ROSALIND FRANKLIN UNIVERSITY
OF MEDICINE AND SCIENCE

Student Handbook

ROSALIND FRANKLIN UNIVERSITY of MEDICINE AND SCIENCE

VITA IN INVENTIONE • EST 1912 • LIFE IN DISCOVERY

2014 - 2015

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Student Handbook 2014 – 2015
Updated August 2014

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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 Affairs (VPSA). 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 August 2014. 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 the nation through the interprofessional education of health and biomedical professionals and the discovery of knowledge dedicated to improving the health of its people.

Vision
To achieve national recognition as the premier interprofessional health sciences University.

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

UNIVERSITY ADMINISTRATION

I.   UNIVERSITY ADMINISTRATION

President
Chief Executive Officer
K. Michael Welch, MB, ChB, FRCP

Executive Vice President for Finance and Administration
Chief Financial Officer
Roberta Lane, CPA, MBA

Provost
Wendy Rheault, PT, PhD

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

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

Vice President for Institutional Advancement
Tina M. Erickson

Vice President for Faculty Affairs
Timothy Hansen, PhD

Vice President for Research
Ronald Kaplan, PhD

Vice President for Strategic Enrollment Management
Patrick Knott, PhD, PA-C

Dean, College of Pharmacy
Gloria Meredith, PhD

Dean, Dr. William M. Scholl College of Podiatric Medicine
Nancy Parsley, DPM

Dean, College of Health Professions
James Carlson, PhD, PA-C

Vice President for Academic Affairs
Judith Stoecker, PT, PhD

Dean, The Chicago Medical School
John Tomkowiak, MD, MOL

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 Security**
Violations of Campus Housing rules of conduct or Campus Security may also constitute violations under the Student Conduct Policy. Cases originating from Campus Housing or Campus Security 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 AVPSA office 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 (AVPSA)**
An individual appointed with that title. The A VPSA 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 AVPSA may also forward cases to Academic Promotions Committees for adjudication. The AVPSA will work closely with the Chairs or Designees of the Academic Promotions Committees 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 AVPSA. 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 AVPSA to discuss his/her concerns. The AVPSA, 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 disciplinary 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 AVPSA.

7. **Hearing Board**
Members of the SAJC will be selected with appropriate representation of the University community by the AVPSA to hear a particular complaint.

8. **Incident Report**
A document required to be completed in order to file a disciplinary 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 regards to the Student Conduct Policy, the University exercises jurisdiction over a person even if any part of the 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 e-mail to come to the Office of the AVPSA 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 disciplinary sanctions imposed. Failure to do so may result in further disciplinary 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, e-mail 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 e-mail 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 AVPSA. For behavioral offenses, the AVPSA 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 disciplinary actions 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 AVPSA 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 demonstrate 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 AVPSA 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 AVPSA 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 AVPSA 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 a ground 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. <u>Hearing Board Membership</u>
  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 AVPSA, University Legal Counsel will serve as a non- voting member of the Hearing Committee and may attend all proceedings to provide counsel.

H. <u>Hearing Board Deliberations and Decision</u>
  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 AVPSA as needed regarding policy and procedure.

I. <u>Hearing Board Voting</u>
  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 AVPSA 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 AVPSA 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 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 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 AVPSA 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 actually is newly discovered information that could affect the outcome, then the Provost will refer the matter to the AVPSA 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 actually 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, where necessary, treatment for these problems.
2. The general goals of this policy are to:
   a. Reduce and prevent the occurrence of alcohol and other drug problems among students by providing structure and assistance to students with alcohol or other drug problems.

b. Provide assistance in a way that protects the rights of the impaired students to receive treatment in strictest confidence.

c. Afford students who successfully manage their alcohol or drug problems the opportunity to continue their education without stigma or penalty.

d. Protect society from harm that impaired students may cause.

B. <u>Cancellation</u>
1. Not applicable.

C. <u>Scope and Applicability</u>
1. 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 prohibit the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity. 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.

2. <u>**Statement on Mandatory Drug Testing**</u>
  a. Any student suspected of being under the influence of any unauthorized alcoholic beverage or drugs may be required to complete a drug test at a predetermined interval determined by the University. In addition, students may be required at the time of clinical rotation assignment, to submit to a drug test as a result of the affiliation training agreement.

  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, suspended 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. In which case a student will 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.

3. **Statement on Student Impairment and Rehabilitation**

    a. Students seeking treatment for substance abuse or addiction may do so confidentially though 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 AVPSA 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 Affairs 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

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. Eating in the library is discouraged
If you must eat in the library, please do not have any food or drink near University computers.

D. Information Commons and Learning Commons
The Information Commons and Learning Commons are for collaborative work. Moderate levels of talking are allowed. Please see posted signage for further details.

E. Quiet Study Area
The Quiet Study Area is for quiet study Please keep your voice to a whisper when passing through this area.

F. Collaborative study spaces and small group rooms
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 and are to be used in the Information Commons and Learning Commons areas only. Please see the signs posted on the whiteboards for further details.

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. Cell phone use is prohibited in study areas
Cell phones are only to be used in the Information Commons area of the library.

J. Do not take photocopier/printer paper
Taking paper from the photocopiers and printers is theft. If you need paper, please ask at the circulation desk or look for the scrap paper boxes near the printers and photocopiers.

K. Two hour reserve materials are due in 2 hours
Materials may be renewed if no one else has requested the item(s).

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, Learning Resource Center Administrative Director
   bonnie.watterson@rosalindfranklin.edu, ext. 8360, or
   Scott Thomson, Library Director
   scott.thomson@rosalindfranklin.edu, ex 3243.

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

III. BOXER LIBRARY FINES POLICY

A. Fines Structure:
  1. **Reserve Items**
     a. $1.00 for every five (5) minutes overdue.
     b. Overdue materials cannot be renewed.
     c. $15.00 non-refundable processing fee as well as replacement charges* of each item.
  2. **Circulating Items**
     a. $5.00 per day overdue
     b. Overdue materials cannot be renewed.
     c. $15.00 non-refundable processing fee as well as replacement charges* of each item.

Replacement charges include current retail cost of item or book title, plus a non-refundable $15 processing fee.

  B. Fines will **NOT** be collected in the library.

  C. Patrons with overdue library resources will have 30 days from the last due date of the item(s) to return these materials before fines will be sent to the Student Financial Service Office for collection.

  D. If materials are not returned during the 30-day grace period, they will be considered "lost" and the patrons account will be charged the replacement cost and a non-refundable $15.00 processing fee for each item.

  E. Library fees for lost or damaged items in the process of being replaced will be charged to the patron's University account, even if "lost" materials are subsequently returned.

  F. All library fines not paid within 30 days are subject to additional interest charges imposed by the Student Financial Services Office.

  G. Repeat offenders face potential suspension of library privileges.

IV. COMPUTER PORNOGRAPHY

It is contrary to RFUMS 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 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 e-mail 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. E-MAIL DISTRIBUTION LISTS

As student leadership turnover occurs, the Office of Student Life will arrange access to appropriate e-mail distribution lists for specified student leaders through the student organization's school e-mail.

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 e-mail address (assigned to the president or designee)

Class Officer e-mail accounts may access lists that pertain to their respective schools/classes.

B. **Criteria:**
   The criteria for what type of information may be sent via e-mail 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 e-mail 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 e-mail

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 to which they have access to through each organizations official e-mail address.

E. Student leaders not exercising appropriate judgment in their usage of e-mail 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 E-Mail Distribution List Policy.

VII. EMERGENCY TEXT MESSAGING SYSTEM (E2CAMPUS)

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 e-mail Ramone Jones at ramone.jones@rosalindfranklin.edu.

Sign-up links
1. For Internal Intranet click here
2. For Internet click here
3. **Video Instructions**
    There is a short video explaining the sign-up process if you have any questions.

*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. 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 accommodations 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 alternative dates. A schedule of holidays is listed on the HR InSite page.

IX. 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 Security upon leaving the University. ID Cards will be forfeited and surrendered to Campus Security if there is any evidence of tampering, fraud, abuse or other improper use that jeopardizes this policy.

A. Definitions:
1. **Helix ID Card**
   Identification card that is issued to students, faculty and staff for the purpose of entering the building and paying for printing, copying, and cafeteria items.
2. **Copy Card**
   Card that can be purchased for $2.00 at the Learning Resource Center (LRC) revaluator for the sole purpose of paying for copies in the library and Student Union. Additional funds must be placed on the card by the purchaser.
3. **Card Reader**
   Any device that can add or deduct value from a card.
4. **Revaluator**
   A card center allows a cardholder to load value onto his/her cards. These are public, self-service stations and may accept a combination of bills or dispense copy cards at the cost of $2 per card. Revaluators are located in the LRC, the Student Union and by the security desk located

at the north entrance. The revaluator in the LRC also dispenses copy cards.

5. **Personal Purse**
   Contains the user's personal cash. A user can add value to this purse using a card center.

6. **Hotlist**
   A list of lost or stolen cards. If a card is lost or stolen, it is necessary to hotlist it. When a card is hotlisted in ChipNet, it will no longer be accepted until it is removed from the hotlist.

