

**2022-2023**



# **STUDENT HANDBOOK**



**ROSS UNIVERSITY**  
SCHOOL OF VETERINARY MEDICINE



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# 1. GENERAL INFORMATION

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## INTRODUCTION

Ross University School of Veterinary Medicine (“RUSVM” or the “University”) publishes this Student Handbook for **ALL** students.

Effective January 9, 2023, the terms of this Student Handbook are binding upon all students enrolled at RUSVM, collectively referred to as RUSVM students, including students enrolled in the Veterinary Preparatory Program (Vet Prep), DVM students, Graduate students<sup>1</sup>, students on leave of absence from the University, and students who are visiting at other veterinary schools for clinical education, graduate students conducting research off- campus and graduate students enrolled in degree programs delivered online.

DVM students in the clinical curriculum or graduate students undertaking part of their graduate certificate or degree programs at host institutions are required and expected to comply with the policies and procedures of the affiliated institution they attend, as well as those contained in this Student Handbook.

This Student Handbook is published for the purpose of providing RUSVM students information about policies and procedures that will govern their participation in the Doctor of Veterinary Medicine program and/or Graduate programs.

This edition supersedes all previous editions of the Student Handbook. In the event there is a conflict between this Student Handbook and any other University document or information, the terms of this Student Handbook will prevail.

<sup>1</sup> In the graduate policies sections, graduate students are referred to as “candidates.”



# 1. GENERAL INFORMATION (continued)

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## 1.1 INTERPRETATION AND MODIFICATION

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

RUSVM reserves the right to change its policies and procedures, course offerings, degree requirements, and other material contained in this Student Handbook, or the Academic Catalog, at any time, with or without notice. 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 and Associate Deans or mailed to students on- and off-campus. Changes generally become effective on the first day of the semester following their announcement, unless otherwise stated.

Students are responsible for staying informed of any changes in policy and procedure by regularly checking the RUSVM website for new or updated documents that contain any changes to RUSVM policies and procedures, course offerings, degree requirements, and other materials, which shall be posted in the form of updated documents on the RUSVM website.

## 1.2 SECURITY

### 1.2.1 CAMPUS SECURITY

RUSVM 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 Safety and Security Department, whose duty it is to maintain order and regulate safety. Security is available to provide assistance to students and faculty on- and off-campus.

In accordance with US Department of Education requirements, information about security and safety practices, as well as campus crime statistics are published annually in the RUSVM Annual Disclosure. This information is made available to current students and may be obtained by anyone else, including prospective students, upon request, and on the Student Consumer Information website at [veterinary.rossu.edu/student-consumer-information](http://veterinary.rossu.edu/student-consumer-information).

A mass notification emergency warning system (SIREN) is in place to communicate to the campus community simultaneously by landline and mobile phone, text messaging, and email in the event of an emergency. It is the responsibility of each student to keep his or her contact information, including the student's emergency contact person, current. On-campus students may update their personal profile at any time by accessing their account in MyRoss. Students and visitors should take the same security and safety precautions that they would take in any major city across the world.

## 1.3 OFF-CAMPUS HOUSING POLICY

To assist students in their selection of off-campus housing, RUSVM maintains a "Ross Reviewed" off campus housing list. Listed properties are offered for your consideration for the following reasons:

1. Properties have been inspected by RUSVM security and housing personnel and meet our minimum guidelines for safety and security. These include, but are not limited to, security bars on windows and doors, outdoor lighting, and security cameras. The complete guidelines for Ross- Reviewed properties can be viewed by contacting the RUSVM housing department.
2. Properties are located within RUSVM security "patrol zones" as well as being located within a short travel distance of RUSVM security in case of an emergency.
3. Property landlords have proven themselves to be responsive to tenant's needs and fair in management of the rental process.

Listed properties are reviewed at least once every two years to assure compliance with RUSVM guidelines. Listings and landlords that do not appear on the website have either not been reviewed or have been denied listing for non-compliance with the minimum standards and may present added risks, such as being located outside the RUSVM security patrol zones.



# 1. GENERAL INFORMATION (continued)

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RUSVM encourages students to select housing from the recommended list. At the same time, students are responsible for diligently evaluating any potential properties, landlords, and roommates thoroughly. There are other sources of information available about island housing, including rental management agencies, other websites, and recommendations of RUSVM students.

To assure RUSVM can be as responsive as possible to student safety, regardless of where students choose to live, having accurate local address information on all students is critical. Students are required to submit their local address to RUSVM and to proactively inform the University of any change of address. This assures accurate information on all students in case of an emergency or natural disaster.

Please note that conflicts that may arise between students and landlords, whether listed on the site or not, or between roommates in regards to living arrangements, are the sole responsibility of the students involved.

Questions about this policy should be directed to the RUSVM housing department.

## 1.4 ANIMAL POLICIES ON CAMPUS

### 1.4.1 POLICY ON ANIMAL USE IN TEACHING AND RESEARCH EXERCISES

The use of animals in instructional and research activities within RUSVM is strictly regulated by written protocols, designed to ensure the humane treatment of animals under the care of students, staff or faculty. The *RUSVM Institutional Animal Care and Use Committee (IACUC)* regularly review these protocols for compliance with federal regulations outlined under the Animal Welfare Act.

RUSVM follows *the Guide for the Care and Use of Laboratory Animals, NRC 2011, 8th Edition, the Animal Welfare Act* as implemented by Title IX, Code of Federal Regulations (CFR) of the US, the AVMA Guidelines on Euthanasia (2013), and *The Guide for the Care and Use of Agricultural Animals in Research and Teaching* published by the US Department of Agriculture, and any published guidance from the government of St. Kitts as guidelines for standards of care and use of animals.

### 1.4.2 POLICY ON NON-RUSVM ANIMALS ON CAMPUS

Ross University School of Veterinary Medicine's (RUSVM) NON-RUSVM Animals on Campus policy provides guidelines for privately owned animals brought to campus and all other non-RUSVM owned animals on campus.

RUSVM has adopted a Non-RUSVM Animals on Campus policy to meet the developing needs of our organization and international standards for health and safety. This policy is administered by RUSVM Operations.

This policy applies to all students, colleagues and visitors to the RUSVM campus.

#### 1.4.2.1 Process

- Students and Colleagues are not permitted to have their privately owned animals on campus unless they have an appointment at the Ross University Veterinary Clinic (RUVC) or there is an emergency. In these cases, privately owned animals should be taken to the RUVC on a leash, in a cage or muzzled as necessary. Privately owned animals should only remain in the RUVC as per the RUVC's guidelines.
- No privately owned animals are allowed in any buildings (other than the RUVC).
- Unvaccinated animals pose a health risk to both human life and RUSVM owned animals on campus. All privately owned animals should have received appropriate vaccinations and deworming before entering campus (unless accessing them at the RUVC).
- As a matter of human and bio safety, to prevent potentially disease-carrying organisms for humans and resident animal species on campus, and in line with the campus integrated pest management program, feeding and watering practices of feral animals on campus is prohibited. These include but are not limited to monkeys, stray cats, dogs, chickens and mongoose. Animals under the direct oversight of the University campus such as those in Kennels, under the Feral Cat Program (FCP) and under the Animal Resources Department are not bound by this requirement.



# 1. GENERAL INFORMATION (continued)

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## 1.4.2.2 Exceptions

- **RUSVM Dog Park** RUSVM has a designated recreational space for privately owned animals of students and colleagues. Students and colleagues are allowed to have privately owned animals utilize the Dog Park adjacent to the North West Parking Lot. Privately owned animals must be supervised at all times in the Dog Park. Please see additional rules as posted at the Dog Park for more details.
- **Service Animals** Ross University School of Veterinary Medicine (“RUSVM” or the “University”) is committed to promoting full participation and equal access to University programs and activities for individuals with disabilities. Pursuant to these commitments, service animals (defined below) are permitted on campus for individuals with disabilities in accordance with the requirements of this policy. Prior to arrival on campus, an individual with a service animal may but is not required to, contact the Office of Student Disability Services (“OSDS”) at [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com) or 855-229-0848 to notify the institution that they will be bringing a service animal.

Please remember that when providing information to RUSVM and/or local authorities, students are to provide complete and accurate information regarding their animal, including appropriate category and classification of the animal.

In any case RUSVM has shared purview over a space/activity with the government of St. Kitts, or in spaces where the purview is solely that of the St. Kitts government, RUSVM will defer to the government regulation. In the case where St. Kitts' law takes precedence over RUSVM policy, students will work with RUSVM's OSDS for options and modifications as appropriate.

