

**ROSS UNIVERSITY
SCHOOL OF VETERINARY MEDICINE
STUDENT HANDBOOK**

Effective May 1, 2009



**ROSS
UNIVERSITY**

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SCHOOL OF VETERINARY MEDICINE

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ROSS UNIVERSITY SCHOOL OF VETERINARY MEDICINE

POLICIES AND PROCEDURES

1 GENERAL INFORMATION

1.1 INTRODUCTION

This handbook is published for the purpose of providing students in the Ross University School of Veterinary Medicine (RUSVM) information about policies and procedures that will govern their participation in the Doctor of Veterinary Medicine program. The policies and procedures in this handbook apply to all students enrolled in RUSVM, including students on academic leave of absence. Students in the clinical curriculum are expected to comply with the policies and procedures of the affiliated institution they attend, as well as those contained in this handbook.

This edition supersedes all previous editions of the *Student Handbook* and updates the *Ross University School of Veterinary Medicine Catalog*.

1.2 INTERPRETATION AND MODIFICATION

The Dean has final authority to determine how the policies and procedures in this Student Handbook are interpreted and applied.

Ross University reserves the right to change its policies and procedures, course offerings, degree requirements, and other material contained in this handbook or its catalog at any time. Such changes will generally be announced prior to their effective dates. Changes may be disseminated by email, by posting on the campus website or by letters from the Dean mailed to students in Clinical Studies. Changes generally become effective on the first day of the semester following their announcement.

1.3 STUDENT GOVERNMENT—Student Associate of the AVMA (SAAVMA)

The student body elects class representatives, committee members, and officers for SAAVMA. SAAVMA is active in coordinating athletic events, sponsoring and arranging the social activities on campus, and bringing student issues to the attention of the Administration. Students who are officers in SAAVMA are considered leaders and role models for the student body. Candidates for SAAVMA offices must be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher, prior to election. The Associate Dean for Student Life as well as the Associate Dean for Academic Affairs advises SAAVMA. SAAVMA entertains and addresses most matters related to student activities. Academic and non-academic issues that exceed their authority are brought to the attention of the Dean's Council through the Associate Dean of Student Life and the Associate Dean for Academic Affairs. Students are required to pay a SAAVMA fee, which is collected with other student fees and used for SAAVMA activities. SAAVMA has responsibility for expenditure of student activity fees collected at registration with two important caveats. First, the Director of Finance has approval and auditing authority over SAAVMA funds. Second, no SAAVMA funds can be used to purchase alcohol. As mandated by Standard 11 of the AVMA's Council on Education accreditation standards, any student may bring forth any suggestions, comments, and complaints about the college at any time. They may do this through their elected SAAVMA representatives or in an anonymous fashion. Anonymous suggestions can be made by leaving a sealed envelope in the Associate Dean of Student Life's mailbox or by inserting a note in the locked box located outside of the western entrance to the library.

1.4 CAMPUS SECURITY

The University is committed to promoting the security of its students. The cooperation of students, faculty, and staff is essential to a safe campus. Every member of the campus community is encouraged to report any possible crime, suspicious activity or emergency on campus to the security force, whose duty it is to maintain order and regulate safety.

In accordance with U.S. Department of Education requirements, information about security and safety practices, as well as campus crime statistics, are published annually. This information is distributed to current students and may be obtained by anyone else upon request.

It is the responsibility of each student to keep their contact information, including an emergency contact person, (both present and permanent) current. Students may update their personal profile at anytime by accessing their account in MyRoss.

1.5 PROFESSIONAL STANDARDS

Introduction

The Ross University President confers a Doctor of Veterinary Medicine degree only after a student has mastered the body of knowledge and skills that comprises the veterinary curriculum to the satisfaction of the faculty. The faculty expects each veterinary student to demonstrate proficiency in the use and understanding of principles and facts related to the basic sciences and in the application of these principles to the practice of clinical medicine. There are certain qualities and skills that students must possess and/or refine to accomplish these things. These essential qualities include: ethical, attitudinal, behavioral, and emotional attributes, stamina, intellectual (cognitive, integrative, and quantitative abilities) capacity, communication skills, and the visual, auditory, tactile acuity and motor skills necessary to function as a health care professional. The following guidelines are meant to familiarize students with the expectations of the faculty, as well as some of the inherent demands of our veterinary curriculum. Judgments about whether a student has failed to meet any of these standards will be made in the context of the procedures outlined in the Ross University School of Veterinary Medicine Student Handbook.

1.5.1 ETHICAL, ATTITUDINAL, BEHAVIORAL AND EMOTIONAL ATTRIBUTES

Desirable characteristics of veterinary students are based not only on satisfactory academic achievement, but also on non-academic factors that serve to insure that they have the behavioral and social attributes necessary to contribute positively to the veterinary profession. Students at RUSVM are required to have those character traits, attitudes and values that will result in beneficent and ethical veterinary care. This includes, but is not limited to, the following:

- Because the medical profession is governed by ethical principles and by state and federal laws, a veterinary student must have the capacity to understand, learn, and abide by these values and laws. Examples of breaches of veterinary medical ethics include, but are not limited to:
 - Cheating, plagiarism or other forms of academic dishonesty;
 - falsifying medical records or certificates;
 - willfully withholding medical treatments ordered by a clinician;
 - betraying a client confidence; or
 - animal cruelty, whether acts of commission or omission.
- A veterinary student must be able to relate to instructors, classmates, staff, clients and their animals with honesty, compassion, empathy, integrity, and dedication.
 - A veterinary student must not allow considerations of religion, ethnicity, gender, sexual orientation, politics or social standing to preclude productive and constructive relationships with instructors, staff, classmates, or clients;
 - A veterinary student must not allow considerations of breeds or species to influence their relationships with their patients or teaching animals. For example, a student must

never intentionally withhold medical care from a feline patient out of a dislike or distrust of cats.

- A veterinary student must be able to understand and use the authority, special privileges, and trust inherent in the veterinary student-client relationship for the benefit of both the client and the patient and avoid behaviors that constitute misuse of this power.
- A veterinary student must never compromise care of an animal that has been left in their care or is their responsibility, regardless of whether this care conflicts with personal schedules or activities.
- A veterinary student must never engage in educational activities while under the influence of alcohol or non-prescribed, illicit drugs. In addition, a student should not engage in patient care duties while impaired in any manner by any substance (i.e., even prescribed drugs that are known to impact performance).
- A veterinary student must never perform any action that might be construed as the practice of veterinary medicine, except as permitted under the laws of a state in which the student may function in the role of providing animal health care under the direction of a licensed veterinarian.
- A veterinary student must be of sufficient behavioral and emotional health to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and properly, and to relate to patients, their owners, staff and colleagues with courtesy, compassion, maturity, and respect for their dignity.
- A veterinary student must demonstrate emotional maturity, including the ability to adapt to island culture, the ability to exercise good judgment, and tolerance and acceptance of difference.
- A veterinary student must be able to work collaboratively and flexibly as a professional team member.
- A veterinary student must behave in a professional manner in spite of stressful work demands, changing environments, and clinical uncertainties.
- A veterinary student must have the capacity to modify behavior in response to constructive criticism.
- A veterinary student must be open to examining personal attitudes, perceptions, and stereotypes that may negatively impact patient care and interpersonal relationships.
- An individual with a diagnosed psychiatric disorder may function as a veterinary student as long as the condition is under sufficient control to enable them to achieve the programmatic expectations of the college and they are not a danger to themselves or others.
- Certain medications prescribed to treat such disorders may not be available in St. Kitts or available by shipment to the island. Furthermore, physicians may be reluctant to provide more than a few months supply of these medications. The expectation is the student will have a workable plan by which they can maintain an appropriate supply of their medications prior to beginning the DVM program. An insufficient supply of medications will not be considered an excuse for inappropriate behavior or inadequate performance.
- They must possess an intrinsic desire for excellence and be motivated to become effective veterinarians.
- While the above-referenced emotional/psychological abilities are essential requirements, documented emotional/psychiatric and/or psychological disabilities recognized by applicable law shall be reasonably accommodated.

1.5.2 STAMINA

- The study and ongoing practice of medicine often involves taxing workloads and stressful situations. A veterinary student must have the physical and emotional stamina to maintain a high level of function in the face of these likely working conditions.
- A veterinary student must be able to lift objects or animals weighing up to 25 kg, to a height of one meter and carry that object or animal for a distance of two meters. Application: placing a dog on an examination table, lifting and carrying a bag containing drugs and equipment from an ambulatory service vehicle, restraining small and large animal patients.
- A veterinary student must have sufficient endurance to maintain a standing or kneeling posture for 10 minutes. Application: physical examination of and surgical procedures on patients.
- A student must have adequate coordinated movement and strength to restrain large animals and to be able to move rapidly out of the way of danger. Application: treatment of large animals.

1.5.3 INTELLECTUAL CAPACITY

- A veterinary student must possess a range of intellectual skills that allows him/her to master the broad and complex body of knowledge that comprises a medical education at a level deemed to be appropriate by the faculty. These skills include the ability:
 - to comprehend dimensional and spatial relationships of structure
 - perform scientific measurements and calculations
 - to develop reasoning, problem solving and decision-making skills appropriate to the practice of veterinary medicine.
- A veterinary student's reasoning abilities must be sufficiently sophisticated to analyze and synthesize information from a wide variety of sources. He/she must be able to learn effectively through a variety of modalities including, but not limited to:
 - class room instruction;
 - small group discussion and interactive assignments, including participation in medical rounds, and goal-directed activities;
 - individual study of materials;
 - preparation and presentation of written and oral reports;
 - ability to learn independently from reading/printed material;
 - use of computer technology.

1.5.4 COMMUNICATION SKILLS

- Throughout the curriculum, a veterinary student will be expected to communicate effectively and sensitively in English and in a timely fashion, utilizing verbal, non-verbal, and written communication skills with instructors, staff, and peers.
- During the clinical year, a veterinary student must also learn to communicate with clients. Communication with a client often begins with the gathering and writing of a useful medical history. Students must be able to formulate and ask clients cogent questions, perceptively interpret their answers, and record these responses accurately in a clear and concise medical record. In addition, they must be able to comprehend and interpret written materials, such as laboratory reports, pharmacological prescriptions, medical notices, and research articles.
- A veterinary student must also possess sufficient observational skills to assess signs exhibited by patients and the emotional state of owners..
- While mastery of both written and spoken English is considered to be an essential attribute, veterinary students with documented hearing, speech and other pertinent disabilities will be reasonably accommodated in accordance with law.

1.5.5 VISUAL, AUDITORY, TACTILE AND MOTOR COMPETENCY

Veterinary students must have sufficient motor skills to carry out, in an autonomous manner, all necessary procedures involved in the learning of basic and clinical sciences, as well as those required in the hospital and clinical environment. Specifically,

- A veterinary student must possess sufficient visual, auditory, tactile, and motor abilities to allow him/her to gather data or information from written material, including medical illustrations and graphic materials, from oral presentations, from demonstrations and experiments, from observations of clinical procedures performed by others, from computerized representations of physiologic phenomena, and from observations made during a basic physical examination and/or more specialized (e.g. orthopedic and neurological) examinations of a patient. In terms of a visual standard, a student must be able to discern changes in position at distances ranging from 30-45 centimeters to 15-20 meters.
- A veterinary student must also be capable of eliciting and perceiving normal findings or signs of disease as manifested through the physical examination. Examples of findings that must be perceived and interpreted include, but are not limited to, the sounds emitted by the heart, intestines,

and lungs; assessing the pliability and turgor of the skin; recognizing subtle changes in the hair coat; feeling the difference between a lipoma, a cyst, and a lymph node; evaluating the integrity and range of motion of musculoskeletal structures (bones, muscles, joints) of all the domestic animal species; and evaluating the consistency and/or distention of various intra-abdominal structures (for example, liver, spleen, intestines, kidneys, and reproductive organs), which must be accomplished through a combination of visualization and external and/or internal palpation.