7. **Automated Card Management (ACM)**
   Allows an administrator to create ACM jobs for users. The ACM jobs will be applied to the user's card once it is recognized in an appropriate ACM terminal. The administrator can create ACM jobs for the following situations:
   a. Change a card's expiry date
   b. Change or enable a control purse
   c. Disable a control purse

B. **Procedures**
   1. 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.)
   2. 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 Security will update the card as required.
   3. Students who graduate from the University may keep their ID card. Students who withdraw or are dismissed from the University must turn the ID in to either Campus Security or the Student Affairs and Inclusion office.
   4. The University is not responsible for any loss or expense resulting from the loss, theft, or misuse of the ID Card. Funds deposited on the cash purse must be treated as cash and if the ID card is lost or stolen, value on the cash purse will not be refunded. Money remaining in the cash purse can be transferred to the replacement ID Card.
   5. Lost or stolen ID cards must be reported promptly to Campus Security. Once reported, the card will be hot listed. Replacement cards are available in room L.372, Campus Security. A replacement fee of $7.00 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 Security. The cost of a new card is $7.00. Damaged cards must be surrendered to security. (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. The ID card can be used for purchases regardless of the status as a student, or member of the general public. Access to other University services will be subject to the policies of that department. Some members of the public who visit the University regularly or who are contractors are issued visitor ID cards.

9. No refunds will be issued on ID card cash purses under $10.00 and a $10.00 administration fee will apply to all refunds. Any cash purse balance will be forfeited after five years of no activity. Refund checks will be issued for the balance and will be mailed to the address listed on your ID Card Adjustment/Refund Request Form which students can get from the Student Financial Services Office. It will take a minimum of two (2) weeks to receive the refund in the mail. Refund checks will only be made payable to the ID card holder.

10. Students who want to request cash adjustments due to equipment failure must fill out an ID Card Adjustment/Refund Request Form and submit it to the Student Financial Services Office.

11. Replacement copies will be issued for unsatisfactory copies made on the copy machines in the library and Student Union at the discretion of the library staff.

12. An ID card will be forfeited and surrendered to Campus Security 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.

13. Possessing, using or knowingly creating false ID cards is in violation of the University's ID Card Policies and Guidelines.

14. Any mechanical problems with card readers should be reported to the closest designated contact, as denoted on the side of the machine.

15. When a card holder approaches a business unit for corrections to their card that are not performed by a business unit, the problem with the card will be verified and the card holder will be directed to the appropriate business unit to remedy the issue.

X. 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 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. We utilize; Emergency Text Messaging, Overhead speakers, Outdoor Siren/P.A. and E-Mail.

E. 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.

F. 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 Security at ext. 3288.

  3. Campus Security will escort you to your vehicle, or Student Housing Building, after hours if you request it.

XI. 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 Security 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 Security office in person.

  5. The possession of any unauthorized RFUMS keys is prohibited.

  6. Only Campus Security 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 Security shall be contacted immediately. An immediate re-core will be ordered and the student resident will be assessed a charge of $75.00 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 Security at 847.578.3288. Campus Security officers will permit residents access only with appropriate identification. Residents being granted access by Campus Security will be required to fill out a key-in form. Individuals needing to be keyed-in by Campus Security three times will have their lock re- cored and will be charged $75.00 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.666. 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 Security 847.578.3232.

XII. Locker Policy

A. The Division of Student Affairs and Inclusion has a portion of lockers available for use during the academic year located on the ground level of the HSB Building and in the RWCLC near the Student Council Office. There are approximately 325 lockers available for this process each year.

B. Students who wish to be issued a locker must visit the Office of Student Life website 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 the Division of Student Affairs and Inclusion during normal business hours to receive their combination.

XIII. 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 Security 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.

F. **Definitions**
   5. **Abandoned Vehicle**

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

6. **Authorized Driver**

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

7. **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.

8. **Immobilized**

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

9. **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.

10. **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).

11. **Service Access**

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

12. **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).

G. **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 Security.

      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.

      e. Permit hang-tags may be transferred to any vehicle 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 Security 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 e-mail 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 comprised of faculty, staff and students of the University, as appointed by the chairperson of the Parking Appeals Committee.

    e. All appeals not requesting to be heard in person will be decided within 5 working days, and all appeals requesting an in person hearing will be held at the earliest date that all parties can assemble. The violator will be notified via email of the decision of the appeals committee.

C. **REGULATIONS**

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

1. Faculty Reserved parking will be in effect between 6:00 am and 6:00 pm Monday through Friday, excluding University recognized holidays.
2. Visitor Parking is in effect from 7:30 am-4:00 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 Security; 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**

For more information see the FAQ's page.

XIV. 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.

XV. 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 VPSAI in the Division of Student Affairs and Inclusion. All incidents will be handled in an equitable manner with the guarantee of each student's rights with appropriate protection for both the complainant and accused. Appropriate counseling can be arranged by contacting the Student Counseling Service 847.578.8723.

XVI. RFUMS TOBACCO SMOKE-FREE POLICY

A. Policy Statement
Effective November 19, 2009, Rosalind Franklin University of Medicine and Science prohibited smoking of all tobacco-based products 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 System.

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 residental

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**
      The inhalation of the smoke of burning tobacco encased in cigarettes, pipes, cigars, or other lighted smoking device.
   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 Security

EDUCATIONAL OPPORTUNITY POLICIES AND PROCEDURES

I. NON-DISCRIMINATION POLICY

Rosalind Franklin University of Medicine and Science does not discriminate (or tolerate those who do) on any unlawful basis (such as race, color, national origin, sex, sexual orientation, disability, age, religion, or veteran status) in its educational programs or activities, including admission, enrollment or access to course offerings, assignments, grading or other performance evaluations, financial assistance, or housing.

II. SANCTION POLICY

A violation of the Policy of Non-Discrimination is prohibited and could result in sanctions, including termination.

III. REPORTING POLICY

Any University student or employee that observes or becomes aware of a violation

of the Policy of Non-Discrimination or attempted violation shall immediately report such incident to the Division of Student Affairs and Inclusion. Consistent with the Whistleblower Protection Policy (Compliance Policy 132), those who, in good faith, make such a report shall not be the subject of reprisal, retaliation, or retribution for making that report. Knowingly making a false report is prohibited and could result in sanctions, including termination.

IV. INVESTIGATION AND RESOLUTION POLICY

The Office of Academic Affairs (directly or through the Division of Student Affairs and Inclusion) shall develop policies and procedures regarding the investigation and resolution of allegations of a violation of the Policy of Non- Discrimination that are (1) designed to provide a prompt and equitable resolution at the lowest appropriate level and (2) are consistent with other relevant University policies (e.g. faculty or student policies relating to sanctions). That office will solicit comments and recommendations from faculty representatives regarding such policies and procedures. Consistent with the Whistleblower Protection Policy (Compliance Policy 132), those who, in good faith, participate in the investigation or resolution process shall not be the subject of reprisal, retaliation, or retribution for such participation.

V. EDUCATION AND TRAINING POLICY

The Office of Academic Affairs (directly or through the Division of Student Affairs and Inclusion) shall ensure the topic of equal educational opportunity is presented during student orientation, during new employee orientation, and then, periodically, to current University employees.

VI. CONFIDENTIALITY POLICY

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 punitive sanctions imposed are deemed confidential and may be released only on a need-to-know basis or as otherwise provided by law.

VII. COORDINATION EFFORTS

Representatives identified by the Vice President of Student Affairs and Inclusion will

periodically meet with representatives from the Human Resources Department, as the respective representatives deem appropriate, in order to assist and coordinate efforts designed to further and promote their respective policies concerning equal opportunity (i.e. Equal Educational Opportunity and Equal Employment Opportunity).

VIII. DEFINITIONS

A. Harassment
A form of unlawful discrimination consisting of unwelcome verbal or physical conduct relating to any unlawful basis, such as one's race, color, national origin, sex, sexual orientation, disability, age, religion, or veteran 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 decisions regarding an educational program or activity affecting that individual;
  2. **Hostile Environment**
     Has the purpose or effect of unreasonably interfering with an individual's performance in an educational program or activity or creates an intimidating, hostile, or offensive education environment.

B. Resolution
A resolution is a situation arrived at that is then free of unlawful discrimination and may include, when and as appropriate, actions to remedy any past unlawful discrimination, punitive sanctions, additional training, and/or reassignment of duties or positions.

C. 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.

D. Unlawful discrimination
Discriminating in any of the University's educational programs or activities on an unlawful basis, such as race, color, national origin, sex, sexual orientation, disability, age, religion, or veteran 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.

IX. POINT OF CONTACT

Further information regarding matters contained in this policy may be obtained

from:
Vice President
Student Affairs and Inclusion
3333 Green Bay Road
North Chicago, Illinois 60064 847.578.8351

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.

4. 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 e-mail system is not impacted by this policy – your Google e-mail 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, and 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. 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 recently upheld by the 1st U.S. Circuit Court of Appeals. The Supreme Court has stated that it will not hear the student's appeal. 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 ongoing 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 e-mails.

VII. PORTABLE DEVICE POLICY

A. Summary

1. 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. Summary

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. Policy Statements

1. 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. Summary

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 and who have signed an appropriate confidentiality agreement. 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 web site, 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 Security 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

Recent excitement about wireless technologies has 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. Any immediate plans to have a wireless networks implemented in the student housing buildings will be maintained and supported by a 3rd party service provider.