- **Definitions “Service Animal”** means any guide dog, signal dog or other dog or miniature horse that is individually trained or undergoing training, to do work or perform tasks for an individual with a disability. “Disability” is defined below. Service animals perform some of the functions and tasks of daily living for an individual with a disability. A service animal is a working animal, not a pet. To be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual's disability. Although the animal must be trained, it is not required to be licensed or certified by a state or local government or particular training program to be a service animal. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Examples of work or tasks performed by a service animal include, but are not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing to the presence of other people or sounds
- Assisting with opening doors or pushing buttons
- Aiding individuals with impaired mobility by steadying the individual when walking
- Pulling a wheelchair
- Retrieving dropped items
- Alerting and protecting an individual who is having a seizure
- Reminding individuals with a mental health impairment to take prescribed medications
- Recognizing that an individual is about to have a psychiatric or neurological episode and responding in a manner that prevents or interrupts the episode or otherwise protects the individual until the episode subsides
- Providing minimal rescue or non-violent protection work

“Disability” means a physical or mental health impairment that substantially limits one or more major life activities.

“Individual with a Disability” refers to an individual with a disability or who has a record of a disability or who is regarded as having a disability.

“Handler” means either the trainer of a service animal or the individual who utilizes a service animal to perform work or tasks pertaining to that individual's disability.

- **Requirements of Handlers & Service Animals** Service animals are permitted inside RUSVM buildings and facilities pursuant to the requirements below. Outside of RUSVM buildings, animals are permitted to transiently use other outdoor campus areas, e.g., walkways, parking lots and streets, while in transit to and from the grassy area or the destination building or site.



# 1. GENERAL INFORMATION (continued)

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- The service animal must be vaccinated and licensed as required by local ordinance.
- Service animals must be accompanied by the handler.
- The handler must remain near the service animal.
- The service animal must be restrained on a leash at all times unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. It should be noted, however, that service animals that leave their handlers could be indicating that the handler needs help or medical assistance and the animal should be followed back to the handler.
- The service animal should be responsive to commands and be under the full control of the handler at all times. The handler must ensure that the service animal is behaving, and neither interfering with the day-to-day operations and business of the RUSVM community (e.g., not barking regularly), nor posing a threat to others (e.g., not growling or biting). Handlers whose service animal does not behave appropriately are expected to remove the animal from the immediate environment if asked by RUSVM colleagues. Instances of inappropriate behavior may result in a determination by the OSDS that the service animal is no longer allowed on campus.
- The handler is responsible for designating an alternate caregiver on location in case of emergency.
- The handler is responsible for the care and feeding of the service animal and immediately cleaning up waste or soliciting proper assistance to clean up waste of their service animal.
- The handler of the service animal is solely responsible for any damage to persons or property caused by the service animal and assumes such liability when bringing the animal to campus.
- A service animal is not required to have a special harness/collar, documentation of training or identifying tags.

There may be situations where the service animal's presence would fundamentally alter the nature of a particular service, program, or business of the University. When these situations are identified by the OSDS, the handler and RUSVM must work together to determine how best to maintain the learning environment while still appropriately supporting the handler.

Visitors and their service animals are expected to comply with the requirements of handlers and service animals listed above.

- **Interacting with Service Animals** The handler may request that others avoid: petting or addressing his/her service animal as it may distract it from the task at hand, feeding the service animal, deliberately startling the service animal and separating or attempting to separate the handler from his/her service animal.  
*To the extent possible, the service animal should not block an aisle or passageway for fire and/or emergency egress.*
- **Permissible Inquiries** Members of the RUSVM community who have questions or concerns regarding the behavior of a service animal or the presence of a service animal on campus or within a RUSVM facility should not direct their concerns to the individual and/or handler. Rather, they are to direct all questions or concerns to the OSDS at [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com) or 855-229-0848. RUSVM colleagues shall not ask any questions about the individual's disability.
- **Health of the Service Animal** The service animal must have an annual clean bill of health from a licensed veterinarian. A service animal must be clean and groomed and measures should be taken for flea and odor control. Service animals that are ill or in poor health should not be taken into public areas. A handler with an ill service animal may be required to remove the animal from RUSVM property at the discretion of the OSDS.
- **Campus Access for Service Animals** A service animal is permitted to accompany the handler anywhere the handler goes on campus with exceptions in areas where specifically prohibited due to health, environmental or safety hazards. Any protective wear required for the service animal will be at the cost of the handler to obtain. For information on purchasing protective wear, contact the OSDS. RUSVM administration should contact the OSDS to identify areas which may pose a danger to the wellbeing of the service animal or when the animal's presence fundamentally alters the nature of a program or activity. Upon identification of prohibited areas, OSDS will notify the handler.
- **Management of Service Animal off RUSVM Campuses** Management of a service animal off RUSVM's campuses is beyond the scope of this policy. RUSVM defers to the policies of individual clinical training sites regarding service animals. For questions regarding a service animal at the clinical training site, contact the clinical coordinator.



# 1. GENERAL INFORMATION (continued)

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- **Conflicting Needs** Individuals with medical needs impacted by the presence of animals (e.g., respiratory conditions, allergies, or psychological conditions) should contact the OSDS at [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com) or 855-229-0848.
- **Inquiries or Complaints** General inquiries or questions should be directed to the OSDS at [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com) or 855-229-0848. Student complaints and escalations should be directed to the Office of Equity and Access at [equity@adtalem.com](mailto:equity@adtalem.com).
- **Emotional Support Animals and Therapy Animals** Questions about emotional support animals, requests for accommodation, and therapy animals should be directed to the OSDS at [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com) or 855-229-0848.

## 1.4.2.3 Violations

Colleagues or students who bring an Animal onto Campus in violation of this Policy may be subject to disciplinary action in accordance with the applicable disciplinary policy. Individuals who breach this Policy may have their access to Campus restricted in whole or in part.

## 1.5 INFORMATION TECHNOLOGY POLICIES

### 1.5.1 NETWORK AND RESPONSIBLE COMPUTING POLICY

University-provided technology resources, including, but not limited to, desktop and portable computers, servers, networks, printers, software, email, and Internet use (collectively, technology resources), are available for exclusive use of authorized, registered students, and university colleagues. To better serve the needs of users the following policies are administered by the Department of Information Technology (IT).

**Users must familiarize themselves with and abide by the following policies:**

#### 1.5.1.1 Network and Workstation Security is strictly enforced

- Users have no expectation of privacy in connection with use of the University's technology resources, including creation, entry, receipt, storage, access, viewing, or transmission of data. The University, through the IT staff, may search, monitor, inspect, intercept, review, and/or access all data created, entered, received, stored, accessed, viewed, or transmitted on or through the University's technology resources, or other University-provided technology to maintain system integrity and insure users are using the system responsibly.
- The IT staff may also implement workstation management software, allowing them to monitor for, or prevent users from attempting to change settings or circumvent workstation security.
- Users may not attempt to alter workstation settings including, but not limited to, network configuration, Windows® registry, virus checker settings, or any other setting that might compromise security or performance of the University computer system. The IT staff may implement workstation security software to monitor for, and/or prevent users from making inappropriate changes to their workstations.
- Any attempt by a user to breach workstation or network security, or to tamper with University technology resources, will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt to breach network security.
- Further disciplinary action may be pursued as described below in Section 1.5.1.5, Disciplinary action as a result of violation of IT privileges.

#### 1.5.1.2 Guidelines for use of the University's technology resources

- The privacy of other users must be respected.
- Users are instructed to keep their login and password information confidential. Users are responsible for all activities conducted under their user login and password, whether intentional or unintentional, on the University's technology resources. If a student suspects that someone has gained unauthorized access to his/her user login and password or otherwise accessed his/her account in an unauthorized manner, the student should inform IT staff immediately.