- A veterinary student must be able to distinguish subtle shades of black, white and gray as these pertain to the five radiographic densities in films of the chest, abdomen, and extremities. In order to interpret test results, such as bacterial hemolysis on an agar plate or an ECG tracing, a student must also be able to resolve black and white patterns of less than 0.5 mm of separation.
- In order to detect subtle tissue swelling or the presence of a reaction to skin testing for allergies, a veterinary student must have sufficient depth perception to allow detection of a 0.5-cm elevation that is no more than 1-cm in diameter on a slightly curved and irregular surface.
- A veterinary student must possess sufficient color discrimination to detect changes in color of an animal's mucous membranes or coat.
- A veterinary student must have sufficient hearing to be able to perceive the human voice without lip reading and to perceive sounds while percussing or auscultating with a stethoscope.
- The student must be able to perceive the origin of sounds, such as the movement of large animals in a stall or the monitoring of multiple patients in an intensive care unit.
- A student must be able to determine the position of one hand extended from the body within $\pm 10^\circ$ when the arm is extended in any direction, the eyes are closed, and the individual is standing. Application: endotracheal intubation, intravenous injection, rectal palpation.
- A student must be able to differentiate between 4 round semisolid objects with diameters of 0.5, 1.0, 1.5 and 2.0 cm and to judge the shape and consistency of objects when the arm is extended and the eyes are closed. Application: assisting in surgery, palpating lymph nodes or follicles, palpating the trachea to determine proper endotracheal tube size.
- A student must be able to make legible written notes, within the margins and spaces provided on medical forms, while communicating with other individuals by speech, either in person or by telephone.
- A veterinary student must be able to grasp, manipulate, and employ surgical instruments, like scalpels, clamps, and retractors, or other specialized instruments, such as ophthalmoscopes.
- A student must be able to hold, manipulate or tie lightweight materials such as surgical sponges, small gauge catheters, and fine suture material.
- A veterinary student must be able to manipulate tissues and employ devices in order to perform entry-level procedures; examples are venipuncture, vascular and urinary catheter placement, rectal palpation, and expressing anal sacs.
- In terms of allergies or fears, a veterinary student must be able to have sustained contact with multiple species of animals and their environments, including chemicals such as formalin that may be present in such environments. During such contact, the student must be able to carry out routine medical care and required laboratory exercises.
- While mastery of the above competencies is an essential attribute, veterinary students with disability (disabilities) shall be reasonably accommodated in accordance with law.

In order to receive an accommodation for any of these essential requirements, students must contact the University Counselor. Only documented disabilities will be accommodated in a manner proscribed by the University.

1.6 EVALUATION AND ENFORCEMENT OF THE RUSVM PROFESSIONAL STANDARDS

- If circumstances warrant it, a student's professional conduct can be assessed and addressed by the Associate Dean for Academic Affairs and/or the Dean for Faculty and Academic Programs at any time during a student's tenure at Ross University or at an affiliate school. On a more routine basis, the conduct of each student in the DVM program will be evaluated to determine whether they have satisfactorily met the RUSVM Professional Standards during the 10th week of each semester.

- The evaluations will be conducted by the Associate Dean for Academic Affairs with help from the Dean for Faculty and Academic Programs. Around the 10th week of the semester, the Associate Dean will schedule meetings with all first semester faculty, all second semester faculty, and so on through the sixth semester of the curriculum. Faculty who teach in multiple semesters may be asked to attend more than one meeting. In each of these six meetings, the professional conduct of students in the respective semesters will be carefully considered. Given the potential overlap between conduct and depth of learning, students' academic performance may be discussed as well. Over the course of the meetings, faculty will make recommendations to the Associate Dean for Academic Affairs about possible actions to be taken.
- Possible actions may include, but are not limited to the following: (a) a written acknowledgement of exemplary professional conduct, (b) an oral reprimand, (c) a written warning (that may appear in the academic file of the student); this warning may include requirements for the student to complete (i.e., psychological evaluation, counseling, rehabilitation), or (d) dismissal from Ross University.
- Students who have conducted themselves in an exemplary fashion or those who have not met the RUSVM Professional Standards will be scheduled to meet with the Associate Dean for Academic Affairs as soon as possible. In the meeting, the praise or concerns of the faculty will be delivered and an appropriate action taken.
- If the recommendation of the faculty is dismissal from the program and the Associate Dean for Academic Affairs and the Dean for Faculty and Academic Programs determine that dismissal is warranted, the student will be notified of this decision and scheduled to meet with the Dean. The Dean will make the final determination. There will be no opportunity for appeal.

1.7 DISABILITY SERVICES

University provides reasonable accommodations for students with documented disabilities so long as they are otherwise qualified to participate in the academic program and University activities. Accommodations include time and one-half for examinations and a room with minimal distractions when taking exams. Accommodations are provided only after they are requested by the student and approved by the University. All students must meet the Professional Standards, whether with accommodations or not. The University counselor is available to advise on this issue and provide forms for requesting disability services.

1.8 MENTAL OR EMOTIONAL STRESS

The mental and emotional stability of students is a primary concern of Ross University. If a student appears to be suffering from serious mental or emotional distress or has attempted or threatened to harm him/herself, the student may be removed from the University community forthwith. In such a case, the student will not be allowed to return until after the University has received satisfactory medical documentation that the student is not a risk to self or others and is mentally and emotionally capable of participating fully in the academic program and University activities.

1.9 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

1.9.1 ANNUAL NOTIFICATION OF RIGHTS

Ross University annually provides information about the privacy of educational records. This notice includes rights pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the registrar will advise the student or the official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The University will not disclose a student's educational records without the student's authorization except to the extent permitted by FERPA. A student may authorize the release of copies of an educational record to a named party by submitting a written request to the Registrar. This request must be signed before a University administrator, who signs the form as a witness, or a notary public must witness the student's signature. Forms for authorizing the disclosure of an educational record are available from the Registrar.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ross University to comply with the requirements of FERPA. A complaint may be submitted to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

1.9.2 RELEASE OF STUDENT INFORMATION POLICY

- 1.9.2.1** The University may deny access to the following classes of records: Financial information submitted by parents; confidential letters or recommendations placed in the file prior to January 1, 1975; confidential letters or recommendations to which the student has waived rights of inspection; private records of instructors, counselors, or administrators kept for their own use; alumni records which contain only directory information and information collected after the student has left the University; and medical, psychiatric, psychological or similar records.
- 1.9.2.2** A student may waive the right to inspect a confidential letter of reference even though it is part of the education records. This waiver encourages others to submit letters of reference and may assist the student in achieving educational goals. A form for waiving the right to see letters of reference must be submitted to the Registrar.
- 1.9.2.3** The University may disclose educational records without written consent of students to the following:
- Personnel within the University who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out administrative responsibilities, and employees designated by them to assist in these tasks. Ross University defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities" Therefore, any University employee, or person acting on behalf of the University, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.
 - Officials of other colleges or universities in which the student seeks to enroll;
 - Organizations conducting studies approved by the University having educational value or concerning financial aid;
 - Accrediting organizations approved by the University carrying out their accrediting functions;

- Persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;
- Persons in an emergency if, in the judgment of an official in charge of the records;
- Knowledge of the information is necessary to protect the health or safety of the student.
- With someone who has contracted to perform services for the University, such as an attorney, auditor or collection agent.
- In legal actions between the student and the University.

1.9.2.4 Directory information may be released without the written consent of the student, unless the student specifies to the contrary as described below. Directory information includes student name, address, photographs, telephone number(s), e-mail address(es), field of study, current schedule of classes, dates of attendance, degrees and awards, current membership in clubs or student organizations, other colleges attended, and parent's names and addresses.

1.9.2.5 To withhold directory information from the public, students must file a form available at the Office of the Registrar. A student who does not want any directory information disclosed may submit a signed and dated form to the Registrar, and the University will not release directory information for that student. The order for withholding directory information will remain in effect until the student rescinds it in writing.

2 ACADEMIC INFORMATION

2.1 THE CURRICULUM

The degree of *Doctor of Veterinary Medicine* is awarded upon successful completion of the pre-clinical curriculum and the clinical curriculum.

The **pre-clinical curriculum** consists of 131 semester credit hours of specific courses in the basic sciences as stated in the catalog or as revised from time to time.

The **clinical curriculum** consists of three semesters of clinical studies at an AVMA-accredited School of Veterinary Medicine in the United States affiliated with Ross University. It is the student's responsibility to meet the criteria required by that school for entering into its program. The individual schools decide whether or not to accept students recommended by Ross University. Acceptance criteria vary from school to school and are subject to change at any time.

2.2 ATTENDANCE

Individual instructors can determine the consequences for absenteeism, which will be described, in writing, at the beginning of each course.

Ross University is **non-sectarian** and does not close for the religious holidays of any specific denomination or group. Students who miss classes or laboratories for any reason will be responsible for the content of all missed course work. **Examinations that are scheduled to occur on religious holidays will not be rescheduled.**

Attending examinations and other required exercises (as specified in the course syllabus at the beginning of a course) is mandatory, except for the following:

- 1) Attendance at the annual SAVMA Symposium or required SCAVMA or NAVC delegate activities (requires submitting a Request to be Absent Form, available in the Administrative Building, at least 6 weeks in advance).
- 2) Attendance at a national event, such as the Veterinary Leadership Experience (VLE), for which a student has been selected to represent the School.
- 3) When a student is the presenting author of a RUSVM faculty-mentored project at a scientific meeting (requires submitting a *Request to be Absent Form*, available in the Administrative Building, at least 6 weeks in advance).
- 4) A medical or family emergency (requires notification and approval of the Associate Dean for Academic Affairs. (Students with emergencies should call the Associate Dean for Academic Affairs or the Dean for Faculty and Academic Programs at 465-4161 ext. 131 (no other phone numbers) as soon as possible; preferably well before the onset of classes. The Associate Dean for Academic Affairs or the Dean for Faculty and Academic Programs will decide whether the situation warrants a preliminary excused absence. The phoned request for an excused absence must be followed by written documentation, such as a death certificate or a medical report, immediately upon the student's return to campus. If it is a medical report it must contain specific information regarding the student's illness and medical treatment. The excused absence will ultimately be granted only if the Associate Dean for Academic Affairs and/or the Dean for Faculty and Academic Programs are satisfied with the submitted documentation.)
- 5) Military or legal obligations, such as subpoena or jury duty (requires notification of the Associate Dean for Academic Affairs).

The RUSVM **Attendance Committee** will consider petitions for excused absences that are not addressed by exceptions 1-4. The Attendance Committee is comprised of the Associate Dean for Academic Affairs and two members of the teaching faculty. Every three years, students will nominate 3 faculty members and the RUSVM faculty will nominate 3 faculty members. From this list of nominees, the Dean will appoint one student-nominated and one faculty-nominated person to serve with the Associate Dean for Academic Affairs as the Attendance Committee. In addition, the Dean will select one student-nominated and one faculty-nominated person to serve as alternates. The alternates will participate in the event a committee member is not available to evaluate a petition.

