

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### **Use of RFUMS Logos/Stationery/Branding**

No student, group of students, or student organization may represent Rosalind Franklin University of Medicine and Science without prior authorizations from the OSD. This includes use of the logo on apparel.

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 OSD to ensure compliance with the University Brand Standards and policies. In some cases, approval may also be needed from the Communications Department as determined by the OSD. 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 OSD will assist any class or student organization in need of creating official documents for approved use.