B. Policy Statements

1. Any wireless networking device which is connected to the RFUMS network must be installed and managed by Information Technology Services (ITS). Wireless devices will be configured to use the best available security features, and factory default settings must be changed. Wireless access points (WAP) should not broadcast their service set identifier (SSID) unless they are connected to a public access network that is segregated from the RFUMS network.

2. The minimum standard for wireless networks is to use the best available wireless encryption. 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). Contact ITS to evaluate data protection requirements or to request assistance with encryption implementation.

XII. POINT(S) OF CONTACT

1. 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.

2. If you have questions or comments about these policies, or issues with technology in general, they can be directed to a number of places:

      a. The Executive Student Council has a Technology Officer position

that is intended to gather and report student technology issues to the Student Council President and Chief Information Officer.

    b. If you have trouble finding or contacting the above person, you also have the ability to discuss issues at the Executive Student Council meetings.

    c. Another forum for the discussion of technology issues is an IT Advisory Committee meeting. These meetings usually occur once a quarter and have at least one student representative.

    d. 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.

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

A. Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college 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 Security 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 Security will assist external authorities with these investigations as requested.

B. Campus Security will gather all essential information about the residential student from the reporting person, the Division of Student Affairs and Inclusion, 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 Security 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 (AVPSA) 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 AVPSA, 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 Security and with

local law enforcement authorities to ensure that communications do not hinder the investigation.

STUDENT HEALTH
AND
WELL-BEING

STUDENT HEALTH AND WELL-BEING

I. ACCOMMODATIONS AND STUDENT DISABILITY

Rosalind Franklin University of Medicine and Science support 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:

A. Considerations for Establishing a Disability and the Need for Accommodations
1. Is the student disabled as defined under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act?
   If so,
2. Does the accommodation requested represent appropriate academic adjustment (reasonable accommodation)?
3. Would the accommodation require a substantial change in curriculum?
4. Does the change requested interfere with an essential element of the program?
5. Without this change, would the individual still have "meaningful access" to the program or activity?

B. Requesting and Implementing Accommodations
1. The student must meet with the ADA Coordinator (the AVP of Student Affairs) 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 appropriate documentation of the disability to the ADA Coordinator, 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. 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.
   a. Testing and evaluation to diagnose the disability should have been

conducted within the past three (3) years by individuals with appropriate educational/professional backgrounds.

    b. The documentation must clearly and specifically diagnose the disability and also provide specific information on the manifestations and severity level of the disability. The documentation must also state the implications of the disability for the student's academic program of study and note 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 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).

4. 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.

5. Students are strongly encouraged to again discuss agreed upon accommodations at least two (2) weeks prior to the time that such accommodations are required.

6. Students encountering difficulties in the process of managing accommodation within the academic department should seek further advocacy from the ADA Coordinator. Continued follow-up of arrangements for accommodations will be monitored by the ADA Coordinator as needed.

C. Documentation Requirements 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 four (4) weeks.

3. If the student has not undergone diagnostic testing for a learning disability but wishes to do so, the student may notify the ADA Coordinator of their intention to seek testing. When appropriate, temporary accommodations may be provided pending timely and appropriate testing results.

D. <u>Documentation Requirements for Attention-Deficit/Hyperactivity Disorder (ADHD)</u>

1. 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:

  a. 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.

  b. Documentation should be current. A diagnostic evaluation should have been completed within the past three years.

  c. Documentation should be comprehensive and include:

    i. 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.

    ii. 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.

   iii. Current and past remediation information should be provided about both past and current treatment efforts and their outcomes.

   iv. 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.

E. **Documentation Requirements for Psychiatric Disabilities**
   1. 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 University as compared to the average population.

   2. 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:

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

F. **Course and Testing Accommodations**
   1. 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:
  a. Tape recorded lectures
  b. Note taking services
  c. Extended time for decelerated course load
  d. Extended testing time
  e. Individual testing locations and proctors
  f. Extra or extended breaks during exams
  g. Large-print exams
  h. Exam readers/scribes
  i. Other accommodations will be considered upon request

G. **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.

II. EXPOSURE INCIDENTS

A. All students exposed to a potential biohazard via needle sticks, punctures, or other possible exposures should report this event to the Division of Student Affairs and Inclusion at 847.578.3250 within 24 hours of the incident.
  1. Because most of our students are at remote clinical sites, we advise that students comply with the site mandates for appropriate follow-up care to an exposure including, but not limited to, the following standards. We recommend that 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

B. Students experiencing an exposure incident on the RFUMS campus should first inform the supervising personnel or faculty and report the incident to Campus Security immediately.

C. Students not in remote or distant locations may seek this follow-up under the care of the Student Health Clinician at:
> **Student Health Center**
> **3471 Green Bay Road · North Chicago, IL · 847.473.4357**

C. 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 AVP for Student Affairs.

III. Immunization Requirements and Resources

A. <u>Introduction and Purpose</u>
It is the policy of Rosalind Franklin University Health System (Health System) to require that all students entering the University show proof of immunity through blood titers and immunization records 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. This policy complies with the recommendations from the State of Illinois.

B. <u>Procedures</u>
In order to be eligible to participate in any program in the Health System and clinical affiliate sites, each student must provide evidence that he/she has met the immunization requirements as outlined on the Student Immunization Form. In accordance with the University requirements set forth by the Department of Student Affairs, each student will create a personal profile through Certified Background, www.certifiedbackground.com, using a program specific code provided by the Admissions Office of the University. The two required forms can be downloaded from the profile, completed and uploaded to their personal profile. Each antibody titer report is also uploaded to the student's personal profile. The requirements for those in clinical programs (CHP, CMS, COP, or SCPM) are as follows:

1. Proof of one Tdap vaccine in adolescence or adulthood is required. If the Tdap vaccine was greater than 10 years ago, proof of a Tdap vaccine within the past 10 years is required.
2. IgG antibody titer results must be submitted for mumps, rubella, rubeola, varicella and hepatitis B surface antibody (after the series of three immunizations of hepatitis B have been completed). These five antibody titers must show levels in the immune or positive range. If the students have past immunization records, these should be submitted as well.
3. If the titers for mumps, rubella or rubeola are negative or are equivocal, then the prior MMR immunization history should be reviewed.

   a. Students with negative titers who have 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, students should

receive one more MMR vaccine with titers drawn not less than four weeks post vaccination.

  b. Students with negative titers who have documentation of two prior MMR vaccines should receive one MMR vaccine with titers drawn not less than four weeks post vaccination.

  c. If students have had three documented MMR vaccinations and the follow up titers are still negative, no further MMR vaccination is required.

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). 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 titers 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 titers are still negative, no further varicella vaccination is required.

5. If the student has not received the series of three hepatitis B immunizations, the hepatitis B series of three vaccinations needs to be initiated.

  a. The second vaccination should be given one month after the first.

  b. The third vaccination should be administered not less than eight weeks after the second and not less than 16 weeks after the initial vaccination.

  c. A hepatitis B surface antibody titer is drawn one month after the third vaccination.

6. If the student has had three hepatitis B immunizations but the Hepatitis B surface antibody titer comes back negative or equivocal, the student should be revaccinated with a 3-dose hepatitis B series.

  a. A repeat hepatitis B surface antibody titer is to be drawn not less than four weeks after dose #3 of the series.

  b. If the hepatitis B surface antibody is negative, a hepatitis B surface antigen should be ordered.

  c. If the hepatitis B surface antigen is positive, the student needs further evaluation to determine their hepatitis B status. They must be seen by a primary care physician for follow-up.

  d. If the student's hepatitis B surface antibody titer is negative after six doses of the vaccine and the hepatitis B surface antigen is negative, the student is a non-responder. The student should be counseled regarding risks of exposure to hepatitis B virus, precautions to

prevent infection, and post-exposure HBIG prophylaxis for known or likely exposure to blood that is positive for hepatitis B surface antigen.

7. If the dates of the childhood series of polio vaccines are available those should be documented on the immunization form.
8. Hepatitis A and meningococcal vaccines are optional at this time. Documentation should be submitted if they have been completed.
9. Each student must undergo two-step Tuberculosis Skin Testing (PPD) 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. Students with a known past positive PPD must provide documentation of the positive PPD and have a CXR or Quantiferon Gold TB test within the 12 months prior to the start of classes. A copy of the chest x-ray report or Quantiferon Gold TB result must be submitted to the Certified Background profile. Students must also complete a TB symptom screening questionnaire.
    b. Students with a new positive 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 updates will be provided through the Health System 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 System).
    d. Students with a known past positive PPD must complete an annual TB symptom screening questionnaire. In addition, they are required to complete a chest x-ray every three years if free of TB symptoms. Any student who develops TB symptoms must follow up with a physician and have an updated chest x-ray.
10. Seasonal influenza vaccination is required annually after matriculation.