Petitions for permission to miss or reschedule an exam or required exercise on the basis of extraordinary personal circumstances (those that are not included in the four exceptions listed above) are considered by the Attendance Committee. The petitioning process begins by submitting a *Request to be Absent Form*. These forms are available in the Office of Student Services. If possible, the Request form must be submitted 4 weeks in advance of the personal circumstance.

In general, meetings not covered above by items "1", "2", or "3" will not be considered as extraordinary personal circumstances. Students may wish to petition the Attendance Committee to attend educational activities, such as the Opportunities in Equine Practice program or the African wildlife experiences. Since most important family events and extracurricular activities can be scheduled well in advance, as a rule these activities will also not be considered as extraordinary personal circumstances. The majority decision of the 3-member Attendance Committee is final.

An unexcused absence from an examination or specified group exercise will result in the student being subject to not being allowed to take the examination or repeat the exercise (unless an excuse has been granted by the Associate Dean for Academic Affairs). The student will lose a letter grade from the final course grade or receive a zero for the exercise depending upon the decision of the course director. If an exercise is required to pass a course, an unexcused absence will result in failure of the course.

2.3 STUDENT SURVEY FOR OUTCOME ASSESSMENT

It is the policy of Ross University that all course instructor evaluations and other student surveys as deemed appropriate by the administration are mandatory. Collecting survey data is a part of the University's commitment to continually improve the quality of the educational program and student services. It is the student's (semesters 1-10) responsibility to provide truthful assessment and feedback. The information is used to guide the faculty and administration in meeting the School's mission. The survey instruments and frequency of assessment are developed by the faculty and/or administration and must be approved by the Dean to be considered mandatory. Students not completing a mandatory survey are subject to sanctions. Likewise, students in their clinical year may be subject to sanctions if surveys are not completed.

2.4 ACADEMIC SUPPORT FOR STUDENTS

2.4.1 Teaching Assistants: RUSVM provides academic support in the way of teaching assistants for selected classes. The intent is to provide assistance to all students in those classes. Ross University will pay a stipend at the end of each semester to teaching assistants who have been engaged by written contract.

Students with a cumulative Grade Point Average of 3.0 or higher and a grade of B or higher in the course they wish to assist are eligible for Teaching Assistant nomination. Teaching Assistants should be able to deliver information using a variety of methods in large or small groups and in classroom and laboratory settings. Although Teaching Assistants make every effort to be of assistance to students during the scheduled sessions, students are ultimately responsible for the material as presented by the professor.

2.4.2 Tutoring: Students who want individual assistance beyond what is available through the RUSVM Teaching Assistant Program may acquire tutors at their own expense. A list of eligible tutors is available in the Counselor's Office upon request. Students with a cumulative Grade Point Average of 3.0 or higher are eligible to have their names listed on the RUSVM tutor list. Applications are available in the Counselor's Office.

2.5 EXAMINATION POLICY

2.5.1 Each course instructor determines the format of quizzes, examinations and assignments.

2.5.2 All courses included in the calculation of a Grade Point Average have a final examination. That examination may cover new material, but it also has a significant cumulative component covering the entire semester's material.

2.5.3 All examinations are proctored and are given on University premises. Class sizes of sixty or more students may have two or more proctors present. The Associate Dean for Academic Affairs or the Dean may permit examination of a student in a different location, such as a hospital room, in an extreme case.

2.5.4 Students are **not permitted to enter any examination more than 20 minutes after** the examination begins. Students are not permitted to leave before 20 minutes after the onset of the examination unless all students are present.

2.5.5 Students leaving the room during an examination for any reason **are not allowed to return.**

2.5.6 No questions are allowed during examinations, except in those cases where identification of a structure (e.g., by pin placement at a station in an Anatomy Lab Exam, pointer placement on a projected image or microscope slide in Histology, Pathology, etc.) requires clarification.

2.5.7 All semester progress examinations, except laboratory examinations, begin ten (10) minutes before the first class for that semester and end sharply ten (10) minutes before the next class. No additional time is allowed between classes.

- 2.5.8** Progress examinations, including midterm, are given according to the examination schedule, which is posted at the beginning of the semester. Changes are made **only** upon written approval of the Associate Dean for Academic Affairs.
- 2.5.9** No examinations are given the last week of scheduled classes (Week 14) except for final examinations of one credit courses and laboratory examinations.
- 2.5.10** Final examinations for all courses with three or more credit hours are given during the Finals Week (Week 15). It may cover new material, but it **must** have a significant cumulative (entire semester's material) component. These exams may last up to **three hours**.
- 2.5.11** **Final course grades** are available to students three days after the end of the semester.
- 2.5.12** Students **missing examinations** receive a grade of "F" unless the Associate Dean of Academic Affairs has excused the absence in writing. The Associate Dean of Academic Affairs may consider serious illness, non-elective hospitalization and death in the immediate family as valid reasons for an absence. A request for an excused absence from an examination must be submitted in writing to the Associate Dean of Academic Affairs immediately upon return to campus along with documentation such as a death certificate or a medical report. If it is a medical report it must contain specific information regarding the student's illness and medical treatment. The documentation must be documented within 24 hours of the course examination time or onset of symptoms. If a student is going to miss an examination they need to attempt to contact the Dean of Faculty or the Associate Dean of Academic Affairs prior to the start of the exam. An excused absence from an examination will be granted only if the Associate Dean of Academic Affairs is satisfied with the documentation submitted.
- 2.5.13** Students missing a final examination for an excused absence will not be allowed to take subsequent final examinations in that semester.
- 2.5.14** Make-up examinations for excused absences are different from the regular examinations and are not given before the regularly scheduled examination. Progress make-up examinations are given **within one week** of the regularly scheduled examinations. Make-up final examinations are given by the end of the first week of the following semester. Each course instructor determines the format of a make-up examination.
- 2.5.15** Credit will NOT be given for blanks not filled in by students on the scantron sheets at any time after they are handed in, no matter what answers are marked on the examination paper.
- 2.5.16** Unless approved by the instructor the following items are **not permitted** at seating area while taking an exam:
- Personal Digital Assistants (e.g. Palm Pilots)
 - Calculators
 - Watches with alarms, computer, or memory capability
 - Paging devices
 - Cellular telephones
 - Recording devices
 - Filming devices
 - Head phones
 - Radios
 - Reference materials (books, notes, papers, etc.)
 - Backpacks, briefcases, brimmed hats or sun glasses

2.6 AUDITING CLASSES

Auditing of any classes is not permitted unless approved by the Associate Dean for Academic Affairs.

2.7 Elective Policy

2.7.1 All elective courses are graded as Satisfactory (S) or Unsatisfactory (U). A grade of “S” or “U” will appear on the student’s transcript but will not be calculated in the GPA. A student who receives an unsatisfactory grade will not be required to repeat the elective course or the semester.

2.7.2 If a student withdraws from an elective course, nothing will appear on their transcript.

3 GRADING SYSTEM

Numerical scores are rounded to the nearest whole number and are recorded by the Registrar as letter grades as follows:

A	=	Excellent	90% or higher
B+	=	Very good	87 - 89%
B	=	Good	80 - 86%
C+	=	Average	77 - 79%
C	=	Passing	70 - 76%
F	=	Failing	69% or lower

The Registrar records the following letter grades for courses that have not been completed:

I	=	Incomplete
R	=	Repeated in subsequent semester after leave of absence
WP	=	Withdrawal Passing
WF	=	Withdrawal Failing
W	=	Withdrawal Prior to Examination

3.1 GRADE POINT AVERAGE CALCULATION

The Grade Point Average is calculated by multiplying the following value for each letter grade by the number of credit hours for that course:

A	=	4.0
B+	=	3.5
B	=	3.0
C+	=	2.5
C	=	2.0
F	=	0.0

The Grade Point Average includes both the original grade and the new grade in a repeated course. The Grade Point Average does not include grades in pass-fail courses or grades of “I,” “W,” “WP” or “WF.”

The Grade Point Average is used to determine academic promotion and probation.

3.2 GRADING POLICY

3.2.1 At the beginning of each course, faculty members give students, in writing, a brief summary of **how grades for the course are determined**, detailing the weight assigned to each quiz, examination, or assignment. Once this information has been distributed, faculty are not permitted to alter the requirements of the course or the manner in which grades are determined without express written permission of the Associate Dean for Academic Affairs or Dean.

- 3.2.2** Grading is based upon performance on the required course work. Individual extra work assignments to boost grades are not permitted.
- 3.2.3** **Grade corrections for progress exams**, as a result of numerical or technical error, **must be made within five class days** of taking the exam. Grade corrections that involve throwing out questions should be made such that no student is penalized (i.e., all students are equally rewarded).
- 3.2.4** Faculty members have the responsibility to provide Ross University with a timely individual evaluation of the work of each student in their classes. The results of progress examinations during the semester are made available to students **within seven days**.
- 3.2.5** Final course grades are submitted to the Associate Dean for Academic Affairs or the Campus Registrar within **36 hours** after a final examination in the course is given. Final course grades are approved by the Associate Dean for Academic Affairs and made available to students no later than three days after the end of the semester.
- 3.2.6** Students are **evaluated on the basis** of the following criteria:
- Classroom and laboratory examinations
 - Completion of assignments
 - Class and laboratory attendance
 - Academic and professional honesty
 - Humane treatment of animals
- 3.2.7** Faculty members provide the Campus Registrar with a numerical and letter grade for each student in their classes based on the above criteria.
- 3.2.8** Academic and professional honesty and the humane treatment of animals are considered in the evaluation for grades. Questionable conduct in these areas may be referred to the appropriate committees for disciplinary action.
- 3.2.9** Students with a Grade Point Average of 4.0 will be named on the **President's List**, and students with a Grade Point Average of 3.5 or higher will be named on the **Dean's List**.
- 3.2.10** Introduction to Clinics I and II, Introduction to Veterinary Medicine, Practice Management and Jurisprudence, are pass-fail, and students will receive a final grade of Pass ("P" for scores of 70% or higher) or Fail ("F" for scores of 69% or lower) for these courses.
- 3.2.11** At the end of each semester, the scholastic record of each student is reviewed and as a result, the student is promoted, placed on academic probation or dismissed.
- 3.2.12** **For students at affiliated clinical sites:** Ross University contracts with AVMA accredited schools and colleges in the US to provide the final year of clinical training and performance evaluation of students. RUSVM students matriculate through the clinical program with students from the affiliate colleges, and are subject to the academic standards of the host institution. During the clinical year students remain enrolled in and graduate from Ross University. At the end of each clinical rotation (core and elective) the affiliate university submits an evaluation form completed by the veterinary faculty from the clinical training site. Ross University assigns grades to the students based on the recommendations of the affiliate university. **Students making unsatisfactory academic progress at an affiliate university** are subject to termination at the host institution and subsequent dismissal from Ross University. Clinical students are subject to the academic rules and regulations at the host institution including any right to appeal using that programs appeals process. Clinical students making unsatisfactory academic progress in an affiliated Program are not relocated or transferred to an alternate clinical site.

3.3 GRADE APPEAL

The purpose of a grade appeal is to correct an error in the final grade for a course.