# 1. GENERAL INFORMATION (continued)

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- Usage of any electronic equipment (laptops, tablets, smart phones, etc.) in the classroom other than for class related use is prohibited.
- Students will not use the University's technology resources to intentionally or unintentionally violate any local, state, federal, or international civil or criminal law. This includes, but is not limited to:
  - Making statements or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene, or invasive of another's privacy.
  - Violating copyright, trademark, patent or any other intellectual property laws. This would include transmitting, posting, or copying another user's work without express consent of the intellectual property owner.
  - Running or participating in lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials.
  - To gain unauthorized access to other computers or databases not in the public domain.
- Users of the University's technology resources should abide by the same principles of fairness, decency, and respect that would be expected in any other school or business environment.
- Users are forbidden from using the University's technology resources in any way that may be reasonably construed to violate the University's policies, including its no-harassment policies. This prohibition includes, but is not limited to, sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets, and using abusive and offensive language.
- Computer technology resources may not be used to transmit junk mail, SPAM, pyramid schemes of any kind, or chain letters.
- Users must minimize the possibility of transmitting viruses or programs harmful to another user's data or equipment by using an appropriate virus checker.
- Users may not install, store, or download software programs or hardware on University computers. Any unauthorized software or hardware modifications will be removed.
- Off-campus websites and email accounts created or accessed over the University computer network are subject to these policies and regulations.

### ***1.5.1.3 User accounts are available for academic purposes only***

- All technology resources are intended for educational use and may not be used for commercial or other unauthorized purposes. Use of University technology resources – including computers, network facilities, application software, network disk space, and the Internet—are available for the purpose of coursework and support only. Communication using technology resources is available for users only.
- Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be “loaned” to anyone. Other types of accounts may be applied for by completing an Account Request with the Help Desk. A Help Desk assistant will check the user's ID and sign the form indicating the ID was confirmed.
- The University reserves the right to withdraw access to facilities or the network from any user and all rights to any material stored in files and will remove any harmful, unlawful, abusive, or objectionable material.
- The University does not guarantee functioning of the system will be error-free or uninterrupted. In addition, students are responsible for backing up all their electronic files. The University is not responsible for student files.

### ***1.5.1.4 Food and beverage guidelines.***

Food particles and liquids easily damage computer equipment, making systems unavailable and raising costs to users. For example, soda and coffee damage the printed electrical traces of a keyboard on contact, and food crumbs clog mice and keyboards. Therefore, food and beverages are prohibited in computer labs.



# 1. GENERAL INFORMATION (continued)

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Please keep the following in mind:

- Drinking is allowed in all classrooms (except those noted below) provided the drink is in a closed-lid container. No open cups, glasses, or soda cans are allowed. Plastic bottles are permitted.
- Small snacks are allowed in the following areas: classrooms I, II, and the auditoriums. Full meals from on-campus food vendors and other establishments are not permitted. Students should be respectful of those around them and not bring foods with strong odors into the classroom.
- In the Learning Resource Center (LRC), 24-hour reading room, and in the library, only bottled water in a closed “sip top” clear plastic water bottle is allowed.
- No eating is allowed in the library, LRC, bio hazard areas (anatomy/necropsy laboratory, clinics, surgery, multipurpose laboratory, diagnostic and research laboratory), or the 24-hour reading room.
- No drinking is allowed in the following areas: anatomy/necropsy laboratory, clinics, surgery, multipurpose laboratory, diagnostic and research laboratory.
- It is incumbent upon each student to clean up after him/herself and not leave any trash behind.

## **1.5.1.5 Disciplinary action as a result of violation of IT privileges**

- Access to and use of the University’s technology resources is a privilege, not a right. Users who do not comply with these policies are subject to denial of access to University technology resources and to disciplinary action. The University may amend, revise, or depart from this policy at any time, without prior notice.
- Users who have their accounts disabled should contact the Help Desk to find out who to contact to regain computer access.
- Violations are subject to referral to the Conduct Board Administrator as a formal complaint under the applicable provisions of the Student Handbook, as described below. (Other portions of the Student Handbook may also apply, depending on the nature of the violation.)

## **1.5.1.6 Unauthorized Distribution of Copyrighted Materials**

- The University strives to provide access to varied materials, services, and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students to Student Handbook violations, civil, and criminal liabilities. Students who violate federal copyright law do so at their own risk.
- Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.
- The University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. The University is required by federal law to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The University takes steps to detect and punish users who illegally distribute copyrighted materials. The University reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions does not protect members of the campus community from any legal action by external entities.

## **1.5.1.7 Student Club/Group Online Presence**

- Student groups or an individual student’s online presence on any social media platform, forums, or blogs are not under the University’s control. Therefore, they may not be used to promote, voice an opinion of, or recruit on behalf of the University in any way. Students must adhere to the Student Handbook when they engage in online activities that mention the University. What applies as appropriate conduct on-campus or during the clinical year (within the entire veterinary curriculum) or in online learning resources also applies to conduct on any online or electronic platform.





# 1. GENERAL INFORMATION (continued)

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- The University's intellectual property, including its trademarks, copyrights, logos, and brands, is the exclusive property of the University. It is not to appear on individual or student group web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval.
- Student groups or individual students that utilize any of the University intellectual property in conjunction with any online presence without prior written approval will be required to remove them immediately and may be subject to further disciplinary action as described in Section 1.5.1.5, Disciplinary action as a result of violation of IT privileges.

## **1.5.1.8 Student Responsibilities**

- It is important that all students understand their responsibilities when using online resources. Please remember that you can have no reasonable expectation of privacy in material that you choose to place online or enter or send through resources provided by the University. Recognize that you are responsible for anything you write or present online, and you may be subject to legal or Student Handbook proceedings by the University and/or others (i.e., other students, employees, and third parties) based on what you write or present online.
- Responsible behavior is expected of all University students when they participate in online activities. Students' communications, regardless of format, must abide by the Student Handbook. Should the University become aware of inappropriate behavior that may violate the Student Handbook, the behavior may be investigated and addressed per the University's disciplinary procedures outlined in the Student Handbook.

The existence and imposition of sanctions does not protect members of the campus community from any legal action by external entities.



# 1. GENERAL INFORMATION (continued)

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## 1.6 CODE OF CONDUCT

### 1.6.1 PURPOSE

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

The Dean and the Dean's designees, reserve the right to initiate and enforce policies and procedures intended to enhance this philosophy, and which they judge necessary to preserve the educational goals and mission of RUSVM. Students and their guests are required to comply with these policies and procedures. By applying to and/or accepting admission, enrolling and/or attending classes, or availing themselves of any RUSVM services, RUSVM students voluntarily indicate 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. The Code of Conduct applies to any covered person as that term is defined in the Code.

#### 1.6.1.1 Definitions

1. The terms "University" or "RUSVM" means Ross University School of Veterinary Medicine.
2. The term "covered person" includes any RUSVM student, (either full-time or part-time, either on site or online, and including but not limited to students who take time off between terms), receiving or seeking to receive services from the University, or otherwise pursuing studies at the University.
3. The term "faculty member" means any person hired by or contracted with the University to conduct instructional activities.
4. The term "Staff" means any person employed by the University.
5. The term "member of the RUSVM community" includes students, faculty members or staff, and any other individuals associated with the University. The Conduct Administrator shall determine a person's status in a particular situation.
6. The term "RUSVM premises" includes all land, buildings, facilities, student housing and other property in the possession of or owned, used, or controlled by the University (including parking lots, adjacent streets and sidewalks).
7. The term "hearing board" means any person or persons authorized by the Conduct Administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.



# 1. GENERAL INFORMATION (continued)

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8. The term “Conduct Administrator” means an RUSVM official authorized by the University to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A Conduct Administrator may serve simultaneously as a Conduct Administrator, and as the sole member or one of the members of the hearing board. Nothing shall prevent the University from authorizing the same Conduct Administrator to impose sanctions in all cases at a particular location or locations.
9. The term “policy” is defined as the policies, rules and procedures of the University including, but not limited to, those found in the student handbook, housing handbook and academic catalogs.
10. The term “organization” means any number of persons who have complied with the formal requirements for University recognition/ registration as an organization.

## 1.6.2 JURISDICTION

The Code of Conduct applies to behavior that affects the RUSVM community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations (including but not limited to off-campus activities, events, and housing) when the actions in question adversely affect the RUSVM community and/or pursuit of its objectives.

The RUSVM standards of conduct for students shall apply to:

- Conduct that occurs on RUSVM premises, at RUSVM sponsored activities, and off-campus;
- Conduct that affects the RUSVM community and/or the pursuit of its objectives;
- Conduct that occurs while the student is pursuing their studies in the clinical year;
- Conduct that occurs in an online or virtual forum.

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

## 1.6.3 CODE OF CONDUCT—RULES AND REGULATIONS

Any respondent found to have committed misconduct, including but not limited to, the following types of misconduct, may be subject to disciplinary sanctions outlined in Section 1.8 Complaints Concerning Student Conduct and Disciplinary Proceedings.