Those students who are enrolled in pre-clinical programs (BMS, PMP) at the University will also create a personal profile through Certified Background and upload their forms and any supporting documents. The requirements for these programs are:

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 three Hepatitis B vaccines 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 2-step Tuberculosis Skin Testing (PPD) 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. Students with a known past positive PPD must provide documentation of the positive PPD and have a CXR or Quantiferon Gold TB test within the 12 months prior to the start of classes. A copy of the chest x-ray report or Quantiferon GOLD TB result must be submitted to the Certified Background profile. Students must also complete a TB symptom screening questionnaire.

    b. Students with a new positive 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 updates will be provided through the Health System at no charge to the student once the entry PPDs have been completed. Alternatively, annual Quantiferon Gold TB testing is accepted.

    d. Students with a known past positive PPD must complete an annual TB symptom screening questionnaire. In addition, they are required to complete a chest x-ray every three years if free of TB symptoms. Any student who develops TB symptoms must follow up with a physician and have an updated chest x-ray.

6. Seasonal influenza vaccination is recommended annually.

Those students who are enrolled in non-clinical programs (Board Review, SGPDS) at the University will also create a personal profile through Certified Background and upload their forms and any supporting documents. The requirements for these programs are:

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 three Hepatitis B vaccines 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 one-step Tuberculosis Skin Testing (PPD) 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. Students with a known past positive PPD must provide documentation of the positive PPD and have a CXR or Quantiferon Gold TB test within the 12 months prior to the start of classes. A copy of the chest x-ray report or Quantiferon GOLD TB result must be submitted to the Certified Background profile. Students must also complete a TB symptom screening questionnaire.

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

6. Seasonal influenza vaccination is recommended annually.

In addition to the immunization requirements, every student must submit a Health History form documenting their personal health history and a Physical Exam form completed within the prior one year. This form is also uploaded to the student's profile on Certified Background.

Students can obtain the required immunizations, antibody titers and physical exams through the Rosalind Franklin University Health System. Orders for these immunizations and titers can be obtained from any licensed provider including providers at the Rosalind Franklin University Health System.

Students who request exemptions to this policy will be referred to the Student Affairs Department at RFUMS to determine whether the exemptions will be permitted. Online students who do not have a presence on campus are exempt from this policy.

C. 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.

D. Responsibilities
1. Students
   a. Ensure that immunization requirements are fulfilled prior to matriculation.
   b. Submit proof of immunizations to Certified Background prior to matriculation.
   c. Maintain up-to-date immunizations during their time as students at RFUMS.
   d. Maintain awareness of upcoming immunization needs.
2. Immunization Committee
   a. Determine student immunization requirements and communicate with the Student Affairs Department at RFUMS about immunization requirements.
   b. Ensure that clinical policy supports educational requirements.
   c. Update immunization policy as needed according to CDC guidelines.

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 full-time students at Rosalind Franklin University are required to be covered by a health insurance plan to promote health and well-being while protecting the individual from undue financial hardship in the event of a medical emergency. All new full time students are automatically enrolled in the university's plan. Coverage is also available for part-time students and students wishing to enroll family members by submitting an enrollment form. A Health Insurance Waiver form along with proof of other coverage must be submitted by the 10th business day of your first academic term of enrollment at the university to opt out of coverage.

B. 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 for continuing students at open enrollment in the month of June for a July 1st start date. For additional information, please contact the Student Financial Services Office. The Dental and Vision enrollment form is on 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. 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, Feet First Museum, Main Lobby, Picnic Grove, Rhoades Auditorium/Hall Entry, Scholl Lobby.

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 Security. 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

A. Any Announcements a student organization would like to send to the entire campus community must be posted through the organization's email address through the Student Organizations Announcements Google Form. Postings to this Google Doc must be done through your student organization email address. OSL has the right to edit or remove any announcements if the content is not approved. All school announcements by student organizations will be sent out to the entire campus community Thursdays of each week by the Office of Student Life Staff. The Office of Student Life will review all submissions and may choose some announcements to be posted on the main Student InSite Page. A limited number of announcements can be viewed, and preference will be given to those with a large interprofessional audience. Organizations will also have the ability to email community members directly through use of a Google Group (see Google Email, Google Group and Google Sites (Google Apps).

The Office of Student Life will not send a special email to the entire campus unless the event is a large scale program or special permission is given. This

would include programs like St. Baldricks, Dance for Diabetes, etc.

III. CALENDAR

A. All events registered through the events registration process will be added to the Students Event Calendar. When appropriate, the Office of Student Life will also add it to the University Calendar if needed. A weekly e-mail of all the student events will go out each Monday Morning from a 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 at [Student Events Calendar](). All event information will be taken directly from the event registration form that appears on the calendar.

IV. CONTRACTS

A. 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

A. 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. 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. [Event registration forms]()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 2 weeks' 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 Process Section of the Student Leader Handbook.

VII. 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 Registration 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 of $11,000 to the Executive Student Council. This money will be allocated for 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 this $11,000 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

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.

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 e-mail foodforthought@rosalindfranklin.edu or contact Food for Thought through the Event Registration Form 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. Organization is 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.

VIII. FINANCES AND BUDGETING

A. 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 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.

IX. 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 that 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.

X. 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 registration 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. 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.

3. No selling or solicitation event or activity shall be planned or approved for the private gain of individuals.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

XI. STUDENT ORGANIZATION GOOGLE APPS USAGE POLICY

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 E-Mail, Google Sites, and Google Groups.

1. Any Google Apps for Student Organization Business must be created from your RFUMS Student Organization E-Mail Address.

2. The Office of Student Life and Program Director, shelly.brzycki@rosalindfranklin.edu, and Coordinator sara.nobbe@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 E-Mail 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 Sites

1. You may use your student organization E-Mail 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 sara.nobbe@rosalindfranklin.edu that you have created a Google Site for use and be sure they are members of the site. Your Google Site must only display official and approved information of your student organization.

3. Your Google Site must meet University Brand Standards. Brand Standards can be found here.

C. 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 sara.nobbe@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 E-Mail 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 E-Mail 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.

XII. OUTSIDE SPONSORSHIP

A. 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.

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

XIII. HAZING POLICY

A. 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

A. 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

A. 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 ORGAINZIATIONS

A. 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. RENEWING STUDENT ORGANIZATIONS

Each year, the Office of Student Life requires all registered Student Organizations to renew their charter on campus. The renewal process will be open and available from July 1 – August 30 each year via a Google Form on the Office of Student Life webpage. Any existing student organization that does not renew their charter by August 30 will be placed on inactive status at the University. Special note: Only those organizations who renew their charter by August 1 of each year will be listed in the Student Activity Guide that is printed for the Activity Fair in mid-August. After renewing their charter, each student organization will be required to attend 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.

XVIII. SOCIAL NETWORKING POLICY

A. 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. For the full policy, please reference full policy through the Academic Affairs Office. 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 for signature by the Program Director of Student Life, as the supervisor.

XIX. STUDENT ORGANIZATION CAMERA CHECK OUT POLICY

A. A Nikon D3100 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 Insite 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, D3100 user's manual, Nikon 3100 camera, 18-55 VR lens, Camera strap, battery charger MH-24, lithium ion battery pack EN-EL14 and SD Card. 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.

XX. STUDENT COUNCIL SPACE AND STORAGE

A. 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 Shelly or Sara. The 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 is 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.

XXI. 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. This includes all orders, even those that do not use the University name or logo. Contact the Program Director of

Student Life for approval of such items at least one week before the order is placed.

Common T-shirt and Apparel Issues
1. If ordering for a specific college, program, or organization the RFUMS logo or name must also appear on the apparel.
2. If ordering for a specific college or program and you are not indicating a specific year or class (general RFUMS apparel), the order should go through Matthews Bookstore.
3. Your organization name or event must appear on the apparel.
4. The [RFUMS logo](#) must be at least 1.25" in diameter and will only be approved in black and white.
5. The RFUMS logo may not appear within another logo or image.
   Phrases or comments that reflect negatively on the college, a profession, or persons may not receive approval.

XXII. 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. In some cases, approval may also be needed from the Communications Department as determined by the OSL. 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.

XXIII. UNIVERSITY POLICIES

A. 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.

XXIV. WEBSITES

A. Student Organizations have the ability to maintain websites through Google Apps. Please reference the Google Email, Google Group, and Google Sites (Google Apps) 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.

XXV. 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 Tech 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% + 30cents 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.

   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 by the division.

B. RFUMS refers to summer quarter, fall quarter, winter quarter, and spring quarter as academic periods. Each academic period begins on the 8th day following the last scheduled day of the previous period.

II. STUDENT RECORDS

A. <u>Academic Records and Transcripts</u>

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, stamped with the Registrar's signature and seal of the University. The transcript is available only with the signed authorization of the student. A transcript stamped "Issued to Student" is unofficial.

The academic transcript is part of a student's academic record. Other University offices collect and maintain necessary information (records) about students. These records and the transcript, together, constitute the student's permanent academic record.

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 dropping, adding, and modifying courses, and the achievement of milestones (e.g., receipt of a degree, advancement to candidacy, etc.). This record may not be altered because of dissatisfaction with a particular instance of academic performance.

B. <u>Academic Record Changes</u>

Considerable care is taken to ensure that course registration and grades entered on a student's permanent record are accurate. Any student who suspects an error has been made should immediately contact the Registrar's Office. Records are assumed to be correct if a student does not report to the Registrar's Office within one (1) year of the completion of a course. At that time, the record becomes permanent and cannot be changed.

C. FERPA (Family Educational Rights and Privacy Act)

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. Public Information is limited to name, local and home address and telephone, e-mail 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. Public information also includes class rosters listing students in an RFUMS academic course (D2L); 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.