3.3.1 Reasons for an Appeal

An appeal will not result in the change of a grade unless the student submits convincing evidence that one or more of these reasons exist:

- The faculty member has substantially varied from the process of calculating the grade that is described in the course outline.
- The grade is a result of discrimination on the basis of race, color, national origin, gender, religion, or disability.

3.3.2 Procedure for an Appeal

A grade appeal for a final grade must be submitted in writing to the Associate Dean for Academic Affairs by 4:00 pm on Monday of the first week of the semester. The student will be notified by 5pm on Friday of the first week of the semester the decision of the Academic Review Committee.

4 ACADEMIC STANDARDS

The Academic Review Committee (ARC) is a faculty committee that implements the policies set forth in this handbook. All academic matters, including grading policies and academic standing of students, are within the purview of the ARC. The ARC is advisory to the Dean. Subject to the policies and procedures in this handbook, the decision of the Dean on academic matters is final. (See Appeal of Dismissal in Section 7)

The Academic Review Committee consists of faculty members and its functions are to:

- maintain the level of academic performance according to the academic policies and procedures of Ross University.
- ensure that grades submitted are determined in a fair and equitable manner.
- evaluate and make recommendations on appeals of dismissal.

4.1 DEFINITIONS OF ACADEMIC TERMS

4.1.1 Promotion: To advance to the next level in the student's academic program.

4.1.2 Academic Probation: A finite period (e.g. the following semester) wherein a student must improve his/her academic performance as specifically required or be subject to dismissal.

4.1.3 Dismissal: The discharge of a student from Ross University School of Veterinary Medicine.

4.1.4 Suspension: A period during which a student will not be allowed to enroll in classes and may have special requirements to complete prior to returning to his/her academic program.

4.1.5 Good Standing: Students maintain good standing by complying with all academic policies and procedures and remaining current in financial obligations. The University reserves the right to withhold services, transcripts, grades and certifications from students who are not in good standing.

4.1.6 Satisfactory Academic Progress: Satisfactory academic progress represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in determination of financial aid eligibility. It requires completion of the pre-clinical portion of the curriculum in **nine semesters or less** and completion of the clinical

portion in the normal time allowed by the affiliated clinical school. Students who do not maintain satisfactory academic progress are subject to dismissal.

4.1.6.1 Students **must maintain a cumulative Grade Point Average of 2.0 or higher.**

4.1.6.2 Students failing one course will be **required to repeat all** courses in that semester regardless of their original performance. They will not be allowed to continue into the next semester's course of study without passing all of the courses in the repeat semester.

4.1.6.3 Students must pass all courses in a semester.

4.1.6.4 Students must pass all courses while on probation.

4.1.6.5 **No course or semester can be repeated more than once.**

5 ACADEMIC PROBATION

- 5.1** Probationary status of students will be determined by the **Associate Dean for Academic Affairs** based on the student's academic performance.
- 5.2** Students will be **placed on academic probation** for the next semester for which they are registered if they are required to repeat the semester and/or their cumulative GPA is below the required minimum of 2.0.
- 5.3** Students will be **removed from academic probation** if at the end of the semester on probation they **pass all courses and their cumulative GPA is 2.0 or higher.**
- 5.4** Students will be allowed a total of three probationary periods.
- 5.5** Academic probation has important financial aid consequences, which are explained in the University publication "Financial Planning Guide" (available on our website at http://www.rossu.edu/files/2008_%2009FinancialPlanningGuide.pdf)
- 5.6** Students must clear any academic deficiency and have a cumulative GPA of 2.0 or higher by the end of the pre-clinical curriculum or they will not advance to their clinical training.

6 DISMISSAL

- 6.1** Students may be dismissed from the School for failure to maintain Satisfactory Academic Progress, for violation of the Code of Conduct, not meeting the Professional Standards, and/or for disruptive or unprofessional behavior. Dismissed students generally are not considered for readmission.
- 6.2** Students will be dismissed from Ross University School of Veterinary Medicine for the following reasons:
 - 6.2.1** Receiving **two** or more "F's" in a semester.(students enrolling at Ross University for the first time on or after January 2005)
 - 6.2.2** Receiving two WF's in a semester (students enrolling on or after January 2005)
 - 6.2.3** Receiving an "F" in a semester being repeated.
 - 6.2.4** Failure to satisfy the conditions of probationary status or remaining subject to academic probation more than three semesters.
 - 6.2.5** Failure to complete the pre-clinical curriculum in a maximum of nine semesters (i.e., cannot repeat more than two times) or the clinical curriculum in the normal time allowed by the affiliated clinical school.
 - 6.2.6** Dismissal from an affiliated clinical program for academic or non-academic reasons.

7 APPEAL OF DISMISSAL

7.1 Students contesting a decision concerning dismissal in the pre-clinical program must comply with the following procedures.

7.1.1 Submit a **letter of appeal** (and appropriate documentation for your appeal that is acceptable to the Academic Review Committee) to the Associate Dean for Academic Affairs by 4:00 pm on Monday of the first week of the semester. As part of your appeal letter you should include:

- How you view your level of preparation for the course prior to the start of the class.
- Any extenuating circumstances which contributed to your dismissal.
- If reinstated, what plan(s) do you have to prevent this from happening in the future?

The Academic Review Committee will review the appeal and submit its recommendation to the Dean by 12:00 noon on Wednesday.

7.1.2 The Dean will review the appeal with the chairperson of the ARC. The student will be notified, in writing, of the Dean's decision no later than 5 p.m. on Wednesday. The decision provided in a letter from the Dean to the student may be picked up from the administration office. The Dean may re-admit a student. The student is subject to being readmitted on Probation which may include stipulations. Any stipulations will be outlined in writing and provided to the student. Upon receiving the notification letter, a student wishing to meet with the Dean may make an appointment for Thursday.

7.1.3 The Dean's decision is final.

7.2 Appeal of Dismissal of Clinical Students

7.2.1 Students dismissed from an affiliate program must appeal the decision through the clinical institution in accordance with that institution's academic policies.

8 GRADUATION AND HONORS

Students who have passed all pre-clinical courses, **and** who have a cumulative GPA of 2.0 or greater, and who have satisfactorily completed **and** passed all of their final year in the clinical program are eligible for the degree of Doctor of Veterinary Medicine (D.V.M.) from Ross University.

Honors will be conferred as follows:

- GPA of not less than 3.8 receives graduation with ***Highest Honors***.
- GPA of not less than 3.6 receives graduation with ***High Honors***.
- GPA of not less than 3.5 receives graduation with ***Honors***.

Honors conferred will be noted upon the diploma and the commencement program.

9 REGISTRATION AND OTHER REGISTRAR SERVICES

9.1 REGISTRATION OF NEW PRE-CLINICAL STUDENTS

New students must register online using the MyRoss web self-service tool, which is available at www.rossu.edu/myross. In addition, students must **check-in in person** on the St. Kitts campus during orientation. Students must present a valid passport as identification in order to receive an official RUSVM student identification card. No unregistered student will be admitted to classes. **Student arriving after orientation will not be permitted to check-in for the semester, and any financial aid disbursements received by the University will be returned to the lender.**

A new student's enrollment is conditioned upon submission of all documentation required for admission. Any missing documentation that is specified in the offer of admission must be submitted to the University Registrar by the end of the first semester. If the documentation is not received within that time, the student will be subject to being administratively withdrawn and may lose the privilege to register for a subsequent semester.

At the time of registration, tuition and fees must be paid in full, unless the University Director of Student Finance grants an exception based on one of the following:

- 9.1.1** The University has received documentary evidence, satisfactory to the University Director of Student Finance, indicating that payment is guaranteed and that the full tuition and fees will be paid within 30 days from the beginning of the semester.
- 9.1.2** The University Director of Student Finance has authorized delayed payment pursuant to a written and signed agreement that requires payment of the full tuition and fees not later than the beginning of the fifth week of the semester. In the event that payment terms are not met, the University reserves the right to annul registration in which case the student will not receive academic credit for that semester.

9.2 REGISTRATION OF CONTINUING PRE-CLINICAL STUDENTS

Continuing students must register online using the MyRoss web self-service tool, which is available at www.rossu.edu/myross. In addition, students must **check-in in person** on the St. Kitts campus on the first day of classes for the semester. Students must present the official RUSVM student identification card to ensure proper identification. A charge of \$25.00 EC is imposed for issuance of a duplicate identification card. Check-in is permitted until 4 p.m. on Tuesday of the first week of the semester, but students checking in after the first day of class are subject to a **late fee of \$100 US unless the Dean or his/her designee grants an exception. Students arriving after the check-in period, which ends at 4 p.m. on Tuesday of the first week of the semester, will not be permitted to check-in for the semester, and any financial aid disbursements received by the University will be returned to the lender.**

- 9.2.1** A student who is unable to check-in on campus during the registration period because of a personal emergency i.e., serious illness must notify the Campus Registrar in writing **before the check-in period ends**. Fax communication is acceptable, and faxes may be sent to 869-465-1203. The Dean (or designee) may grant permission to register late upon receipt of valid documentation, outlining the situation. A late fee of \$100 US may be charged for each day.
- 9.2.2** At the time of check-in, tuition and fees must be paid in full, unless the University Director of Student Finance grants an exception based on one of the following:
 - 9.2.2.1** The University has received documentary evidence, satisfactory to the University Director of Student Finance indicating that payment is guaranteed and that the full tuition and fees will be paid within 30 days from the beginning of the semester.

9.2.2.2 The University Director of Student Finance has authorized delayed payment pursuant to a written and signed agreement that requires payment of the full tuition and fees not later than the beginning of the fifth week of the semester. In the event that the payment terms are not met, the University reserves the right to annul registration in which case the student will not receive academic credit for that semester.

9.3 REGISTRATION OF CLINICAL STUDENTS

Students in the clinical training phase of the curriculum register at the affiliated clinical school where they are assigned, and they must follow the registration requirements of that school.

9.4 TRANSCRIPT REQUESTS

Official transcripts are available only from the University Registrar in New Jersey. Students may request a transcript online using the MyRoss web self-service tool, which is available at www.rossu.edu/myross. Transcripts cannot be requested by telephone or e-mail. Transcripts are not released until all financial obligations to the University have been met and any missing administrative documents have been received.

9.5 STUDENT LOAN DEFERMENT PROCESS

A student who has received financial aid in the form of student loans at a previously attended school may request that the lender defer the repayment obligations while the student is attending RUSVM. Students may print an Enrollment Verification Letter through MyRoss and submit it to their lender as proof of enrollment.

9.6 TUITION, CREDIT AND WAIVER POLICIES

A student who is granted a leave of absence by the Dean or his/her designee because of an emergency, will upon returning from the leave of absence, receive credit for the portion of tuition charged during the interrupted semester toward the tuition of the repeat semester.

Students matriculating in September 2008 or later, who fail one or more classes and repeat a semester will be charged tuition at a rate of 50% of the published tuition rate. Any reduction in tuition will affect the amount of financial aid for which the student is eligible, based on government regulations and financial aid policies.

9.7 TUITION REFUND POLICY FOR WITHDRAWALS

A **withdrawal** occurs when a student's enrollment is permanently discontinued or interrupted without an authorized leave of absence in accordance with the policies and procedures in this handbook. The effective date of withdrawal is normally the student's last date of attendance.