1. **FAILURE TO COMPLY:** Failing to comply with reasonable directives from RUSVM or other officials when directed to do so. Failure to provide identification, to report to an administrative office, or, when reasonable cause exists, failure to leave University-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or RUSVM staff. Failing to complete administrative directives or sanctions assigned as part of the conduct process.
2. **SOCIAL MEDIA AND ONLINE BEHAVIOR:** Violating regulations governing social media and online behavior. See also Section 1.16 Social Media and Online Behavior Policy.
3. **DISORDERLY CONDUCT:** Conduct that is disorderly, disruptive, lewd, indecent; breaches the peace; or aiding, abetting or procuring another person to breach the peace. Disruption includes but is not limited to obstruction of teaching, research, administration, disciplinary proceedings, and other RUSVM activities, including its public service functions on or off campus. Participation in a demonstration that disrupts normal operations of RUSVM or infringes on rights of other members of the RUSVM community; leading or inciting others to disrupt the scheduled and/or normal activities within any University building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.
4. **HARASSMENT:** Any activity that is cruel, offensive, insulting, threatening, intimidating, harmful; or has the effect of substantially disrupting the orderly operation of an individual’s daily life directed at the person(s) based on their race, ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, familial status, marital status, or physical/mental ability. This applies to behavior whether it be a single incident or a series of incidents and regardless of whether or not it occurs in person or in some other manner.  
6.1 Punching, Kicking, Slapping, Etc.



# 1. GENERAL INFORMATION (continued)

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5. **BULLYING AND CYBERBULLYING:** Any activity that is cruel, offensive, insulting, threatening, intimidating, harmful; or has the effect of substantially disrupting the orderly operation of an individual's daily life. This applies to behavior whether it be a single incident or a series of incidents and regardless of whether or not it occurs in person or in some other manner.
6. **ABUSE/ENDANGERMENT OF A PERSON:** Physically/verbally harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others.
- 6.2 Fighting
  - 6.3 Physical Detention
  - 6.4 Verbal Abuse
  - 6.5 Creating a Dangerous Condition
  - 6.6 Direct Threat to Harm or Kill
  - 6.7 Implied Threat to Harm or Kill
  - 6.8 Other
7. **ABUSE/ENDANGERMENT OF AN ANIMAL(S):** Physically harming or threatening to harm any animal(s), intentionally or recklessly causing harm to any animal(s) or reasonable apprehension of such harm or creating a condition that endangers the health and safety of an animal(s).
- 7.1 Punching, Kicking, Slapping, Etc.
  - 7.2 Physical Detention
  - 7.3 Creating a Dangerous Condition
  - 7.4 Direct Threat to Harm or Kill
  - 7.5 Implied Threat to Harm or Kill
  - 7.6 Other
8. **THEFT AND PROPERTY DAMAGE:** The taking, or possession of, items belonging to another individual, RUSVM, or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- 8.1 Theft/Larceny
  - 8.2 Robbery
  - 8.3 Burglary
  - 8.4 Possession of Stolen Goods
  - 8.5 Vandalism/Property Damage
  - 8.6 Other
9. **WEAPONS, EXPLOSIVES AND OTHER DANGEROUS ITEMS:** The possession, storing, carrying, or use of any weapon, ammunition, explosive, fireworks, or dangerous chemical or gas by any person is prohibited on all RUSVM property except by authorized law enforcement officers and other persons specifically authorized by RUSVM.
- 9.1 Firearms
  - 9.2 Bladed Weapons
  - 9.3 Explosives
  - 9.4 Fireworks
  - 9.5 Dangerous Chemicals
  - 9.6 Other
10. **SEXUAL HARASSMENT AND MISCONDUCT:** Sexual harassment is engaging in unwelcome conduct of a sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to RUSVM programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. See also *Section 1.10 Sexual Harassment and Misconduct*.
- 10.1 Sexual Advances
  - 10.2 Requests for Sexual Favors
  - 10.3 Sexual Exploitation
  - 10.4 Stalking
  - 10.5 Dating/Domestic Violence
  - 10.6 Other
  - 10.7 Rape
  - 10.8 Forcible Sodomy
  - 10.9 Groping or Fondling
  - 10.10 Other
11. **RETALIATION:** Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by RUSVM or an appropriate authority, or the individual's participation in a student conduct and/or court proceeding relating to suspected wrongful conduct. See also *1.8.7.2 Retaliation*.



# 1. GENERAL INFORMATION (continued)

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12. **DRUGS:** Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and the University, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on University premises, at University events, or that adversely affects the RUSVM community, is prohibited. Being under the influence while attending classes or performing medical procedures is strictly prohibited.
13. **ALCOHOL:** Use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication, Driving under the Influence (DUI). Being under the influence while attending classes or performing medical procedures is strictly prohibited.
14. **UNAUTHORIZED ENTRY OR USE:** Unauthorized entry into or use of property or RUSVM facilities, including private residences, offices, residence halls, classrooms, computers, computer networks, and other restricted facilities. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry. Unauthorized possession, duplication or use of keys. RUSVM also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse, including violation of any University computer policy.

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| 14.1 Unauthorized Entry           | 14.4 Unauthorized Computer Use |
| 14.2 Unauthorized Key Duplication | 14.5 Copyright Infringement    |
| 14.3 Unauthorized Key Possession  | 14.6 Other                     |

15. **AIDING, ABETTING, OR INDUCING:** Aiding, abetting, or inducing another to engage in behavior prohibited by the Code of Conduct.
16. **VIOLATIONS OF ACADEMIC INTEGRITY:** Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at RUSVM, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

Possession and use of exam-related material, including past exam questions or past exams as a whole, can be authorized for use by faculty who teach an individual course for use in that course alone. This is at the faculty member's discretion and only applies to the course they are teaching. Faculty will indicate their policy on use of exam material in their syllabi. Students are responsible for clarifying and understanding this policy with individual faculty and should not assume this applies to all courses.

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| 16.1 Cheating   |
| 16.2 Plagiarism/Copying   |
| 16.3 Fabrication of Information   |
| 16.4 Facilitating Acts of Others  |
| 16.5 Unauthorized possession of exam material   |
| 16.6 Submitting Another's Work  |
| 16.7 Tampering with Other's Work  |
| 16.7.1 Collusion on take-home assignments or exams unless permission was expressly given to collaborate |
| 16.8 Other  |

17. **FALSE INFORMATION:** Intentionally providing false or inaccurate information or records to RUSVM or local authorities. Providing a false report of an emergency, University policy and/or Code violation. Knowingly providing false statements or testimony during an investigation or University proceeding.
18. **FORGERY/ALTERATION:** Making, using or possessing any falsified official record or RUSVM document; altering or forging any RUSVM or official document or record, including identification and access cards. This includes but is not limited to forging documents (signing another's name), manufacturing IDs or tickets, altering parking permits, and misuse of forms (e.g., letterhead stationery, RUSVM forms).



# 1. GENERAL INFORMATION (continued)

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19. **HAZING:** RUSVM specifically prohibits any organization, chartered or otherwise, officially or in fact, from participating in the activity of "hazing," defined as any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual (or organization); compels an individual (or organization) to participate in an activity that is unlawful and or contrary to University rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.
20. **OTHER CONDUCT GUIDELINES:** Violation of conduct guidelines, including, but not limited to, those at clinical affiliate schools and in student leases and housing handbooks, applicable to RUSVM-controlled housing.
21. **GAMBLING:** Gambling on RUSVM premises, at University functions or through the use of University equipment.
22. **POLICIES, PROCEDURES, RULES:** Violation of published University policies, procedures, rules or regulations.
23. **LAW:** Violation of any applicable Federation of St. Kitts & Nevis, U.S. federal, state or local law.

Note that the types of conduct identified in this section and the definitions provided for them are not intended to be all inclusive, but rather representative of primary examples of misconduct that is not tolerated at RUSVM.

## 1.7 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:

- Any acts of academic dishonesty pertaining to any quiz, examination or assignment;
- 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;
- 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;
- Falsifying clinic records, or neglecting or abusing any animal;
- Stealing, damaging, defacing, or, without authority, diverting for one's own use any property of RUSVM, or someone else's personal property;
- Any act that may undermine RUSVM's relationship with the government or people of St. Kitts and Nevis and place in jeopardy other students' privilege to study in St. Kitts;
- Intentionally supplying false information to a faculty member, a RUSVM committee member, or member of the administration;
- Violation of another student's right to privacy by divulging information regarding Disciplinary Board proceedings;
- Failure to report known acts of academic or professional dishonesty; or committing unprofessional conduct as defined in the American Veterinary Medical Association Code of Ethics.