D. Release of Public Information

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

E. Record Storage

Students have records in one (1) 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
6. Human Resources (Federal Work Study)
7. Some departments maintain records separate from the University. A list of the academic departments that may have records and their locations may be obtained from the Dean's Office of the school or college in which the department is located, or from the Registrar's Office.

F. 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.
   a. 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.
   b. 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.

G. Conditions of Access Waivers

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.

H. 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 University Security to other law enforcement agencies in the investigation of a specific criminal case.
7. To parents of students who are dependents as certified according to 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). In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

I. Continued Record Maintenance

Nothing in this 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.

J. 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 or by the next of kin.

K. 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 Strategic Enrollment Management. Upon request, the University will arrange for a hearing and so notify the student.

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

L. Filing a Complaint with FERPA
A person may file a written complaint with the Department of Education regarding an alleged Violation of FERPA. The address of that Office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-4605
http://www.ed.gov/offices/OM/fpco

M. Holds
A hold may be placed on a student's record for the following reasons:
1. Indebtedness to the University - Students must pay all accounts due the University in accordance with the regulations established for such payments. Students failing in their financial obligations to the University will have a hold placed on their account which will prevent them from registering, receiving transcripts, or receiving diplomas.
2. Failure to register - Students must register for classes each quarter. Failure to do so will result in a hold being placed on their account which will prevent them from receiving financial aid.
3. Official transcript required for admission not yet received.
4. Administrative obligation.
5. A hold on a record may prohibit students from registering for classes, obtaining transcripts, receiving financial aid, or receiving diplomas.

N. Record Retention
1. 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.

2. 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.

3. 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.

III. NAME CHANGES

A. For a student to change his/her name, legal documentation of the student's new name is required. A name change may be processed either in person, at the Registrar's Office, or through the mail provided the necessary documentation is submitted. RFUMS will accept name changes for students who are currently enrolled, and for previous students whose records are maintained in the student database. If there is a request for a name change on a student's academic record whose record is on microfilm, approval needs to be given by the Registrar. **A certified copy of a court order, marriage certificate, or dissolution decree and the Social Security Card reflecting new name in full will satisfy the document requirement.** Proof is required for all changes even if the student is adding or dropping one of the following:

1. I, II, Jr., Sr., or any other suffix to the name.
2. Hyphen (Hall Nicola to Hall-Nicola).

B. Students may change their middle name(s) to an initial or vice versa with a notarized birth certificate. Documentation is required if a student is adding or deleting a middle name.

C. A certified copy of a court order is required if a change of gender is to be recorded on a student's records. Records of all students must be changed if a gender change has occurred and the Registrar's approval is not required.

D. If a student requests a name change and he/she is currently enrolled, that change may be delayed until the end of a quarter to minimize confusion during the grading process.

IV. NATIONAL STUDENT CLEARINGHOUSE – STUDENT ENROLLMENT INFORMATION

A. The National Student Clearinghouse is a central repository of student enrollment information. Its purpose is to provide the required enrollment

information to the servicers and guarantors of the Federal Student Loan Programs.

B. There are several advantages to allowing Clearinghouse to provide the enrollment information for servicing the 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.

C. RFUMS provides enrollment information to Clearinghouse on a monthly basis. The purpose of these frequent certifications is to be able to reflect changes in enrollment status. The Clearinghouse loads the data onto their database, which usually takes about a week. They then send electronic enrollment reports to the servicers who are members of Clearinghouse and mail paper reports to non-members upon request.

V. Policy Statements and Guidelines

A. Public Information
   1. In compliance with the federally-enacted regulations, and University policies, public information regarding students attending Rosalind Franklin University shall be the:
      a. Student's name
      b. Local address
      c. Permanent address
      d. Telephone listings
      e. Year at the University
      f. Dates of attendance
      g. Academic college and major field of study
      h. Enrollment status (e.g., undergraduate or graduate; full-time or part time)
      i. Participation in officially recognized activities and sports
      j. Degrees, honors and awards received
      k. Most recent educational agency or institution attended
   2. 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.
   3. Each major administrative unit shall define the kinds of reports and

information that may be released to the public.

4. Information contained in personal files of the student is considered confidential and requires written authorization by the student for release, provided such records, with names and personal identification deleted and kept confidential, may be made available for governmental or University-approved research and analysis.

B. **Confidential Information**

1. 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).

2. 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 section V. Only the official or designated person responsible for the records has the authority to release them.

3. 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.

C. **Rights of Access and Review of Records**

1. 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 (10) days. In all cases, requests for such information must be honored within forty-five (45) days.

2. 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. You may not charge a fee to search for or to retrieve records. Each custodian of records is responsible for requiring proper identification of individual making the request about his/her records.

D. **Limitation on Access**

1. Educational institutions are not required to make available to students in institutions of post-secondary education the following records:
   a. Confidential letters and statements of recommendation which were placed in the education records prior to January 1,1975;

b. Financial records of the parents of the students or any information contained therein;

c. Records maintained by a physician, psychiatrist, psychologist, or other recognized professionals are not open for student's inspection. Students may, however, have an appropriate professional of their choosing inspect such records;

d. Confidential recommendations for admission, employment, or honors are not open to student access if the student has waived his/her right to access. General waiver forms are available and on file at the Registrar's office;

e. Law enforcement or security department records maintained solely for law enforcement or security purposes are unavailable for student access and may be used only by law enforcement and security officials;

f. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute (an individual who performs on a temporary basis the duties of the individual who made the record).

E. Supplementary Exceptions

The University may release without the student's permission personally identifiable educational records to:

1. Officials or faculty of the University who have legitimate educational interest (need to know to fulfill official responsibilities);

2. Officials of other schools or school systems in which the students seek to enroll; in this instance, no notice of release of records needs to be sent to the student;

3. Certain federal and state educational authorities:
    a. The Comptroller General of the United States
    b. The Secretary
    c. The Commissioner, the Director of the National Institute of Education
    d. State educational authorities

4. Accrediting and University-approved testing agencies;

5. Parents of dependent students (requires signed statement from parent claiming that student is dependent per Internal Revenue Code of 1954);

6. Appropriate parties in connection with an emergency when the immediate health or safety of the student is threatened;

7. Persons presenting an officially-related judicial order or lawfully-issued subpoena; and,

8. Institutions from which the student has received, or applied to for, financial aid.

F. Custodians of Student Records

1. 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.

2. **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:

   a. **Academic and Admissions Records (after matriculation)**
      Official: Vice President of Strategic Enrollment Management
      Location: Office of Strategic Enrollment Management

   b. **Admissions Records (prior to matriculation)**
      Official: Vice President of Strategic Enrollment Management
      Location: Office of Strategic Enrollment Management

   c. **Alumni Records**
      Official: Director of Alumni Affairs
      Location: Office of Alumni Affairs

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

   e. **Employment (Work-Study and Student Employment)**
      Official: Executive Director of Human Resources
      Location: Human Resources

   f. **Student Financial Services (Financial Aid and Student Billing)**
      Official: Associate Vice President of Student Financial Services
      Location: Student Financial Services

   g. **International Students**
      Official: Director for Diversity and Inclusion Programs
      Location: Division of Student Affairs and Inclusion

   h. <u>**Security Records**</u>
      Official: Director of Campus Security
      Location: Office of Campus Security

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

   j. **Student Activities**
      Official: Program Director of Student Life
      Location: Office of Student Life

   k. **Criminal Background Checks**

Official: Vice President of Strategic Enrollment Management
Location: Division of Strategic Enrollment Management

G. Release of Grades

1. Reports of a student's grades are not routinely mailed to an address other than the student's current address without the written request of the student.
2. The posting of a student's grades is prohibited unless:
   a. Each student signs a waiver of his/her right to privacy; or
   b. A confidential number (other than full Social Security number) or code is agreed upon between the instructor and individual student prior to the posting.

H. Right to Challenge Content of Records

1. A student may challenge the accuracy of handling of educational records maintained by the University on grounds that the records are inaccurate, misleading, or otherwise violate the privacy or other rights of the students. Students who wish to exercise these rights should file a request in writing with the custodian of the records in question. Each unit is responsible for the appeal in hearing procedures which exist for that unit. In general, the appeal and hearing steps will occur in the following sequence until relief is granted or final decision is rendered by the President:
   a. Appeal for administrative review by the person named as custodian of the record system
   b. Appeal for administrative review by the Dean or Director to whom the custodian is responsible
   c. Appeal for administrative review by the Vice President for the unit maintaining the record system
   d. Request for hearing to the Office of the President. A formal hearing will be set up by that office and the decision of the hearing panel will be recommended to the President. The President reserves the right to delegate the response to the recommendation to a representative of the Office of the President. The student shall be given an opportunity to present to the panel evidence relevant to the issues raised and the panel shall issue a written response. The student may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
   e. Should the student disagree with the response from the Office of the President, the student has the right to place in the educational records a statement commenting on the information in the record and/or setting forth any reasons for disagreeing with the decision of the Office of the President.

I. Creation, Permanence, and Disposal of Student Records

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

   a. Only such records as are demonstrably and substantially relevant to the educational purposes of the University shall be generated or maintained;

   b. Permanent retention of student records is limited to those records which are of long-range value to the individual or the University;

   c. All duplicate copies of permanent records, other than those maintained by the custodian of the permanent record, and all non-permanent student 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 (1) year following graduation or two (2) 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.