Although a leave of absence may be authorized in limited circumstances, failure to return to school from a leave of absence on the date specified is considered a withdrawal as of the last date of attendance. Any leave of absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous leave of absence. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of attendance.

Ross University's tuition and refund policies in the event of withdrawal are consistent with Federal student financial aid regulations and are based on the period attended:

9.7.1 If a new student withdraws prior to the start of the first semester, no tuition charges are due; however, the student's acceptance deposit is not refunded.

9.7.2 If a continuing student withdraws prior to the start of a semester, no tuition charges are due for that semester.

9.7.3 If a student withdraws during the first 60 percent of a semester, tuition charges are directly prorated based on the portion of the semester that has elapsed. As semesters are normally 15 weeks in length, tuition is prorated for withdrawals during weeks 1 through 9.

9.7.4 If a student withdraws after the first 60 percent of a semester---that is, after completing week 9---the full tuition charges remain due.

For withdrawal during the first 60 percent of a semester, student loan entitlement is recalculated, and Ross University and the student are each proportionally responsible for returning “unearned” Stafford loan funds to lenders. In addition to the lender returns required by federal regulations, Ross University also returns any remaining credit balance to lenders, (decreasing the student’s loan debt for that semester).

9.8 TRANSFER STUDENTS

Students who have completed a portion of the curriculum at another approved School of Veterinary Medicine may apply for admission with advanced standing. Applicants should see the current *Ross University School of Veterinary Medicine Catalog* for details.

9.9 ABSENCE FROM PROGRAM

The curriculum of the School of Veterinary Medicine is designed to be a series of integrated, consecutively scheduled learning experiences. Interruptions of the educational program are academically undesirable and are of concern to veterinary medical licensure boards. They also can affect financial aid eligibility and loan repayment status. Emergency absences are granted only under **extraordinary and well-documented** circumstances.

Students are advised to consult the Associate Dean for Academic Affairs or Dean about the academic impact of any interruption of their studies. Any student receiving student loans must also contact the Financial Aid Office. Additional information about financial consequences is provided in the University publication *Financial Planning Guide*.

The only authorized absences are the emergency absence and the academic leave of absence, as described in this handbook.

During the clinical training year, students must also abide by the policies and procedures of the institutions they are attending.

All students returning from an authorized absence must report to the Campus Registrar or Dean and must pursue the curriculum then in effect. They are subject to all policies that are in force at that time and must pay the current tuition and fees. Similarly, students who defer their enrollment or are readmitted or reinstated after any period of absence are also subject to all policies, tuition and fees then in effect.

9.9.1 EMERGENCY ABSENCES

Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the **Associate Dean for Academic Affairs** or **Associate Dean for Student Life**, a student may be temporarily excused from classes during a semester due to documented emergency circumstances, such as severe illness, major injury to the student, or a similar emergency or death in the student’s immediate family. **An emergency absence is authorized only when a student intends to and can return within two weeks to complete all coursework for that semester.**

A student who is unable to return from an emergency absence within two weeks must request an academic leave of absence (see ALOA below) for the entire remainder of the semester. Failure to

request an ALOA will result in administrative withdrawal, and the student must re-apply for admission.

When an emergency absence is extended into an ALOA, course grades of “**I**” (Incomplete) will be recorded if the student has passing grades in all courses. If the student returns at the beginning of the following semester and repeats all interrupted coursework, the “**I**” grades are changed to the new grades. If the student does not repeat the courses during the following semester, the “**I**” grades are changed to “**WF**” or “**WP**” grades. If the student has a failing grade in one or more courses, course grades of WP or WF will be recorded and the student must apply for readmission as outlined in section 10. The interrupted semester is not counted when determining time limits for satisfactory academic progress when the student returns the following semester. In the case of an ALOA following an emergency absence, the student may be eligible for tuition waiver (see section 9.6).

9.9.2 VACATIONS

During the **clinical** training program, students are subject to the vacation rules of the institution they are attending for that segment. Prior to taking a vacation the student should contact the RUSVM Office of the Registrar to see how it impacts their graduation date.

9.9.3 ACADEMIC LEAVE OF ABSENCE (ALOA)

The **pre-clinical** segment is scheduled in three semesters per calendar year with short breaks between semesters. A student who needs a longer break between semesters for personal reasons may request an academic leave of absence (ALOA) as outlined below. An ALOA generally will be granted for only one semester, and the student must return in the following semester.

9.9.3.1 An ALOA must be requested in writing on the University form, stating specific reasons and a return date, and it must be approved by the Associate Dean for Academic Affairs or the Dean and the University Registrar. An ALOA is not valid until it is fully **processed and recorded** by the University Registrar and the student has received a confirmation copy. Forms may be faxed to the University Registrar at fax number 1-732-509-4820, and the Registrar may fax confirmations.

9.9.3.2 During the pre-clinical program, an ALOA may begin only upon completion of a semester and may last through the following semester. Then the student must return at the beginning of the next semester. The ALOA may be renewed, prior to expiration, for an additional semester, based on the circumstances of the request.

9.9.3.3 A student who does not return from an ALOA at the specified time will be administratively withdrawn, effective at the start of the ALOA period. This may affect financial aid obligations, as described in the *Financial Planning Guide*.

9.9.4 UNAUTHORIZED LEAVES

A student who takes an unauthorized leave during a semester or a scheduled period of clinical training will be administratively withdrawn (see below), in addition to receiving failing grades.

Students wishing to return to school after an unauthorized leave must apply for readmission. The past performance of these students will be reviewed by the Academic Review Committee to determine whether they can be readmitted and, if so, under what conditions, including academic standing.

10 WITHDRAWALS AND DEFERRALS

Students who have withdrawn or been administratively withdrawn and wish to return to school must apply for readmission or reinstatement by the end of week 12 of the preceding semester in which they wish to

resume their studies. Such readmission or reinstatement must be approved by the Academic Review Committee and is not guaranteed. The Academic Review Committee generally reviews the readmission applications during week 13 each semester (a grade of WF will be considered as a grade of F by the Academic Review Committee). Readmitted students will be subject to all academic policies and tuition and fees in effect at the time of reinstatement. Students who were failing one or more courses at the time of withdrawal will be on academic probation if they are readmitted.

These students may also lose financial aid eligibility if they are still on academic probation in succeeding semesters.

Although a leave of absence may be authorized in limited circumstances, failure to return to school at the scheduled end of a leave of absence is considered a withdrawal as of the last date of attendance. Any leave of absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous leave of absence. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of attendance.

10.1 STUDENT WITHDRAWALS

Students may not withdraw from a course during a semester. They must withdraw completely from the school. Pre-clinical students may begin the withdrawal process by obtaining a withdrawal form from the Registrar's Office in St. Kitts and appropriate clearances from the Library, Financial Aid Office, and the Dean. Such students will receive "W," "WP," or "WF" on their transcripts depending on whether they were passing or failing a course at the time of their withdrawal, as described in the "Grading System" section of this handbook.

Tuition refunds and financial aid returns, if any, will be determined by the last day of attendance in an academically related activity.

Students who withdraw after successfully completing the semester and who return after no more than two semesters, will be permitted to advance to the next semester. If such students return after more than two semesters, the Academic Review Committee will determine their placement in the curriculum.

10.2 ADMINISTRATIVE WITHDRAWALS

The University Registrar enters an administrative withdrawal in the student's record when the student does any of the following:

- leaves school after one semester ends and does not return the following semester, without applying for and receiving an approved leave of absence.
- does not return at the time specified for the end of an approved leave of absence.
- fails to attend classes in week 1 of a semester.
- is withdrawn by the affiliated institution the student is attending (applies to Clinical students only)
- is administratively withdrawn under special circumstances by the Dean.

All students who are administratively withdrawn will be reported as withdrawn effective the last day they attended classes. The date of withdrawal must be reported to the U.S. Department of Education if these students had student financial aid loans.

10.3 DEFERRALS

Prior to the start of classes, students admitted to a specific semester may request to defer their admission to a subsequent semester. This is limited to no more than the next two semesters. Those who do not begin

enrollment on the deferred date are considered to have deactivated their applications and must re-apply for admission. Applications for deferrals must be made to the New Jersey Admissions Office. Students deferring to a future semester must meet all the requirements in effect for that semester.

Once a student has registered on campus, that student may ask the Dean to approve deferral of enrollment to the following semester. The request must be submitted prior to the end of Week 1 of the semester.

Unless a deferral has been requested, students who are admitted for a given semester but fail to appear on campus and register for that semester are considered to have deactivated their applications and must re-apply for admission.

11 CODE OF CONDUCT

11.1 PURPOSE

Ross University strongly supports the rights of each student to study and work in a quiet, respectful and nonviolent atmosphere, which is conducive to the pursuit and acquisition of knowledge. Each member of the University community is expected to assume responsibility for creating an environment conducive to fulfilling such a goal.

The Dean of the University and the Dean's designee reserve the right, therefore, to initiate and enforce policies and procedures which enhance this philosophy and which they judge necessary to preserve the educational goals and mission of Ross University. Students and their guests are required to comply with those policies and procedures. By attending Ross University, students are voluntarily indicating their decision to behave within the norms set forth by the University. Any person not willing to live within these norms should expect disciplinary action by the University.

11.2 PHILOSOPHY

Ross University is an independent institution specializing in the training of veterinarians. University student conduct policy is based on academic and social rights and responsibilities. One of the objectives of higher education and a professional school is to help students achieve self-reliance and desirable and acceptable habits of conduct.

At Ross University the student's academic and social freedoms are largely unrestricted until their behavior begins to interfere with the freedom and rights of other individuals in the campus community. However, responsibility does not simply end where the regulations begin. It is also the student's responsibility, as a member of the University community, to work to improve the conditions for learning on the campus.

A function of Ross University is to facilitate the learning and development of persons within the University community. This purpose carries with it the responsibility to regulate conduct and behavior so that the achievement of educational and other goals is not impeded, obstructed or threatened. Student conduct that evidences good intentions, mature considerations for reasonable and foreseeable consequences and respect for others will support the standards of the University community.

While the University is concerned with individual conduct, student organizations as groups are expected to adhere to all applicable institutional policies and procedures. Officers of organizations are responsible for assuring compliance and, if appropriate, for representation when disciplinary proceedings are initiated.

Students are reminded that they are also subject to the same local laws as are other citizens and residents of St. Kitts. The University is not a sanctuary from these laws.

Some examples of acts of misconduct that are unacceptable and therefore subject to disciplinary action include, but are not limited to, the following:

11.2.1 Academic Misconduct: Receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, use of examination materials, or other forms of dishonesty in academic affairs. A student has an obligation to exhibit honesty in carrying out his/her academic assignment. A faculty member may consider academic misconduct in assigning a grade for an examination or

assignment. A student also may be subject to a disciplinary proceeding by the academic review committee.