# 1. GENERAL INFORMATION (continued)

## 1.8 COMPLAINTS CONCERNING STUDENT CONDUCT AND DISCIPLINARY PROCEEDINGS

### 1.8.1 CONDUCT ADMINISTRATOR AND HEARING BOARD

1. The Conduct Administrator shall determine the composition of hearing boards and determine which hearing board shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a Conduct Administrator, the hearing board shall include, at minimum, three members of the RUSVM community.
2. The Conduct Administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct.
3. Decisions made by a hearing board and/or Conduct Administrator shall be final, pending the appeal process.
4. In appropriate situations, the hearing board and/or Conduct Administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct or University policy.

### 1.8.2 INVOLVEMENT OF LAW ENFORCEMENT OR EXTERNAL JUDICIAL AUTHORITIES

Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual misconduct) may notify and seek assistance from the University, local law enforcement and/or other community resources concurrently. The Conduct Administrator can provide information about how to contact local law enforcement or other local community resources.

The University is committed to maintaining an environment that is safe for all members of the RUSVM community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the Director of Safety and Security, Campus Incident Commander or the Conduct Administrator for evaluation of any appropriate measures to be taken by the University to promote security. Complainants may also choose to seek protective, restraining, or "no-contact" orders from an external law enforcement or judicial authority; complainants who do so should notify the director of safety and security, Conduct Administrator or Campus Incident Commander so that the University can cooperate as appropriate in the observation of the order.

The University may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, the University may advise external authorities of the existence and status of the Code of Conduct proceedings. The University cooperates fully with law enforcement and other agencies in enforcing law on University property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

### 1.8.3 DISCIPLINARY PROCEDURES—CHARGES AND HEARINGS

1. Any member of the RUSVM community or the University itself may file a complaint against any covered person for misconduct. In instances where community safety is a concern, notice of a possible violation may result in charges being filed by the University whether or not the impacted community member wishes to proceed. Complaints shall be prepared in writing and directed to the Conduct Administrator. Complaints should be submitted as soon as possible after the event takes place.
2. Once a complaint has been filed, the Conduct Administrator will investigate to determine if the complaint has merit and/or if it can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the Conduct Administrator (such as mediation). The Conduct Administrator may also issue a conduct warning to a respondent or complainant where a complaint is resolved by mutual consent.
3. Mediation will not be used for complaints involving alleged sexual misconduct.
4. If the complaint cannot be disposed of by mutual consent, the Conduct Administrator may later hold the hearing, either individually or as a member of the hearing board. The Conduct Administrator may also refer the complaint to the Dean, or their designee, for consideration as they have final authority to determine how the policies and procedures in this Student Handbook are interpreted and applied.



# 1. GENERAL INFORMATION (continued)

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5. All charges shall be presented to the respondent in writing, in which a date and time is set for a hearing to be held within a timeframe reasonable under the circumstances. The dates of the hearing and related events are at the discretion of the Conduct Administrator, usually not less than two, nor more than 15 calendar days after the respondent has been notified of the charges. The timeframe for scheduling of hearings may be extended at the discretion of the Conduct Administrator.

In advance of the hearing, a student may write a letter to the hearing board acknowledging being in violation of the Code of Conduct as charged and accepting responsibility. In doing so, the student forgoes the formal hearing process in which witnesses would be called and questioned. The student would still be heard by the hearing board on sanctioning. The board may take into consideration the student's acceptance of responsibility when recommending sanctions.

6. The Conduct Administrator may choose to hold the hearing him/herself, or may require a hearing by the full hearing board when he/she believes that such a procedure is in the best interest of the University. If either the complainant or the respondent believes that a member of the hearing board has a conflict of interest, he or she should bring this concern to the attention of the Conduct Administrator, or if the alleged conflict is held by the Conduct Administrator to the attention of the location's Complaint Administrator (as identified in the Student Complaint Procedure published in this Student Handbook). Conflicts of interest should, whenever possible, be identified and brought to the attention of the appropriate person prior to the date of the hearing.
7. Hearings shall be held by a hearing board according to the following guidelines:
- The Conduct Administrator should serve as chairperson of the hearing board, assuming no conflict of interest exists.
  - Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the Conduct Administrator/ chairperson.
  - In advance of the hearing, parties will be given access to the hearing packet—the information and evidence that is being considered by the hearing board. Parties will be scheduled a time, at least one business day in advance of the hearing, to view the hearing packet with the Conduct Administrator and may only take notes on information contained in the packet. The hearing packet is property of RUSVM and may not be copied, photographed, or duplicated in anyway. Exceptions will be made only in extraordinary circumstances and with the approval of the Conduct Administrator.
  - The complainant and respondent have the right to be assisted by any advisor they choose during the hearing, at their own expense. The advisor may be an attorney. The complainant and respondent are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing board. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing. Student conduct hearings are scheduled within the published guidelines set forth in the RUSVM Student Handbook. If the student decides to have an advisor present for the hearing, it is the student's responsibility to choose an advisor that is available for the hearing. The hearing timeline will not be modified to accommodate third-party schedules.
  - The University, the complainant, the respondent and the hearing board members shall be allowed to present witnesses, subject to the right of cross-examination by the hearing board.
  - Pertinent records and exhibits, including video and written statements, may be accepted as evidence for consideration by a hearing board at the discretion of the Conduct Administrator/chairperson. A student conduct hearing is called to determine if the alleged conduct occurred and, if so, did the behavior violate the code of conduct. The conduct process is about behavior/ conduct, not character. Character statements are not admissible.
  - All procedural questions related to the complaint process and hearing are subject to the final decision of the Conduct Administrator/chairperson.
  - After the hearing, the hearing board shall deliberate in private and determine (by majority vote for a multi-person board) whether the respondent has violated the Code of Conduct.
  - The hearing board's determination shall be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.
8. There shall be a single record, of all hearings before a hearing board or Conduct Administrator. The record shall be the property of the University.





# 1. GENERAL INFORMATION (continued)

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9. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a hearing board. Even if the respondent does not appear, the evidence in support of the charges shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.
10. The Complaint Administrator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed simultaneously. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

## 1.8.4 SANCTIONS

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question.
  - a. Warning – A verbal or written notice that the respondent has not met the University's conduct expectations.
  - b. Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent does not comply with University policies or otherwise does not meet the University's conduct expectations during the probationary period.
  - c. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - d. Housing Suspension – Separation of the respondent from his/her University-controlled housing for a defined period of time. Conditions for returning to housing may be specified.
  - e. Housing Expulsion – Permanent separation of the respondent from University-controlled housing.
  - f. RUSVM Suspension – Separation of the respondent from the University for a defined period of time, after which the respondent may be eligible to return. Conditions for readmission may be specified.
  - g. RUSVM Expulsion – Permanent separation of the respondent from all University locations.
  - h. Suspension of Services – Ineligibility to receive specified services or all RUSVM services for a specified period of time, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
  - i. Ineligibility for Services – Permanent ineligibility to receive specified or all RUSVM services.
  - j. Limiting Order – Restriction on a respondent's permission to utilize university property or services. The parameters of the restriction will be defined by the University (e.g., for use with allegations of sexual or other misconduct).
  - k. Educational Sanctions – Assignments, programs, or other activities intended to educate students on the effects of their behavior and invoke change in future decision-making.
  - l. Restrictions – Restriction from representing the University in any official function or leadership position (e.g., student leadership position, any member of student government, RUSVM Ambassadors, Orientation Leaders, etc.).
  - m. No Contact Directives – Restriction of communication with, or proximity to, other specified members of the University community.
2. More than one sanction listed above may be imposed for any single violation. In each case in which a Conduct Administrator or a hearing board determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the Conduct Administrator. In cases in which a multi-person panel is used, the recommendation of all members of the hearing board shall be considered by the Conduct Administrator. Following the hearing, the Conduct Administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g., allegations involving certain types of sexual misconduct), the Conduct Administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.
3. Suspensions and Expulsions are listed on a student's transcript. Disciplinary Probations are recorded in a student's conduct file.