J. Transferring Admissions Records to the Registrar's Office

1. A complete admissions file should be kept for each applicant until the end of the application process.

2. When a student is not accepted into the University, the admissions file is subject to standard retention policies, however, when a student is accepted, certain files must be transferred to the Registrar's Office in accordance with the policy set below.

3. Transfer of Admissions File to the Registrar's Office. The following should be transferred to the Registrar's Office to become part of the Student's Educational Record:

   a. Letter of Acceptance

   b. AMCAS (if applicable) CASPA (if applicable)

   c. Application for Admission (if applicable)

   d. Supplemental Application (if applicable)

4. All other application materials may be maintained for seven (7) 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

5. Copy of Letter of Acceptance should be sent to:

   a. Registrar's Office

   b. Financial Aid Office

VI. 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 health care education programs and the results of those background checks are used for educational purposes, primarily to facilitate placement of students in educational experiences at clinical and other sites that have access criteria. 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. Scope and Applicability
This policy relates to student background checks, which includes background checks on prospective students and those on existing students. This policy applies to all University faculty and staff.

C. Policy Statements
The Vice President for Strategic Enrollment Management is the institutional official with responsibility to oversee and manage the student background check process, which includes implementing safeguards to protect the results of those background checks from inappropriate use and disclosure.

The Vice President for Strategic Enrollment Management shall develop and implement procedures and standard practices that are consistent with applicable laws [including the Fair Credit Reporting Act (FCRA) and the Family Educational Rights and Privacy Act (FERPA)], the University Code of Conduct, and the requirements of this policy.

All University faculty and staff shall comply with this policy and the procedures developed by the Vice President for Strategic Enrollment Management relating to this policy.

D. Requirements Regarding Procedures
1. **Background Check Company**
   a. The Vice President for Strategic Enrollment Management shall identify and select a background check company:
      i. That recognizes and promises to fulfill its legal obligations under the Fair Credit Reporting Act (FCRA),
      ii. That has appropriate safeguards in place to protect the results of

background checks from inappropriate use and disclosure, and
- **iii.** That has an appropriate level of efficiency of use.
- **iv.** Following the business policies for the university that governs the selection and contracting with outside vendors.
- **b.** University faculty and staff shall *only* use:
  - **i.** A company selected by the Vice President for Strategic Enrollment Management or
  - **ii.** A company selected by and is a component of a national application system that is accepted by a school or college of the University.

2. Results of Background Check
- **a.** *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 Strategic Enrollment Management):
  - **i.** Making decisions regarding matriculation and
  - **ii.** To facilitate placement of students in educational experiences at clinical and other sites that have access criteria.
- **b.** *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 Strategic Enrollment Management).
- **c.** *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 sites have become a popular method of sharing information among groups of individuals with similar interests. These tools provide 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. Social networks may help us with everything from finding the most qualified and diverse prospective students to helping researchers identify potential collaborations with other institutions. Because of the great potential benefits of social networking, the University would like to encourage the free flow of information to the external community using these tools.

B. However we should also recognize that there are great 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. We do not view this policy as a restriction of freedom to utilize social networks, but as an educational tool that explains how utilization guidelines and existing policies apply to social networking to protect the University community.

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 Rosalind Franklin University of Medicine and Science.

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.

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

II. CANCELLATION

None.

III. SCOPE AND APPLICABILITY

A. 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 Office of Academic Affairs. There can be no University sites or pages on any social networking site unless they are developed or authorized by the Office of Academic Affairs. All sites are subject to continuous content review and the Office of Academic Affairs reserves the right to modify or, eliminate sites at any time. The Office of Academic Affairs 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 Office of Academic Affairs to maintain their own social networking site will:
1. Furnish Academic Affairs staff members with site credentials sufficient to maintain complete control of the site content;
2. Maintain web site content that is current, accurate, consistent with University policies, and represents the spirit and values of Rosalind Franklin University of Medicine and Science;
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 e-mails 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 Office of Academic Affairs 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 Office of Marketing and Communications.

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

B. **Non-Disclosure**

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 that 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. Information designated as internal or legal/regulated may not be disclosed on social networking sites.

C. **Personal Use**

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

1. You may not use the University name for any purpose other than referencing your employment relationship, and use of the University logo or trademarks is prohibited;

2. Do not reference the clients, customers, or partners of the University;

3. If you have identified your relationship with Rosalind Franklin University of Medicine and Science in any social network setting, you must make it clear that any views expressed by you are not the views of the University;

4. 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.

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.

D. Governing Law & Policy
1. 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.
2. 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.

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

V. PROCEDURES

A. Site Creation
Anyone wishing to create a University social networking site should complete a site request form and submit it to the Office of Academic Affairs for review. Academic Affairs staff members will review the request and work with the requestor on the details of implementation if approved. Sites that were in existence prior to this policy will be required to register their information with the Office of Academic Affairs using the same request form.

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. Respect the opinions of others and their right to freely express themselves;
3. Respond to inquiries or comments in a timely fashion to keep the community engaged;
4. Post updates on a regular basis to keep the site fresh;
   Follow-up on any issues that are deferred to other departments for resolution– be an advocate to make sure potential customers are satisfied;

5. Keep control of your posting activity, and therefore the site – listen to posted concerns, try to fully understand the issues, do not participate in heated/emotional conversations by posting equally emotional responses;

6. Gain the trust of your audience by always identifying yourself, your role with the University, and being as honest as possible when posting;

7. Always remember that regulations such as HIPAA and FERPA may restrict what information can be posted;

8. 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;

9. Protect your own information – giving away too much personal detail may allow others to harm you or your family;

10. 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 Office of Academic Affairs 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 who maintains a site, then Academic Affairs staff members will make the necessary corrections and notify the department of the changes that were made.

D. Investigations

The Office of Academic Affairs may identify inappropriate postings that require further investigation to see if any laws or University policies were violated. Academic Affairs 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, 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

A. Social Networking Sites are web sites with built-in tools that facilitate communication between groups of individuals with common interests. This would include comprehensive sites such as Facebook or MySpace 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: Bebo, Blogger, Blogster, Classmates.com, Digg, Facebook, Flickr, Fotolog, GoogleDocs, LinkedIn, Moodle, MySpace, Open Diary, TravBuddy.com, Twitter, Wikipedia, Windows Live Spaces, WordPress, Yelp, and YouTube.

VII. POINTS OF CONTACT

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

RESOURCES

I. CAMPUS SECURITY (PHONE 847.578.3288)

Campus Security 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 Security 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 Security Operations Coordinator (L.372): 847-578-3288
3. Gordon Blanchard-Director of Campus Security (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 and Retention Services
The Academic Support staff in Academic and Retention Services understands the challenges and demands of the academic experience at Rosalind Franklin University of Medicine and Science. While our students have already accomplished academic success, this is a new and different academic culture. We strive to provide academic support to all RFUMS students outside of the classroom, enriching student success.

We provide academic skills development with individual counseling on topics such as learning styles and study skills. We use a Learning Style Inventory that has proven to be very helpful for our students. This inventory helps students understand how to best approach studying and the retention of information by identifying strength areas such as active learning, visual learning, sequential learning, etc. While meeting with students, we help to identify ways to approach the material through their preferred learning style. The staff in Academic Support will also help our students with test-taking skills—specifically multiple choice tests. We incorporate elements of their learning style and combine that with an established approach to test-taking, enhancing the test-taking experiences for our students.

We meet with many students within the first month of classes, helping them acclimate to this new academic environment. We specifically help them develop effective time management skills and help them establish study schedules. Our goal is to maximize studying time while balancing other life demands. We work individually with students to provide the most effective schedule for their individual needs.

- **Disability Support Services**

    Academic and Retention Services provides services to support the academic success of students with disabilities. If you need information on accommodations for your disability, please visit or contact Academic and Retention Services.

- **Tutoring and Study Skills Assistance**

    The Academic Support staff continues to develop a University-wide tutoring program. We offer tutoring resources for most first and second year courses, and provide tutors and/or review sessions for some courses. If you would like more information about which classes are offered and/or you would like to request a tutor, please contact Academic and Retention Services.

B. Diversity and Inclusion

The Office of Diversity and Inclusion provides a foundation for support for diverse individuals within the Rosalind Franklin University community. Though its programming, services and consultation the office seeks to build the community's capacity for inclusive excellence through Access and Equity, Inclusive Environments, On-going Education and the development of new knowledge.

Students may access a multitude of programmatic resources, educational opportunities and individual support through the staff in our office.

C. 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.

D. **Student 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 and Game Room which are designed to help students reach their goals of physical wellness, as well as coordinate group exercise offerings on campus and negotiates off- campus student membership fitness rates.

III. FOOD SERVICE (PHONE: 847.578.3237) LIZ

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

of stations - Deli, Grill, Hot Entrée, Soup, Salad Bar and Made to Order dishes. The DNA Café is open Monday through Friday from 7:30 a.m. – 1:30 p.m.

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 7:30 a.m. – 8:00 p.m. and Fridays from 7:30 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.

a. Special Events / Catering
Food service for any size event is available as well through Food For Thought. Contact Liz Guzman 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 www.fftchicago.com/rfu

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@rosalindfranlin.edu for more information.