- 11.2.2 Accessory:** Aiding, abetting, inciting, or cooperating with another person in the commission of a violation of University Regulations.
- 11.2.3 Alcohol Policy:** Except in designated areas such as campus apartments, consumption of alcoholic beverages by students on campus is not permitted.
- 11.2.4 Controlled Substances/Drugs:** Possession, manufacture, sale or distribution of illegal drugs, diversion of controlled substances or use of controlled substances without a prescription are prohibited.
- 11.2.5 Deception, Fraud and Misuses of Documents:** Furnishing false information to the University, including, but not limited to, representing oneself as another in person or in writing, knowingly supplying false or misleading information to University officials, or falsifying, tampering with, altering, forging, or misusing any University record or official document.
- 11.2.6 Failure to Comply with Requests:** Failure to follow the oral or written instructions regarding University policies, by any properly identified University official whom the Dean has vested with the authority to give such instruction, or knowingly interfering with students, faculty, or staff acting in the performance of their assigned duties.
- 11.2.7 Failure to Comply with Judicial or Administrative Sanctions.**
- 11.2.8 Weapons/Explosives/Fireworks - Unauthorized possession or use.** Possession, use or distribution: fireworks of any type, rifles, shotguns, pistols, air rifles, pellet guns, ammunition, slingshots, knives when threatened or used as a weapon, and explosives of any kind in any of the University buildings or property.
- 11.2.9 Fire Safety:** Fire safety is of utmost importance on campus. Following are examples of misconduct subject to discipline.
 - 11.2.9.1** Recklessly, negligently or knowingly setting any materials on fire.
 - 11.2.9.2** Causing a false fire alarm.
 - 11.2.9.3** Creating a fire hazard or endangering the safety of persons or property by improper use or possession of hazardous/flammable substances.
 - 11.2.9.4** Misuse of or tampering with fire prevention, control or detection equipment.
- 11.2.10 Harassment and Abuse:** No person will physically or sexually harass, coerce, intimidate, assault or recklessly endanger any other person. Ross University does not tolerate any form of sexual assault, rape, or sexual harassment. Students are encouraged to pursue action through either the campus disciplinary system and/or local law enforcement agencies in such situations.

Jurisdiction

The university standards of conduct for students shall apply to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The university has sole discretion to determine what conduct occurring off campus adversely impacts the university and/or the pursuit of its objectives.

Harassment

Conduct by any means that is severe, pervasive, or persistent, and is of such a nature that it would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the university or workplace.

Disruption

Students have the right to freedom of speech, including the right to dissent or protest, but this expression may not interfere with the rights of others or disrupt the university's activities. Prohibited behavior includes: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises or is directed toward community members by any means including use of telephone, computer, or some other medium.

11.2.11 Gambling: Gambling is not permitted on Campus.

11.2.12 Inappropriate Behavior: Students are expected to behave in a mature, responsible manner, respecting the rights and privileges of all other members of the University community. An act on or off campus, which is morally shameful, jeopardizes the integrity of the University or the profession, or is detrimental to the University or any member of the University community is prohibited.

11.2.13 Hazing: Students are not permitted to commit the act of hazing by initiating or disciplining another person with horseplay, practical jokes, tricks or painful or humiliating ordeals. The members of every recognized student organization shall review this rule annually.

11.2.14 Misuse of Property/Vandalism: University and vendor property is to be respected and used in a responsible manner. The following behaviors are inappropriate on campus:

11.2.14.1 Unauthorized removal, alteration, possession, or use of property.

11.2.14.2 Unauthorized entry into or onto any property

11.2.14.3 Damage, destruction or defacement of property.

11.2.14.4 Unauthorized use, possession or duplication of keys.

11.2.15 Motor Vehicle Use: Students must obey traffic and parking rules on campus.

11.2.16 University Property: Students may not use the name or funds of the University for parties, events or travel off-campus unless authorized in advance by the Dean or the Dean's designee.

11.2.17 Student Organizations: Students must comply with University policies concerning the registration of campus activities, student organizations and the use of University or clinical facilities.

11.2.18 Use of Technology and Intellectual Property: No student shall violate the law or University policies in the use of technology, computer or electronic resources, copyrighted works or other intellectual property.

11.3 HONOR CODE

It is the student's responsibility to understand the Honor Code. Ignorance of its content does not constitute an excuse. A violation of the Honor Code is considered a violation of the Code of Conduct. Specific violations are as follows:

11.3.1 Any acts of academic dishonesty pertaining to any quiz, examination or assignment.

- 11.3.2** Giving or receiving aid during examinations or assignments. It shall be the responsibility of each student to determine whether it is permissible to obtain assistance with assigned work.
- 11.3.3** Engaging in any facet of human medicine or surgery or performing veterinary medical or surgical tasks without direct supervision and/or approval of a faculty veterinarian.
- 11.3.4** Falsifying clinic records or neglecting or abusing any animal.
- 11.3.5** To steal, damage, deface, or without authority, divert for one's own use any property of the University or someone's personal property.
- 11.3.6** Any public act that may undermine the University's relationship with the Government or people of St Kitts- Nevis and place in jeopardy other students' privilege to study on St Kitts.
- 11.3.7** Intentionally supplying false information to the Disciplinary Board, Faculty, or Administration of the University.
- 11.3.8** Violation of another student's right to privacy by divulging information regarding Disciplinary Board proceedings.
- 11.3.9** Failure to report known acts of academic or professional dishonesty.
- 11.3.10** Committing unprofessional conduct as defined in the American Veterinary Medical Association Code of Ethics.

11.4 DISCIPLINARY PROCESS

A student disciplinary action is initiated upon receipt of an oral or written complaint from any member of RUSVM by the Associate Dean for Student Life, the Associate Dean for Academic Affairs, the Dean for Faculty and Academic Programs, or the Dean of the School. One or more of these administrators, in conjunction with the Conduct Board Administrator (see below), will weigh the gravity of the alleged breach of conduct and decide how best to handle the allegation. In most cases, code of conduct violations will be addressed through a private decision.

11.4.1 PRIVATE DECISIONS

The majority of infractions are dealt with by private decision. Private decisions are reached by a University administrator(s) in a confidential meeting with a student who is alleged to have violated the conduct code. Once a private decision has been made, it is binding. A student may appeal a private decision to the Dean (See "Appeals Process"). The Dean's decision is final.

On occasion, a University administrator and the Conduct Board Administrator may conclude that a matter warrants an appearance before the University Conduct Board.

11.4.2 THE UNIVERSITY CONDUCT BOARD

The Board consists of the Dean for Faculty and Academic Programs, the Associate Dean for Academic Affairs, the Associate Dean for Student Life, the Associate Dean for Research, the Associate Dean for Admissions, a member of the teaching faculty, and an *ad hoc* student representative. The Dean for Faculty and Academic Programs will serve as the Conduct Board Administrator. In the absence of the Dean for Faculty, a designee from the Board membership will be appointed.

11.4.3 CONDUCT BOARD PROCEDURES

The Conduct Board Administrator will schedule a meeting of the University Conduct Board when a written complaint of a conduct code violation, deemed grave enough to be considered by the Board, is received. At least three days prior to the scheduled meeting, the student(s) charged with committing the violation will receive a confidential letter from the Conduct Board Administrator stating:

- the charges,
- the nature of the evidence,
- the name of witness(es) who will testify,
- and the date/location/time of the Board meeting.

The charged student(s) may invite a classmate or faculty member to serve as an advisor for the proceeding. The student will have the opportunity to respond to the charges, to present witnesses, and to ask questions. The proceedings will be conducted with simplicity, fairness, and strict confidentiality. The meetings will not be restricted by rules of substantive or procedural law. If the student or witnesses fail to appear at the hearing, the Conduct Board will consider the case and render a decision at the scheduled time.

The Conduct Board shall examine all relevant facts and circumstances at the hearing, shall ensure the relevancy of witnesses' statements, and shall, using a standard of "more likely than not," determine whether the charged student has committed misconduct pursuant to the Student Code of Conduct. The Conduct Administrator will inform all students charged with a Code of Conduct violation as well as the individual(s) bringing charges against the student(s), in writing, of the Conduct Board decision in a timely manner. In addition, the Dean of Ross University will be informed of the Conduct Board decision in a timely manner. Student(s) who have been found in violation of the code of conduct by the University Conduct Board may appeal to the Dean of the School (See "Appeals Process"). The Dean's decision is final.

Nothing shall limit the right of the University to immediately dismiss a student accused of a violent or criminal act. A student so removed from the campus or clinical premises shall not re-enter until authorized by the University in writing.

11.4.4 SANCTIONS APPROPRIATE FOR VIOLATIONS

Sanctions imposed by the Conduct Board following a hearing or by an administrator during a private decision may include one or more of the following:

11.4.4.1 Official warning – a written censure regarding the misconduct, which indicates that further violations could result in more severe disciplinary action.

11.4.4.2 Financial restitution to the appropriate party(ies).

11.4.4.3 Work sanctions for up to one semester.

11.4.4.4 Loss of privileges associated with the offense such as use of University facilities, visitation, attendance at University functions etc. up to one semester.

11.4.4.5 Conduct Probation - this sanction is extremely serious and may require completion of requirements such as counseling. The student may receive any one (1) or a combination of the following listed sanctions along with a final warning that future offenses may result in either suspension or expulsion. Denial of:

- Participation in public performances, publications, events, or activities sponsored by student campus organizations, except assignments required for course work.
- Holding an office in any student organization.
- Using motor vehicle on campus.
- Attending or sponsoring University social functions.

11.4.4.6 Suspension – is a set period of time up to one year during which the privilege of attending classes and/or being on campus is withdrawn. The student may be returned to good standing at the completion of the period. Suspended students are not eligible for any refund of tuition/fees.

11.4.4.7 Expulsion – is withdrawal of the privilege of attending the University. A student who has been expelled from the University for disciplinary reasons may not be re-admitted. A record of disciplinary action taken is placed in the student's file.

11.5 APPEALS PROCESS

Sanctions imposed by the University may be appealed (by either the person(s) bringing the charges or the individual(s) who have been charged with a code of conduct violation) to the Dean of the University.

11.5.1 An appeal must be presented in writing to the Associate Dean of Student Life within two (2) class days after receiving the initial decision. Appeals may be based on:

- Perceived unfairness
- New evidence
- Perceived excessive sanctions

11.5.2 Upon receiving an appeal, the Dean may:

- Deny the appeal
- Request that the original authority to hold another hearing, stating the reason for further action
- Reverse the finding of misconduct
- Change the sanctions
- Take any other appropriate action

11.5.3 The Dean will render a written decision to the student within five (5) working days of receiving the appeal.

11.6 PROBLEMS

Assistance with a variety of concerns and problems is available to students on the campus in St. Kitts. Students are free to discuss academic problems with their professors, course director, Dean of Faculty, and the Associate Dean for Academic Affairs or the Associate Dean for Student Life. All professors publish times when they are available in their respective offices.

A counseling service is available for students experiencing academic or personal difficulties.

11.7 SUBSTANCE AND ALCOHOL ABUSE

11.7.1 Overview

Ross University School of Veterinary Medicine, as an institution of higher education, is committed to the continued and sustained health of its employees, its students and to the patients entrusted to Ross University employee and student care. As required by law, the University must implement a policy to prevent the unlawful possession, use or distribution of controlled substances on or within the Ross University premises, its associated facilities and during University-affiliated activities.

In addition to the personal negative effects on academic performance, judgment, cognizance, physical health, and mental and emotional stability, individuals engaged in abuse pose a significant risk to the health and safety of fellow students, faculty and patients. Substance abuse and its influences compromise Ross University's commitment to excellence and education, thereby posing a threat to the mission of the University.

In addition, addiction to drugs or alcohol may prevent graduates from obtaining licensure and/ or practices in relevant professions.