# 1. GENERAL INFORMATION (continued)

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## 1.8.5 INTERIM SUSPENSION

In certain circumstances, the University may impose an RUSVM and/or housing interim suspension prior to the hearing before a hearing board.

1. Interim suspension may be imposed:
  - a. To ensure the safety and well-being of members of the RUSVM community or preservation of University property; or
  - b. If the University deems that the respondent poses a threat of disruption of or interference with the normal operation of the University.
2. During the interim suspension, the respondent may be denied access to RUSVM premises (including online and onsite classes) and/or all other University activities or privileges for which the respondent might otherwise be eligible, as the University may determine to be appropriate. In appropriate cases, the University may notify the complainant of a respondent's interim suspension status.

## 1.8.6 APPEALS

1. A decision of a violation of the Code of Conduct and the sanctions reached by the hearing board or imposed by the Conduct Administrator may be appealed by the respondent or complainant to the person identified in the final outcome letter within seven calendar days of the date of the appealing party's receipt of the final outcome letter. Such appeals shall be in writing. Receipt of the final outcome letter is presumed to be the date it was hand delivered or the date of electronic transmission (for email). The results of the appeal shall be final.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the official record of the initial hearing and documents considered by the Conduct Administrator or hearing board for one or more of the following purposes:
  - a. To determine whether the original hearing was administered fairly in light of the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations;
  - b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of hearing board or the Conduct Administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that a violation of the Code of Conduct occurred;
  - c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed. (Refer to Article IV (5) (i) for standard of proof.); or
  - d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the hearing board (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and Conduct Administrator for action to be taken in response to the appeal findings.

If the ruling on the appeal is negative, then the decision of the original hearing board is upheld and finalized.

## 1.8.7 CONFIDENTIALITY AND PROHIBITION ON RETALIATION

### 1.8.7.1 Confidentiality

RUSVM wishes to foster an environment in which individuals feel free to raise and discuss concerns. RUSVM understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.



# 1. GENERAL INFORMATION (continued)

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In some cases, RUSVM may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with RUSVM's obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate. In particular, when possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in the University's publicly available record-keeping.

## 1.8.7.2 Retaliation

RUSVM prohibits retaliation against anyone who reports an incident of misconduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedure available in the Student Handbook. If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the location leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. RUSVM will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

## 1.9 CAMPUS SAFETY AND SECURITY

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to the appropriate University official (e.g. Department of Safety & Security, Students Services or the chief location administrator). Students who witness or are victims of a crime affecting the RUSVM community should immediately report the incident to local law enforcement in the community, in which the campus is located, and to the Department of Safety & Security, Student Services office, or to the chief location administrator. RUSVM will investigate such crimes and, when appropriate, bring them to the attention of the Conduct Administrator and other University officials such as the Title IX Coordinator.

Given public concern about escalating incidents of school violence, the University will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the Interim Suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing the University's discretion to take other action which, in the University's sole discretion is necessary or advisable to promote campus safety and security.



# 1. GENERAL INFORMATION (continued)

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RUSVM takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct, and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the University may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. The University may also work with the person to determine available resources and appropriate next steps.

## 1.10 SEXUAL HARASSMENT AND MISCONDUCT

### 1.10.1 SEX & GENDER-BASED MISCONDUCT RESPONSE & PREVENTION POLICY

Ross University School of Veterinary Medicine ("RUSVM") is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. RUSVM expressly prohibits sex and/or gender-based misconduct, which includes sexual harassment, sex discrimination, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation and gender-based harassment. Any acts that meet this Policy's definitions of sex and/or gender-based misconduct are a violation of RUSVM's Policy. RUSVM is committed to fostering an environment where any alleged violation of this Policy is promptly reported, and complaints are resolved in a fair and timely manner. Creating a safe environment is the responsibility of all members of the community. Regardless of the definitions provided below, anyone who believes they are a victim of sex and/or gender-based misconduct should report the incident as soon as possible to the Sexual Misconduct Response Coordinator (See "Definitions" section below for contact information) or the campus complaint administrator in addition to seeking immediate medical and/or safety assistance.

This Policy applies to complaints or reports of alleged sex and/or gender-based misconduct. RUSVM states that no student or employee should be denied equal access to educational programs or activities on the basis of sex or gender, regardless of geographic location. Accordingly, RUSVM has adopted this institutional Policy to ensure that students and employees are protected even when they are located outside of the United States.

RUSVM reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent laws,

#### 1.10.1.1 SCOPE

This Policy applies to all members of the RUSVM community, and includes but is not exclusive to faculty, staff, students, visitors, volunteers, vendors and persons related to, receiving or seeking to receive services, or otherwise pursuing studies with the organization. It also applies, as appropriate, to any alleged act of sex and/or gender-based misconduct that adversely impacts the RUSVM community, whether those acts occur on or off campus.

#### 1.10.1.1.2 KEY DEFINITIONS

**"Affirmative Consent"** is the affirmative, knowing, conscious, voluntary and mutual agreement to engage in sexual activity. Consent can only exist free from intimidation, force, threat of force or coercion. Under this Policy, "No" always means "No" and "Yes" may not always mean "Yes." Anything but voluntary, conscious, affirmative consent to any sexual activity is equivalent to "no" for purposes of this Policy. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. While the legal definition of consent is found in the RUSVM's Annual Disclosure, the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed.
- The lack of protest or resistance does not constitute consent, nor does silence.
- Where there is use of threat, force or restraint by the Respondent, the lack of verbal or physical resistance or the submission by the victim does not constitute consent.
- The manner of dress of the victim does not constitute consent.

# 1. GENERAL INFORMATION (continued)

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- The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never, by itself, be assumed to be an indicator of consent.
- Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
- A person who initially consents to sexual contact, including penetration, may withdraw continued consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age, or the person is incapacitated due to a mental disability.
- Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol.
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g., the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction).
- It is not a valid excuse to alleged lack of affirmative consent that the Respondent believed the victim consented to sexual activity if the:
  - Respondent's belief arose from the Respondent's own intoxication or recklessness
  - Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented
  - Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was asleep, unconscious, incapacitated due to the influence of drugs, alcohol or medication, or was unable to communicate due to a mental or physical condition.

**“Colleague”** an employee of Ross University School of Veterinary Medicine.

**“Colleague Code of Conduct”** refers to the “Adtalem Code of Conduct and Ethics” ([adtalem.com/sites/g/files/krcnkv321/files/migrations/media/Code%20of%20Conduct\\_English%20and%20Portuguese.pdf](https://adtalem.com/sites/g/files/krcnkv321/files/migrations/media/Code%20of%20Conduct_English%20and%20Portuguese.pdf)), which is applicable to colleagues at all Adtalem Global Education institutions and offices and outlines colleagues' rights and responsibilities.

**“Colleague complaint procedure”** is the vehicle by which colleagues can bring to the administration's attention any complaint relating to their experience with RUSVM or a member of the RUSVM community. It is the mechanism for investigating and trying to resolve complaints raised by colleagues and can be found in the Commons ([apps.adtalem.com](https://apps.adtalem.com) > **Commons—HR Portal > Policy Central**).

**“Complainant”** an individual who is alleged to be the victim of conduct that could constitute sex and/or gender-based misconduct.

**“CRC”** refers to the Coaching Resource Center, which is available to managers to assist in addressing colleague relations concerns, including complaints about colleague or vendor conduct.

**“Dating Violence”** means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.

**“Decision-Maker”** panel of no fewer than three (3) member who will facilitate the live hearing and determine if a violation of this Policy occurred.

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



# 1. GENERAL INFORMATION (continued)

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**“Formal Complaint”** is a document (hardcopy or electronic) filed by a Complainant or signed by the Sexual Misconduct Response Coordinator alleging Sexual Harassment against a Respondent and requesting that RUSVM investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Sexual Misconduct Response Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in RUSVM’s education Program or Activity with which the Formal Complaint is filed.

**“Gender-based Misconduct”** refers to unwelcome conduct, including harassment, of an unacceptable nature based on actual or perceived biological sex, including behaviors based on gender identity, expression and nonconformity with gender stereotypes.

**“Mandatory Reporter”** is an employee who must report all instances of Sexual Harassment to the Sexual Misconduct Response Coordinator. All employees are Mandatory Reporters.