A. Student E-Mail
Student e-mail accounts are hosted by Google. In addition to a 30 GB combined storage for inbox with spam protection and Drive, Google Apps provides students with productivity tools such as calendars and document sharing. You should receive your initial access information for your Google e-mail account at orientation. Note that your Google ID and password is separate from the University HelixNet ID and password that will allow you access to resources such as computer labs, wireless networks, and WebAdvisor. This was done to allow you to keep your e-mail account after graduation. If a student leaves the University without graduating, their email account will be closed.

B. Student Housing Network & Telephone Access
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.

Students wishing to access the campus network will find a *blue* network jack in the living room and the bedroom of each apartment. 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 web site from the student apartments.

Wireless networking is currently not available in the student apartments. Each apartment is equipped with telephone connections which operate all standard telephones. It is the responsibility of the student resident to provide their own telephones, and to make arrangement to secure a calling card to connect with off-campus and long distance numbers. On campus telephone service includes emergency on-campus telephone access, 911 services, voicemail and all incoming calls. Phone lines are provided in-room, using the following jack colors:

1. *White:* Analog line for a standard telephone.
2. *Yellow:* These jacks are no longer in use, please disregard.
3. *Blue:* University network connectivity (high-speed Ethernet connection). There are blue network jacks located in both the bedrooms and living areas of the apartments.

Voicemail is provided by the University for most on-campus phones. Students need to dial *x4700* to access voicemail from their room.

C. Technology Purchase Information
Students can get University pricing on technology goods, but must pay taxes on their purchases. GovConnection is the University's primary technology vendor, and they carry 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 view University pricing and make a purchase, you must create a profile that associates you with the University which can be found here.

More information about technology purchases may be obtained from the

Purchasing Department.

D. <u>**WebAdvisor**</u>
WebAdvisor is a secure, web-based application that allows students to access their University information. The following are some examples of the information available in WebAdvisor:
1. Academic advisor information
2. Course grades,
3. Course enrollment
4. Financial aid information
5. Student profile information
6. Unofficial transcripts
7. Tuition account information

In addition, students can submit the following requests via WebAdvisor:
1. Official transcript and enrollment verification to be sent to a location of the student's choosing.

More information on WebAdvisor is available on the Registrar's InSite page.

E. <u>**Wireless Network Information**</u>
Wireless network access is available in most areas of the main campus. This includes the public areas of the library, student union, 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 guest of the University which provides limited internet-only access.

F. <u>**InSite**</u>
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. Those users accessing InSite from non-University computers or from off-campus will be prompted to enter their HelixNet credential.

V. BOXER LIBRARY

The Boxer Library at Rosalind Franklin University of Medicine and Science is a state- of-the-art research library for the health science professions, with print and electronic collections providing access to many of the world's leading biomedical journals, textbooks, eBooks and major medical information databases.

The approximately 32,000 square foot 24-hour facility features:

1. 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, copiers, scanners, Wi-Fi, and over one hundred computers.
2. Our Reserve collection of current required course textbooks and anatomical models.

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

1. Over 2,500 eBooks.
2. Access to over 3,000 leading biomedical journals.
3. Over 20 unique electronic databases, including:

   a. **AccessMedicine**
   Provides links to electronic textbooks (eBooks).

   b. **ClinicalPharmacology**
   Reference and point-of-care drug information.

   c. **Access Pharmacy**
   Allows students to select a core curriculum topic, browse by organ system, review textbooks, and search across leading pharmacy online references. Includes case studies, care plans, self-assessment and NAPLEX review.

   d. **CINAHL Plus with Full Text**
   Provides full text access to hundreds of nursing and allied health journals indexed in the Cumulative Index to Nursing and Allied Health Literature.

   e. **ClinicalKey w/First Consult**
   Combines in-depth content of Elsevier books, journals, and review articles with evidence-based point-of-care content. Also contains Procedures Consult, an online training and reference solution for the clinical setting. The following topic areas are available: Anesthesia, Emergency Medicine, Internal Medicine, and Training Physicians.

   f. **Cochrane Library**
   Collection of databases that contain different types of high quality in-

depth evidence to assist in healthcare decision making.

   g. <u>Article Search Engine</u>
Performs an integrated search of our electronic full-text journal holdings by topic.

   h. <u>Isabel PRO</u>
Web-based diagnosis and decision support system that provides search results from various resources.

   i. <u>PubMed</u>
Searches the Medline database (journal citation database of the National Library of Medicine) for journal articles on a specific topic.

A. <u>Staff and Services</u>

Our staff can provide assistance in accessing and using the library resources. Library services include reference assistance, interlibrary loan, and instruction on topics such as information and health literacy and copyright. In addition, online tutorials are available through the library website. Services are available through appointments, in-class instruction sessions (for both face-to-face and online courses), phone, e-mail, web-based guides, video tutorials, and LRO 101, an orientation course through the University's learning management software Desire2Learn. The librarians can be reached at:

1. eresources@rosalindfranklin.edu
2. The Professional library staff is available 70 hours per week: Monday through Friday 8:00 AM to 10:00 PM.
3. The Student library aides provide assistance on weekends from 12:00 PM to 5:00 PM.

B. <u>Information Commons</u>

Located as you enter the main entrance of the Boxer Library, the Information Commons represents a significant change from the traditional library setting, bringing together technology, content, and services in one physical space.

Today's learning spaces are designed to be flexible to meet the differing needs of library patrons, as they work independently or in small groups. Socialization, networking, interaction, and collaboration are key elements of learning and the use of comfortable furniture along with the physical layout of the Information Commons fosters these activities.

The equipment housed in this area includes:

1. Eight Windows-based computers
2. Color and B&W copying, printing, and scanning stations
3. Whiteboards

C. <u>Learning Commons</u>

The newly-redesigned midsection of the library is known as the Learning Commons. Like the Information Commons, this area makes heavy use of new

technology and is designed for collaborative study.
The equipment housed in this area includes:

1. Sixteen Windows-based computers
2. Four large collaborative work areas with 42-inch widescreen monitors and whiteboards.
3. Mobile work tables
4. Color and B&W copying, printing, and scanning stations

D. <u>Quiet Study Area</u>

The Quiet Study Area is the northernmost end of the library, including the lower-level area surrounding the Computing Labs (F), Small Groups Rooms (H), and Print Collection (E). Home to the pre-1985 bound print journal collection; this area of the library possesses a more traditional library feel, making it ideal for quiet study. Please note that talking above a whisper is not allowed in this area of the library.

E. <u>Print Collection</u>

Circulating non-reserve textbooks and bound print journals published after 1985 are housed in the Print Collection room (L.510-511), found on the lower level of the Boxer Library in the Quiet Study Area (D) around the corner from the Computing Labs (F).

F. <u>Computing Labs</u>

The Academic Computing Labs are located on the lower level of the Boxer Library and provide wired as well as wireless connections to the Internet. All computers in the labs are Windows-based machines. The main computer lab contains 140 computers, one print station and a scanning station. A 16-computer teaching lab meets instructional needs for small groups.

G. <u>Presentation Practice Room</u>

If you need to practice your presentation for a conference or if your dissertation or thesis defense is coming up soon, then the Learning Resources 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. Internet access
8. 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.

If you haven't had much experience presenting, request a critique of your presentation skills and/or suggestions for your PowerPoint presentation itself from the staff and faculty in Educational Technology. Contact Ron Herbig (ext. 8566) or Quentin Conkle (ext. 3242) at ed.tech@rosalindfranklin.edu to schedule an appointment.

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. To reserve the PPR, stop by the Circulation Desk in the Boxer Library to reserve the room. Hours of operation for the PPR are Monday through Friday, from 8:30 a.m. to 9:30 p.m. Weekend hours are not available at this time.

H. Small Group Rooms

Three small group rooms are located on the lower level of the Boxer Library. Each room is equipped with a whiteboard, tables, and chairs, and can comfortably seat small groups of six to eight people. Tables can be rearranged to accommodate group work. These rooms cannot be reserved and are available on a first come, first served basis.

VI. Educational Technology (Ed Tech)

Educational Technology (EdTech) provides instructional design, training and support for faculty, staff and students in the use of technologies focused on the educational goals of the University. The current primary technologies include: Desire2Learn for presenting course material online, the Turning Point Audience Response System to collect data through class participation, Google Apps for Education for productivity and communications tools, ExamSoft for assessments via testing and rubrics and iTunes University where multimedia content is downloadable for student viewing. EdTech regularly reviews and evaluates other technologies for teaching and learning.

Orientation and training classes are presented to support the use of these primary technologies as well as ancillary software applications used to create course content. The growing list of secondary applications include: Adobe Acrobat, Microsoft PowerPoint, Adobe Photoshop Elements, Inbit Fullshot and TechSmith Camtasia. To help faculty take full advantage of the use of all the technologies supported, EdTech develops and presents workshops/seminars and provides consultations on best practices in the application of various technologies for instructional purposes.

EdTech can be contacted via: ed.tech@rosalindfranklin.edu and 847.578.8490.

VII. PARKING ON CAMPUS

**Rosalind Franklin University Parking
Control Policy FAQ'S**

A. Where do I register my vehicle?
All vehicles must be registered with Campus Security using the University parking permit management system https://www.permitsales.net/RFUMS.