11.7.2 Applicable Law

Ross University is required to adopt, implement and monitor a program to prevent the unlawful possession, distribution or use of controlled substances and alcohol by Ross University employees and students on University grounds or as part of its associative entities.

11.7.3 Prohibited Activities

Ross University strictly prohibits:

- The unlawful manufacturing, distribution, dispensing, use or possession of alcohol, illegal drugs and controlled substances or the misuse of legal medications/drugs on the Ross University campus or the grounds of its affiliates (i.e. clinical teaching facilities).
- Being under the influence of or misusing any substance or alcohol, while participating in activities for, or in the name of the University, in a manner which may result in impairment or endanger the physical, mental and/or emotional well being of any person.

Any violation of the Policy on Substance and Alcohol Abuse is considered a violation of school conduct policies and is subject to the penalties of the school and of presiding local, state and federal jurisdictions.

11.7.4 Penalties/Sanctions

Laws of the United States, England and the Federation of St. Kitts- Nevis and other mandates require policies and procedures that stipulate sanctions for violations of standards for misuse of alcohol and other drugs.

11.7.4.1 University Sanctions

The Ross University School of Veterinary Medicine Code of Conduct and its procedures govern all students. Violation of policies specific to alcohol and other drugs are considered violations of the Code of Conduct. Violations include the unlawful possession, use, manufacture, sale or distribution of alcohol and other drugs.

The sale, possession, distribution or manufacture of illicit drugs on or within a 30-mile radius of the campus may result in disciplinary proceedings. Regardless of

geographic boundaries, if a student has been convicted of a drug (or alcohol) related offense in a court of law, the student is subject to University discipline.

Applicable sanctions include, but are not limited to, probation, probation and referral for treatment and rehabilitation, suspension or expulsion. The University may refer any case to the proper local, state and/or federal authorities for appropriate legal action. Individuals disciplined under the University Policy on Substance and Alcohol Abuse has the right to an appeal in accordance with applicable University grievance procedures.

11.7.4.2 External Sanctions

The sanctions imposed under the Policy on Substance and Alcohol Abuse neither diminish nor replace the penalties available under generally applicable civil or criminal laws. Violations of University standards may also violate federal, state and local laws of the United States, England and the Federation of St. Kitts- Nevis.

Violators will be subject to all appropriate penalties within the jurisdiction of the offense. Within the Federation of St. Kitts- Nevis jurisdiction, drug trafficking, which includes producing, supplying and use, is punishable by fines, deportation and/or imprisonment. Copies of the relevant drug laws are available in the University library.

11.7.4.3 Prevention & Assistance

Ross University will facilitate substance abuse prevention through general promotion of a substance-free educational environment, by informing students of current and subsequent changes to policies on alcohol and other drugs and through advocating an atmosphere where individuals with a problem are encouraged to seek help.

There are resources on campus and in the community available for assistance. Ross University counseling and health services are confidential and available to students without charge. **Students seeking assistance for a substance abuse problem will not be subject to sanctions by the University as a result of seeking such assistance.**

For information or assistance with substance and/or alcohol abuse matters, call (869) 465-4161 ext. 200.

Elpida Artemiou
Campus Counselor
Eartemiou@rossvet.edu.kn

11.8 SMOKING

It is the policy of Ross University to provide a safe and healthy environment for students, faculty and staff. This includes an environment free of second-hand smoke. Smoking is not permitted on campus except in designated areas. Violation of this policy may result in disciplinary action and sanctions up to and including dismissal.

11.9 SEXUAL HARASSMENT

Sexual harassment undermines the character and purpose of the University. Sexual harassment includes unwelcome sexual advances, verbal or physical conduct of a sexual nature and inappropriate sexualization of the working environment with words, materials or behavior. It may involve women being harassed by men, men being harassed by women or harassment between persons of the same sex. Sexual harassment is subject to disciplinary action with the University community.

11.10 PHOTOGRAPHY AND VIDEO IMAGING POLICY

1. Purpose

- 1.1 The purpose of this Policy is to ensure that any type of photography such as still pictures, video and film recorded or broadcast by any means including storage by electronic media which occurs in, or around the facilities of Ross University is approved by the Campus Dean. Such photography must not interfere with the educational, scholarly or administrative functions of the institution, or impair any individual's right to privacy.

2. Scope

- 2.1. This procedure applies to all visitors, faculty, staff and students. Permission to shoot is required in all circumstances. This includes, but is not limited to, residence halls, dining areas, classrooms, laboratories, administration buildings and outdoor teaching areas including animal holding, treatment, and surgery or pasture facilities. Photography of animals or procedures involving animals is strictly prohibited, unless it is allowed by a particular course syllabus for educational purposes. Any pictures are not for publication or distribution unless approved by the Campus Dean.
- 2.2. Students found to be in violation of this policy are subject to institutional discipline up to and including expulsion.

3. Procedure

- Photography is generally permitted in outdoor, public areas of campus, except those involving any of the above prohibited subjects. Prior permission from the Campus Dean is required when (1) the photography is for commercial purposes; (2) the photography will record a Ross trade name, trade mark or logo; (3) the photography is intended for a political purpose; or, (4) the photography will require set up of any equipment which could impede normal activities on campus. Photography shall be considered to be for commercial purposes if it is intended to be sold or otherwise exchanged for value, or is for any use that could imply endorsement of a product or service. Photography will be considered to be for a political purpose if it is used or intended to support or oppose either a candidate for any public office, or any particular point of view on an issue of public concern or debate.
- Photography for films or videos may require submission of storyboards or scripts prior to approval. All photography permissions are for designated times and dates. Ross does not guarantee that any specific area or activity on campus will be available at the requested time or date. All photography permission by Ross University must specify designated times and dates in writing and be signed by the Campus Dean. Ross University may withhold its permission or require conditions for its permission at its discretion.
- Permission of Ross University does not include or imply any permission to photograph any individual, regardless of whether such person is a staff member, student or visitor to the Ross facilities. Photographers are reminded that they need to obtain the permission of each individual photographed and that commercial use of an individual's image or likeness typically requires written consent of that individual.
- In the event of an incident or emergency requiring police, fire or other emergency response personnel, access to areas previously open to photographers may be barred or limited to allow emergency personnel to ensure safety and security. Depending on the nature of the photography, the amount of equipment used and the location of the photography, proof of general liability insurance may be required. Specific contractual arrangements must be negotiated in advance.

APPENDIX

ROSS UNIVERSITY SCHOOL OF VETERINARY MEDICINE

Annual Disclosure

Student Right-to-Know: Campus Security Act Annual Report - 2006

Alcohol & Substance Abuse Policy

Student Rights under FERPA (*Family Educational Rights and Privacy*)

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ANNUAL SECURITY REPORT

Ross University is firmly committed to maintaining a safe learning environment. All students and employees are expected to comply with the laws related to security and to accept responsibility for personal security and the safety of others in our community.

Everyone is encouraged to report any possible crime promptly. Reports may be made to the local police, but they should also be given to University officials listed in the Contact Information for Safety and Security section below.

The University also wants to provide information about crime on campus and does so in the format required for institutions that are eligible for federal financial aid. These campus crime reports are issued annually and are compiled from data collected on a daily basis at the main administrative office and on campuses. The reports are available to all members of the campus community. Paper copies of the report are available to anyone, including prospective students and employees, and may be obtained from the campus security office or the New Jersey administrative offices.

The campus crime reports include the number of possible crimes reported to University officials or to the local police if they inform the University. The numbers represent reports which may or may not actually prove to have been crimes. The University makes every effort to ensure that the reports are accurate and encourages all members of the campus community to provide information about campus crime.

The campus crime reports include statistics for the following offenses, as they are defined by the Uniform Crime Reporting Program of the FBI:

- murder and non-negligent manslaughter
- negligent manslaughter
- forcible sex offenses
- non-forcible sex offenses
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson

The University also reports whether any of these offenses might be classified as hate crimes because they are animated by a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation or ethnicity/national origin. This is the definition used by the FBI.

The campus crime reports also include liquor law, drug law and weapons offenses, whether the offenders were arrested or referred for disciplinary action.

The campus crime reports include reporting of incidents that have occurred on campus, at a non-campus building used by the University to provide direct support to the educational programs, and on public property immediately adjacent to and accessible from campus. The reports do not include crimes disclosed only in the course of confidential counseling, nor crimes committed off-campus, unless they occurred at University-sponsored events. The University makes an effort to learn about crimes reported to the police but not to the University, and includes those reports when they are known.

Ross University School of Veterinary Medicine
Campus Crime Statistics
St. Kitts, West Indies

*Reported in accordance with Uniform Crime Reporting procedures and
the Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act.*

Total Crimes Reported For:	Campus						Non-Campus Building or Property			Public Property		
	2005		2006		2007		2005	2006	2007	2005	2006	2007
Offense Type	Hsg	Other	Hsg	Other	Hsg	Other						
(includes attempts)												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	2	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudices)												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Select Offenses

Offense Type	2005		2006		2007		2005	2006	2007	2005	2006	2007
(includes attempts)	Hsg	Other	Hsg	Other	Hsg	Other						
Liquor Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0

Referral	0	0	0	0	0	0	0	0	0	0	0	0
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CONTACT INFORMATION FOR SECURITY AND SAFETY

To report any emergency or criminal activity, please go to the office of any of the following University departments or call the telephone numbers given.

Ross University School of Veterinary Medicine

On campus, call Security at Extension 113.

Outside campus, call Security at 869-662-2812.

For medical emergency, call Nurse at 869-662-6235.

For emergency veterinarians, call 869-662-7466

For facilities emergency, call 869-662-2816

New Jersey Office

Call main office at 732-509-4600.

ACCESS TO BUILDINGS AND FACILITIES

Members of the Ross University community, their guests and authorized visitors are welcome in public areas of the campuses and offices during normal hours of operation. Students, faculty and staff are required to have identification cards in their possession while at University facilities. Outside normal business hours, Security locks and secures University facilities, although access can be arranged in an emergency. Access to the University may be revoked by written notice for any person who appears to be a danger or to be abusing the privilege of access.

CAMPUS SECURITY PERSONNEL

A Director of Security and Assistant Director head the Security Departments at the pre-clinical campus in St. Kitts. They have formal policies and procedures for dealing with emergencies and reports of misconduct or criminal activity. They work closely with local police but do not themselves exercise police powers unless separately authorized to do so by the government.

The New Jersey offices rely on local police departments and emergency services personnel to respond to emergencies, misconduct or criminal activity.

Every member of the University community is encouraged to provide accurate and prompt reports of any possible crime to the security contacts at each University location. They are also encouraged to report criminal activity to local law enforcement agencies, and the University will support and assist anyone who wishes to do this.

Members of the University community are also advised that counselors will encourage reporting of crimes, and they are available to advise students and employees on techniques for assuming personal responsibility for one's own safety and security. Counselors will attempt to maintain confidentiality to the greatest extent possible, but they are authorized to take necessary actions in the event of significant danger to a person or property.

SAFETY TIPS, SECURITY TRAINING AND CRIME PREVENTION

A formal program to offer safety tips, security training and crime prevention is offered each semester to students at the pre-clinical campus during Orientation in St. Kitts. Every member of the University community is encouraged to review information about these important issues on the University web sites.

COOPERATION WITH LAW ENFORCEMENT

Ross University enjoys a cordial working relationship with local law enforcement at all of its locations. Students and employees should expect the University generally to be informed about any charges of criminal activity made against them. In that case, the University may commence disciplinary proceedings that are separate from any law enforcement action.