**“Member of the RUSVM community”** includes students, faculty members or staff and any other individuals associated with Ross University School of Veterinary Medicine. The conduct administrator or complaint administrator shall determine a person’s status in a particular situation

**“Notice”** refers to any information regardless of whether it is direct, indirect, partial or complete received by a colleague that indicates possible sex or gender-based misconduct. When notice is received, colleagues are required to inform the Sexual Misconduct Response Coordinator or their supervisor who, in turn, must make a report to the Sexual Misconduct Response Coordinator.

**“One-up manager”** is a colleague’s manager’s manager. It is the person responsible for receiving a colleague’s complaint when his/her direct manager is implicated in that complaint.

**“Program or Activity”** is an on or off campus locations, events, or circumstances over which RUSVM exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

**“Rape”** is any penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the affirmative consent of the victim and/or by force. Rape may involve strangers or a non-stranger (e.g., friend, classmate, relative, spouse or co-worker). In these instances, rape is often referred to as “acquaintance rape.” Rape is a crime regardless of a relationship or lack thereof between individuals.

**“Respondent”** an individual who has been reported to be the perpetrator of conduct that could constitute sex and/or gender-based misconduct.

**“Sexual Assault”** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**“Sexual Contact”** means the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast, buttocks or clothing covering any of those areas), or using force to cause self-touching by another person of intimate body parts.

**“Sexual Exploitation”** occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of themselves or any other person that is not the person being exploited by the behaviors. Examples include but are not limited to: invasion of sexual privacy; prostitution; non-consensual recording of nudity or sexual activity; voyeurism; knowingly exposing someone to an STI, STD or HIV; intentional exposure of genitals in non-consensual circumstances and sex-based stalking or bullying.

**“Sexual Harassment”** is conduct on the basis of sex that satisfied one or more of the following:

1. A RUSVM colleague (employee) conditioning educational benefits or participation on an individual’s participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RUSVM’s education program or activity; or
3. Sexual Assault, Dating Violence, Domestic Violence or Stalking.

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<sup>1</sup> The FBI’s Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of “without the consent of the victim.”



# 1. GENERAL INFORMATION (continued)

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**“Sex and Gender-based Misconduct”** is a broad term used to refer to all conduct prohibited by this Policy. This encompasses sexual harassment, gender-based harassment, dating violence, domestic violence, rape, sexual assault, sexual exploitation and stalking that fall outside of RUSVM’s Title IX policy. Sex and gender-based misconduct can occur between strangers or non-strangers, including people involved in an intimate or sexual relationship. Sex and gender-based misconduct can be committed by any person regardless of sex, gender or sexual orientation of the victim or perpetrator.

**“Sexual Misconduct Response Coordinator”** is Jason Kangalee, Student Engagement Manager ([JKangalee@Rossvet.edu.kn](mailto:JKangalee@Rossvet.edu.kn) or **869.465.4161 x 401-1159**) responsible for overseeing compliance with all aspects of this Policy and designated to receive and monitor resolution for all sexual misconduct reports.

**“Stalking”** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

**“Code of Conduct applicable to students”** refers to the policy titles “Student Code of Conduct,” which is accessible in the student handbook. It outlines students’ rights and responsibilities, as well as the process by which action may be taken against a student for Code violations.

**“Student complaint procedure”** is the vehicle by which students can bring to RUSVM’s attention any complaint relating to their experience with RUSVM or a member of the RUSVM community. It is the mechanism for investigating and attempting to resolve complaints raised by students. The student complaint procedure can be found in the student handbook [veterinary.rossu.edu/media/11921/rusvm-student-handbook](http://veterinary.rossu.edu/media/11921/rusvm-student-handbook).

**“Speak Up”** refers to the Adtalem Speak Up Program, a reporting system managed by a third-party vendor (Convercent), which encourages members of the RUSVM community to come forward with questions or concerns, including allegations of sex and/or gender-based misconduct. Reports can be made anonymously, or reporters can provide their name and contact information. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the Speak Up program by contacting the third-party contractor Convercent by phone at **1.800.461.9330** (in the U.S.) or **+1.720.514.4400** (in St. Kitts), or online at [t speakupadtalem.com](http://speakupadtalem.com).

**“Stranger”** and **“Non-stranger”** are terms to describe the association between a victim of sexual harassment or sexual misconduct and the Respondent. A “Stranger” is a person(s) not known by the victim at the time of the alleged sexual harassment or sexual misconduct. A “Non-stranger” is a person(s) known by the victim, whether the person(s) is known casually, intimately or for a short or long period at the time of the alleged sexual harassment or sexual misconduct. RUSVM’s Sex and Gender-Based Misconduct Response and Prevention Policy applies to misconduct involving both Strangers and Non-strangers, occurring on- or off-campus.

**“Supportive Measures”** are individualized services reasonably available upon report of sex and gender-based misconduct.

**“Title IX”** is a federal law which prohibits Sexual Harassment committed against persons in the United States as part of RUSVM’s education program or activity. RUSVM’s Title IX policy is [veterinary.rossu.edu/student-consumer-information](http://veterinary.rossu.edu/student-consumer-information). Title IX is enforced by the U.S. Department of Education.

**“Title IX Coordinator”** is Dwight Hamilton, Director, Office of Equity and Access ([titleixcoordinator@adtalem.com](mailto:titleixcoordinator@adtalem.com) or **312.651.1458**) is responsible for overseeing compliance with all aspects of RUSVM’s Title IX policy and responsibilities.

## 1.10.1.3 HOW TO FILE A COMPLAINT

If you have experienced or witnessed sex and/or gender-based misconduct, RUSVM encourages you to notify the Sexual Misconduct Response Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Sexual Misconduct Response Coordinator. The criminal process is separate from RUSVM’s process. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, RUSVM will assist a victim of Sexual Harassment in contacting the police. A Complainant is not required to contact the police in order to pursue RUSVM’s grievance process.



# 1. GENERAL INFORMATION (continued)

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A report can be filed with a manager, one-up manager, incident commander, designated local campus administrator or through the Sexual Misconduct Response Coordinator.

**Sexual Misconduct Response Coordinator:** Jason Kangalee

Student Engagement Manager

Ross University School of Veterinary Medicine

P.O. Box 334 Basseterre St. Kitts, West Indies **869.465.4161 x 401-1159**

[JKangalee@Rossvet.edu.kn](mailto:JKangalee@Rossvet.edu.kn)

Reports can be made by victims, third parties or bystanders with the option to remain anonymous through the Speak Up program by phone at **1.800.461.9330** (in the U.S.) or **+1.720.514.4400** (in St. Kitts), or online at [speakupadtalem.com](http://speakupadtalem.com). Timely response to electronic reports should occur within 12 hours of initial receipt

If a victim wishes to access local community agencies for support or law enforcement to make a report, upon request, RUSVM will assist the victim in making these contacts. Direct assistance, though limited, remains available when reports are made anonymously through Speak Up.

Anyone may make a report regarding any information pertaining to violations of this Policy. All RUSVM colleagues (faculty, staff, administrators and student workers) who are not otherwise identified in this Policy or through institutional addendums as confidential resources are required to immediately provide any information received about any actual or suspected sex and/or gender-based misconduct impacting the RUSVM community to appropriate officials with some very narrow exceptions discussed elsewhere in this Policy (see "Confidentiality"). Regardless of how notice is received, reports may prompt a need for RUSVM to investigate.

## REPORTING BY COLLEAGUES TO EXTERNAL AUTHORITIES

Colleagues who are made aware of a possible violation of this Policy are required to contact their manager or one-up manager and also the Sexual Misconduct Response Coordinator. Colleagues can also submit named or anonymous reports of sexual and/or gender-based misconduct by utilizing the Adtalem "Speak Up" hotline at [speakupadtalem.com](http://speakupadtalem.com).

Colleagues should contact the Sexual Misconduct Response Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this Policy prohibits a student or colleague from reporting a crime directly to local authorities.

Disciplinary procedures are independent of any and all procedures and proceedings under local, state or federal criminal or civil law. In all cases, RUSVM reserves the right to refer cases for parallel criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this Policy by a visitor, volunteer, vendor, agents or other third parties affiliated with RUSVM may also result in the termination of pre-existing or future relationships.

### 1.10.1.4 COMPLAINANT'S RIGHTS

RUSVM will implement Supportive Measures to protect victims of sex and gender-based misconduct and maintain a positive learning and working environment by minimizing or eliminating contact between Complainant and Respondent and providing reasonable academic, employment, and administrative accommodations. See "Supportive Measures" paragraph above for additional details.