B. <u>Where can I park?</u>
When you receive your Permit Hang-Tag you will also receive a Campus Map. Parking is allowed in the following areas:
1. **<u>South lot</u>**
   In any valid parking spaces.
2. **<u>North Lot</u>**
   a. **Faculty Parking** (Faculty permits have the letter **F** on them) lot is located adjacent to the North Rhoades Auditorium entrance. There is an additional row across the North Drive from the Faculty lot and a row adjacent to the HSB North entrance. 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 6 pm -6 am anyone may park in the Faculty lot near the North Rhoades Auditorium entrance.
   c. **Accessible (Disabled) Parking** is available in the North lot adjacent to the North Auditorium and the North IPEC Main Entry.
3. **<u>Front Drive</u>**
   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).
   d. **Accessible (Disabled) Parking** is available in front of the Main Building.
4. **<u>Student Housing</u>**
   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. **<u>Health System-North Chicago</u>**
   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. <u>**What is the general policy for ticketing on campus?**</u>
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. <u>**When is the policy in effect?**</u>
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 6 pm-6 am.

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

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

F. <u>**What happens if I don't pay my fine?**</u>
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. <u>**What does "posted areas" mean?**</u>
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. <u>**How do I pay a parking ticket?**</u>
All parking violation fees must be paid on-line at: https://www.permitsales.net/RFUMS.

I. <u>**What if I want to appeal my ticket?**</u>
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 Security 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 Security 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 6 am or before 6 pm.
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. If you need short-term accessible parking, Campus Security can issue a temporary accessible (disabled) tag, good on our property only.

VIII. 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 80 registered Student Organizations at RFUMS which are governed by the Student Council and supported through the Office of Student Life. Student Organizations exists to network students professionally, socially, and academically on campus.

IX. Student Counseling Services

Student Counseling Service Mission Statement
The Rosalind Franklin University Health System Student Counseling Service seeks to support Rosalind Franklin University students with 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 who juggle multiple and sometimes conflicting 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
> **Main appointment scheduling line: 847.578.8723**
> **Hours of Operation:** Please see website for hours
> **Website:** http://www.rosalindfranklin.edu/rfuhs/SCS

A. Location
Student Counseling Service is housed within the Rosalind Franklin University Health System-Green Bay Road building. The Rosalind Franklin University Health System-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 you will need your Student ID to get into the waiting room area.

B. Eligibility for Services

Services at Student Counseling Service are available **free of charge** to Rosalind Franklin University students, provided they are currently enrolled students as defined by Student Affairs. We are not able to see non-students in any capacity (i.e. couples counseling with a currently enrolled student).

C. Description of Services

Many people have preconceived understandings of what it means to receive "therapy" or "counseling". Counseling at Student Counseling Service means sitting down with a highly trained professional and talking about issues you are facing in order to receive some resolution or satisfaction of these issues. There are a variety of different concerns that bring individuals to counseling, some of which are listed below. Often people are concerned about how they may be perceived if they attend counseling. It is our opinion that it takes a courageous and open person to make the decision to make changes in life. It is a priority of ours at Student Counseling Service to create a situation in which you can feel comfortable and safe to share your story.

- Depression
- Loneliness
- Eating difficulties
- Substance abuse
- Self-injury
- Cultural adjustment
- Perfectionism
- Test anxiety
- Trauma
- Relationship Concerns

- Anxiety
- Sleeping difficulties
- Body image concerns
- Sexual orientation issues
- Adjustment to grief, loss and transition
- Anger management
- Academic performance issues
- Family conflict
- Abuse
- Identity Issues

D. Initial Consultation Assessment Appointment

Students needing assistance can call 847.578.8723 to schedule an initial consultation assessment appointment. During this first appointment you will complete preliminary paperwork electronically and will meet with a clinician for approximately an hour to discuss your presenting concerns and decide on a course of action that best meets your needs. During the initial consultation appointment, you and the clinician may decide on one or more of the following options:

1. Individual counseling at Student Counseling Service
2. Additional assessment at Student Counseling Service
3. A referral to another Rosalind Franklin University resource
4. A referral to an off-campus agency or resource
5. A referral for psychiatric consultation and medication to an off-campus practice

The clinicians that you will see are not involved in other capacities with the University (i.e. professors or students).

Confidentiality
Matters shared with Student Counseling Service staff are kept private unless you give your clinician written permission to release specific information. There are some exceptions to this strict rule, which will be reviewed with you at the time of your Initial Consultation Assessment Appointment. For example, if a clinician becomes aware of child, disabled individual or elder abuse, or a threat of danger to the person seen or specific others, the clinician is obliged by law to report this information to the appropriate parties. Visits to Student Counseling Service are not part of your academic record, but are managed as a health record.

E. Individual Counseling
If individual counseling at Student Counseling Service is recommended, the student will discuss goals and course for treatment with her/his assigned clinician. Counseling at Student Counseling Service is based on a short-term model, which means that the focus of counseling is on addressing presenting concerns and meeting the goals that are outlined for treatment. Sessions are with your assigned clinician and are typically weekly or every other week and last for about 60 minutes.

F. Assessment Services
For certain presenting concerns, additional assessment can be helpful in determining the best course of treatment. Some examples of these types of concerns are with eating related or substance use concerns. If you are dealing with either of these presenting concerns, your clinician may offer additional assessment beyond your initial consultation appointment and could make a referral for additional services after the assessment has been conducted.

G. Crisis Services
During regular Student Counseling Service hours of operation, a clinician will be available on site to assist with student personal crisis situations. Students are encouraged to come to Student Counseling Service if experiencing a personal crisis to be seen at the first available opportunity during these regular hours of operation. Students, faculty, or staff can call for consultation and crisis intervention services for a Rosalind Franklin University student during regular Student Counseling Service hours of

operation. After-hours, days when the Student Counseling Service is not open or on holidays or weekends, students are encouraged to take advantage of one of the following crisis and emergency*** service options:

1. **Lake County Behavioral Health Crisis Line** 847.377.8080
2. **Rosalind Franklin University's Department of Campus Security** 847.578.3288 (manned 24 hours a day). *Security can be reached by dialing 3288 from any campus phone.*
3. **National Suicide Prevention Lifeline** 800.273.8255

****Please note that anyone verbalizing intent and plan to harm oneself or others should immediately contact 911 or go to the closest hospital emergency room.*

H. Outreach Presentations

Student Counseling Service staff provides outreach presentations and workshops on various topics. Requests for presentations need to be made 2-3 weeks in advance. The following details need to be discussed between Student Counseling Service staff and the person/organization requesting the program:

1. Purpose and goals of the program
2. Date and time
3. Length of program
4. Location
5. Audience size and composition
6. Methods of assuring maximum attendance

To request an outreach presentation, please call the main Student Counseling Service line ate 847.578.8723

I. Consultation Services

The pressures of life can at times become overwhelming for students. You may find yourself concerned about the mental health and/or behavior of a student from Rosalind Franklin University. Certain behaviors may be so concerning that they warrant immediate attention such as if the student is not able to communicate clearly, seemingly out of touch with reality and/or describing a desire to seriously harm him/herself or cause harm to others. In these situations, the best course of action is to enlist immediate support by calling 911. Other times you may notice changes in the student that are more subtle, such as more frequent absences from class or a distinct change in appearance. In these situations, we suggest talking with the student about your concerns and making a referral to Student Counseling Service. The following are some best practice guidelines for approaching the student with your concerns:

1. Make sure you are in a private place, but not an isolated place, with sufficient time to talk

2. Be clear and stay calm
3. Express your concerns using non-judgmental language
4. Focus on observable behaviors

Give your full attention and allow the student to talk Clinicians from Student Counseling Service are available to consult with faculty, staff, or students about the mental health needs of Rosalind Franklin University students. Since we are a confidential service, we are not able to tell you whether or not we are currently working with a specific student. To request a consultation, please call the Main Student Counseling Service Line at 847.578.8723.

X. STUDENT EMPLOYMENT

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

On campus, you can find postings for work study related positions in the bulletin board area of the Student Union. For additional positions, or to inquire about work study positions please contact the Financial Aid Office.

XI. STUDENT FINANCIAL SERVICES OFFICE (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, Student Billing, and Loan Services.

All new student borrowers are required to participate in an entrance interview. Entrance interviews are typically held in groups during orientation or in the first week of class. Individual appointments are available if you wish to meet with a financial aid counselor to discuss credit repair, your personal budget, or review the terms of your student loans.

XII. 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 and click on the "Student Health Service" link on the left.

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).

XIII. 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 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. 12:39 p.m.

Departures to Lake Bluff Station from the North Campus Entrance:
12:05 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.

ABBREVIATION LIST

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ACM / Automated Card Management ADA
/ Americans with Disabilities Act
AVPSA / Associate Vice President for Student Affairs
BSB / Basic Sciences Building
D2L / Desire2Learn
FERPA / Family Educational Rights and Privacy Act
HSB / Health Sciences Building
LRC / Learning Resource Center OSL
/ Office of Student Life
SAI / Division of Student Affairs and Inclusion
SAIC / Student Affairs Integrity Council
SAJC / Student Affairs Judiciary Committee
SEM / Strategic Enrollment Management
VPSAI / Vice President for Student Affairs and Inclusion
WebAdvisor / MyWebAdvisor