In addition, the University works with law enforcement agencies when they are investigating reports of crimes, whether they have occurred on campus or elsewhere affecting a member of the University community. In the event that a crime on University premises is reported to the police but not to the Security Department, that report is included in campus crime statistics whenever the police inform the University.

POLICY ON ALCOHOL AND DRUGS

Overview

Ross University, as an institution of higher education, is committed to the continued and sustained health of its employees, its students and to the patients entrusted to Ross University employee and student care. As required by law, the University must implement a policy to prevent the unlawful possession, use or distribution of controlled substances on or within the Ross University premises, its associating facilities and during University-affiliated activities.

In addition to the personal negative effects on academic performance, judgment, cognizance, physical health, and mental and emotional stability, individuals engaged in abuse pose a significant risk to the health and safety of fellow students, faculty and patients. Substance abuse and its influences compromise Ross University's commitment to excellence and education, thereby posing a threat to the mission of the University.

In addition, addiction to drugs or alcohol may prevent graduates from obtaining licensure in their professions.

Prohibited Activities

Ross University prohibits:

- The unlawful manufacturing, distribution, dispensing, use or possession of alcohol, illegal drugs and controlled substances or the misuse of legal drugs on the Ross University campus or the grounds of its other facilities.

- Being under the influence of or misusing any substance or alcohol while participating in activities for, or in the name of, the University in a manner which may result in impairment or endanger the physical, mental or emotional well being of any person.

Violations of this policy may subject any member of the University community to disciplinary action and may also be reported to law enforcement personnel. Disciplinary sanctions may include reprimand, restitution, probation, suspension or dismissal.

Legal Penalties

The misuse of alcohol or drugs may also result in legal sanctions in the form of criminal penalties or civil damages. Every member of the University community is subject to the laws of the jurisdiction where he or she is present and involved in University programs. Although these laws vary in different jurisdictions, criminal penalties may include fines, probation, referral for treatment and rehabilitation or incarceration.

Ross University
ALCOHOL AND SUBSTANCE ABUSE POLICY
AND EDUCATIONAL GUIDELINES PERTAINING TO DRUG FREE SCHOOLS
AND COMMUNITIES ACT

Ross forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on university property.
Students in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

<u>SUBSTANCE:</u>	ALCOHOL (at .10 Blood Alcohol Concentration and Above)	CANNABIS MARIJUANA HASH/HASH OIL THC	COCAINE (includes CRACK COCAINE)	DEPRESSANTS TRANQUILIZERS BARBITURATES METHAQUALONE	OTHER STIMULANTS (excluding cocaine) AMPHETAMINE METHAMPHETAMINES	PSYCHEDELICS LSD, Mescaline PSILOCYBIN PHENCYCLIDINE (PCP) MDMA (Ecstasy) MDA	NARCOTIC OPIUM, MORPHINE, CODEINE, THEBAINE, HEROIN, METHADONE
<u>EFFECTS OF OCCASIONAL & EXTENDED USE</u>	Impaired motor abilities; Reduced judgment; Sleepiness; Increased sexual desire but reduced ability to perform; Nausea, vomiting; Liver disorders: alcoholic hepatitis, alcoholic cirrhosis; Cancer of the: tongue, mouth throat, esophagus, liver, breast; Fetal alcohol syndrome (most common symptom is mental retardation)	Diminished short-term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; Anxiety & panic reactions; Carcinogenic elements in smoke; Damaged lungs & respiratory system	Increased likelihood of risk-taking; Seizures; Sleeplessness; Paranoia; Irregular heartbeat; Can cause sudden death by stroke or heart failure, even in young users; Cocaine psychosis (paranoia & hallucinations); Ulceration of mucous membranes in the nose; Sexual dysfunction; During pregnancy: severe physical & emotional problems in babies	Dangerous effects when mixed with alcohol; Calmness & relaxed muscles; Slurred speech, staggering gait, loss of motor coordination; Altered perceptions; Respiratory depression which can result in coma or death; Disruption of normal sleep cycle; During pregnancy: birth defects, brain tumors in children; Tolerance develops severe withdrawal symptoms; Physical & psychological dependence	Increased heart & respiratory rates; Elevated blood pressure; Decreased appetite; Headaches; Blurred vision; Dizziness; Sleeplessness; Anxiety; Amphetamine psychosis: violent behavior hallucinations delusions paranoia; Drug tolerance & Dependency; Mood swings; Ulcers; Mental confusion	Distorted sense of Distance, space & time; Blockage of pain Sensations; Nausea, vomiting & Diarrhea; Severe mood disorders, panic, depression, anxiety; Greater suggestibility & feelings of invulnerability; Unpredictable reactions if drugs are "cut" with impurities Tolerance after 3-4 daily doses -- (higher doses are required to produce same effects)	Feeling of euphoria following by drowsiness; Nausea & vomiting; Respiratory depression; Central nervous system Depression; Use of unsterile needles promotes: AIDS Hepatitis B Endocarditis (infection in the heart); Women dependent on opiates have multiple pregnancy complications: spontaneous abortions, still births, anemia, diabetes

CRIMINAL SANCTIONS

St. Kitts

ALCOHOL

There are no criminal offenses defined for the abuse of alcohol. A bill now in discussion in the National Assembly addresses the issue of alcohol abuse.

MARIJUANA-CLASS B OFFENSE

Summary conviction- Trafficking (importing/exporting)- twelve months (12 months.) and (\$10,000.00 E.C.) ten thousand dollars
Conviction on indictment for trafficking- fourteen (14) years imprisonment or two hundred thousand dollars (\$200,000.00 E.C.)
Summary conviction for possession with intent to supply- three (3) years and (\$100,000.00 E.C.) one hundred thousand dollars
Conviction on indictment for possession with intent to supply- fourteen (14) years imprisonment and two hundred thousand dollars (\$200,000.00 E.C.)
Conviction on indictment for possession two (2) years imprisonment and twenty thousand dollars (\$20,000.00 E.C.)
Summary conviction for cultivation of Marijuana- three (3) years and one hundred thousand dollars (\$100,000.00 E.C.)
Conviction on indictment for cultivation of Marijuana- fourteen (14) years and two hundred thousand dollars (\$200,000.00 E.C.)

ALL OTHER NARCOTICS- CLASS A OFFENSE

Summary conviction for possession, production, supplying, trafficking, - three years (3years.) imprisonment and/or one hundred thousand (\$100,000.00 E.C.)
Summary conviction for possession with intent to supply- three (3) years imprisonment and one hundred thousand dollars (\$100,000.00)
Conviction on indictment for possession production, supplying, trafficking –fourteen (14) years imprisonment and (\$200,00.00 E.C.) two hundred thousand dollars
Conviction on indictment for trafficking, i.e. importing and exporting- Maximum of fourteen (14) years imprisonment or (\$200,000.00) two hundred thousand dollars.

****UNIVERSITY SANCTIONS - SANCTIONS APPLY TO ALL CATEGORIES OF SUBSTANCES**

STUDENTS

Possession, use or sale of any amount on University property, at University contract housing, or as part of any University activity - up to dismissal.

FACULTY AND STAFF

(while performing University business)
Under the influence, possession, use, sale, furnishing to a minor - up to dismissal

STUDENT DISCIPLINARY SANCTIONS DEFINED

1. Probation - A specified period of time, during which the student's enrollment may be curtailed, for which an active student is advised in writing of probable dismissal for future misconduct.
2. Suspension - Temporary exclusion from any extra curricula activities for a specified period of time with the student advised in writing of probably expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.
3. Dismissal - Termination of student status for an indefinite period. A student dismissed from the program may petition the Dean for readmission. Readmission will not be granted with strong evidence of material change in the student's ability to satisfactorily fulfill the requirements of the program. Students seeking readmission must prepare a written petition setting forth their analysis of the situation leading to their dismissal, concrete evidence that the problems have been resolved, and a detailed plan for successfully completed the balance of their program. Conditions of dismissal and appeal will be stated in the written order of dismissal

LOCAL TREATMENT RESOURCES

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Services Office.

LOCAL HOTLINES

Local Hospital Emergency Room: JNF General Hospital, Buckley's Site, Basseterre, 869-465-2551

COMMUNITY COUNSELING/HEALTH SERVICES

Outreach Center, Orchid Street, Greenlands, Basseterre, 869-466-7929

REGIONAL ALCOHOL & PROGRAM DETOX

CrossRoads Centre, P.O. Box 3592, St.John's, Antigua, 268-562-0035

** These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.

SEXUAL OFFENSE POLICY

Ross University informs students about safe practices intended to avoid sexual assaults during Orientation at the pre-clinical campus in St. Kitts. Other educational programs are offered from time to time to promote awareness of rape, acquaintance rape and other forcible and non-forcible offenses.

In the event that a student becomes aware of a possible sexual assault, the student should promptly notify campus Security personnel at the telephone numbers given under Security and Safety Contact Information. Every effort should be made to preserve evidence for an investigation. Every member of the University community is also encouraged to notify local law enforcement agencies of any sex crime, and University counselors or other administrators will support and assist in this notification.

University disciplinary proceedings are separate from and may be in addition to criminal charges when a sexual assault is reported. Both the accuser and the accused have the right to be accompanied by an advisor during any disciplinary hearing, and both will be informed of the final determination and any sanction imposed. Sanctions may include reprimand, probation, suspension and dismissal.

University counselors and outside counselors are available to provide mental health and other services to any member of the University community affected by a reported sex offense. The University will also assist the victim of a sexual assault to adjust living or academic arrangements if requested and the changes are reasonably available.

Sexual assault is defined as physical contact of a sexual nature, which is against one's will or without one's consent.

Rape is defined as sexual intercourse that is coerced through force or threats of force, or with someone who is unconscious, or incapable of giving consent.

Forcible sexual offenses are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

CAMPUS SEX CRIMES PREVENTION ACT

This Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carried on a vocation, or is a student. This act requires that state

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procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes take effect 2 years after enactment (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect 2 years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

States in the United States are required to maintain registries on certain convicted sex offenders. Information about this requirement and the registry in each state may be obtained at the following web site maintained by the U.S. Department of Justice:

<http://www.ojp.usdoj.gov/bjs/pub/pdf/ssordp.pdf>

Although the law enforcement agencies in St. Kitts do not maintain information on registered sex offenders, the University will assist anyone making specific inquiries of the police.

SECURITY ALERTS

Ross University will post at <http://skstudent01/incidentblotter/> information about any crime reported to campus Security that poses a threat to students or employees. These prompt notices are intended to prevent other similar incidents and to encourage timely reports.

ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER FERPA (The Family Educational Rights and Privacy Act)

DeVry Inc. and its divisions (DeVry University, Ross University, and Chamberlain College of Nursing) respect the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records:

The right to inspect and review the student's education records.

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the

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Student Handbook**

time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

The right to seek an amendment of inaccurate or misleading information.

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

The right to limit disclosure of personally identifiable information.

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See additional information on page 2.

The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as “Directory Information” and gives the University the right to disclose such information without having to ask students’ permission.

The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below.

This information will be released unless students specifically request that their information be withheld:

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Directory Information: Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.

To Withhold Information:

To have directory information withheld, students must submit a written request to the University Registrar. Once filed, this request becomes a permanent part of the student's record and no information may be released until the student instructs the institution otherwise.