Complainant's rights include:

1. The right to notify or not notify law enforcement and to request and receive assistance from RUSVM in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.
3. The right to be free from undue coercion from RUSVM to pursue or not pursue any course of action.
4. The right to be informed of the institution's role regarding orders of protection, no contact orders, restraining orders or similar lawful orders issued by a civil, criminal or tribal court (when applicable). RUSVM abides by orders of protection (including no-contact orders and restraining orders), which are generally issued by a municipal court to protect a person or entity in a situation involving sexual assault. RUSVM may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.





# 1. GENERAL INFORMATION (continued)

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5. The right to request and receive information on how to make a confidential report for the purposes of tracking campus crime without otherwise divulging details that would require or permit RUSVM to investigate and respond (when the incident has not yet been reported to a colleague required to notify the Sexual Misconduct Response Coordinator).
6. The right to contact information for the Sexual Misconduct Response Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.
8. The same rights as the Respondent to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, victims have the right to appeal the outcome.
10. The right to request Supportive Measures.
11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
12. The right to be informed about RUSVM's ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct
14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a victim be required to repeat details of the incident to secure appropriate accommodations.
15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

## 1.10.1.5 CONFIDENTIALITY

RUSVM wishes to create an environment in which individuals feel free to discuss concerns and make complaints. RUSVM understands that victims, witnesses and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, RUSVM may be obligated to take action when it becomes aware of information relating to a complaint.

Confidentiality in cases of sex and/or gender-based misconduct will be maintained to the extent permissible by law and consistent with RUSVM's obligations in investigating complaints. Once an individual discloses identifying information to RUSVM through the processes described above and in the applicable complaint procedures, that person will be considered to have filed a complaint with RUSVM.

While the confidentiality of information received, the privacy of individuals involved and compliance with the wishes of the Complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

If students or colleagues wish to speak with someone who can assure confidentiality, they may contact a Confidential Advisor.

**Confidential Resource:** RUSVM Counseling Center  
Basseterre, St. Kitts | West Indies  
Room 07-121  
[counselingcenter@rossvet.edu.kn](mailto:counselingcenter@rossvet.edu.kn) | 869.465.4161 x401.1500



# 1. GENERAL INFORMATION (continued)

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Students are also encouraged to access counseling services available through the RUSVM Counseling Center at **869.465.4161 x 401.1500** or [counselingcenter@rossvet.edu.kn](mailto:counselingcenter@rossvet.edu.kn). Colleagues may contact AskHR at **1.855.882.4770** for information on available resources.

These confidential resources permit discussion of an incident without beginning the investigation process. Local or profession specific mandatory reporting laws related to certain types of concerns (i.e., child sexual abuse) may still trigger a requirement for a confidential resource to report an incident to identified enforcement agencies

## 1.10.1.6 SUPPORT AND RESOURCES

Upon report of alleged sex and/or gender-based misconduct, the Sexual Misconduct Response Coordinator will offer individualized appropriate support (“Supportive Measures”) or refer the victim directly to immediate assistance. Supportive Measures are available to the Respondent or Complainant, as appropriate. Examples include academic accommodations, changes in housing for the victim or a Respondent student, changes in working situations and other arrangements as may be appropriate and available (such as limiting orders, campus escorts, transportation assistance or targeted interventions).

Victims of sexual assault, dating violence, domestic violence and/or stalking will also be provided with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available

RUSVM will keep confidential the victim's identity and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair RUSVM's ability to provide the accommodations or Supportive Measures.

Supportive Measures are individualized and appropriate based on the information gathered by the Sexual Misconduct Response Coordinator. If circumstances related to an incident change over time, these and other Supportive Measures may be revisited. RUSVM may also provide referrals to counseling services, at the victim's option, including but not limited to the confidential colleague and student support services outlined above (See “Reporting”). Local resource lists can also be found through student services. A brief list of national and international referral sites can be found below.

## ADDITIONAL RESOURCES FOR COMPLAINANTS

Local Resources can be found in the RUSVM's Annual Security Report distributed to each campus community and posted on the Student Consumer Information page of RUSVM's website. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually.

To access this information, go to: [veterinary.rossu.edu/student-consumer-information](http://veterinary.rossu.edu/student-consumer-information)

Additionally, the following resources exist to provide information and links to external assistance:

- **National Sexual Assault Hotline** 1.800.656.HOPE (4673) [rainn.org](http://rainn.org)
- **National Domestic Violence Hotline** 1.800.799.7233 (TTY) 1.800.787.3224 [thehotline.org](http://thehotline.org)
- **National Network to End Domestic Violence** [nnedv.org](http://nnedv.org) [womenslaw.org](http://womenslaw.org)  
[Legal information and resources]
- **National Center for Victims of Crime** [victimsofcrime.org](http://victimsofcrime.org)
- **loveisrespect** 1.866.331.9474 (TTY) 1.866.331.8453 [loveisrespect.org](http://loveisrespect.org)
- **National Suicide Prevention Hotline** 1.800.273.TALK (8255) [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
- **Americans Overseas Domestic Violence Crisis Center** 1.866.USWOMEN (International Toll-Free) [crisis@866uswomen.org](mailto:crisis@866uswomen.org)
- **U.S. Embassy** [usembassy.gov](http://usembassy.gov)
- **Child Welfare Information Gateway** [childwelfare.gov](http://childwelfare.gov)
- **State Statutes Including Mandatory Reporting Laws** [childwelfare.gov/topics/systemwide/laws-policies/state](http://childwelfare.gov/topics/systemwide/laws-policies/state)



# 1. GENERAL INFORMATION (continued)

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## AMNESTY FOR COMPLAINANTS AND WITNESSES

RUSVM will investigate allegations of sex and gender-based misconduct, including when drugs or alcohol may have been involved. RUSVM encourages the reporting of sex and gender-based misconduct by victims and witnesses who are sometimes hesitant to report to RUSVM officials or participate in the resolution processes because of concern that they may be accused of policy violations, such as underage drinking or drug use at the time of the incident. It is in the best interest of the community that victims and witnesses come forward to share what they know regarding violations of this Policy. To encourage reporting, RUSVM grants victims and witnesses amnesty, when appropriate, for potential RUSVM policy violations and provides all parties and witnesses other interim measures as appropriate or needed.

Similarly, RUSVM encourages direct assistance to those in need as a result of sex or gender-based misconduct. In instances where minor policy violations are revealed as a result of a person providing assistance to a victim, policy violations should not be overlooked; however, RUSVM may provide educational options, rather than punitive sanctions, to those who offer their assistance.

### 1.10.1.7 COMPLAINT DISMISSAL

RUSVM may dismiss a Formal Complaint if the Complainant informs the Sexual Misconduct Response Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by RUSVM; or if specific circumstances prevent RUSVM from gathering sufficient evidence to reach a determination. If a Formal Complaint is dismissed, the parties will be provided written notice of the dismissal outlining the reason(s) for dismissal.

### 1.10.1.8 EMERGENCY REMOVAL

RUSVM can remove a Respondent entirely or partially from an educational Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Sexual Misconduct Response Coordinator in conjunction with the Director, Enterprise Safety and Security.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Sexual Misconduct Response Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Sexual Misconduct Response Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

RUSVM will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Sexual Misconduct Response Coordinator, these actions could include, but are not limited to: temporarily re-assigning a Colleague, restricting a student's or Colleague's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

### 1.10.1.9 GRIEVANCE PROCESS

RUSVM utilizes a prompt, equitable and impartial grievance process to evaluate reports. Personnel involved in the grievance process will be free from conflicts of interest or bias for or against the parties.

The parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both parties will be afforded equitable rights and access during the grievance process.



# 1. GENERAL INFORMATION (continued)

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Generally, the grievance process consists of a report, investigation, live hearing (including cross-examination), determination, disciplinary measures, remedies and appeal (if applicable). The grievance process, barring extenuating circumstance, will conclude within 90 calendar days from the date a report is received. The parties will be notified by the investigator or decision-maker if the process will take longer than 90 days.

## 1.10.1.10 ADVISOR

The parties may be accompanied by an advisor of their choice. If a party does not have an advisor present at the live hearing, the RUSVM will select and provide an advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. The parties may not conduct cross-examination.

Choosing an advisor who is a witness in the grievance process creates potential for bias and conflict of interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the grievance process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address RUSVM officials in a meeting or interview unless invited to. An advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a live hearing, during cross-examination. If an advisor is disruptive or otherwise fails to respect the limits of the advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by RUSVM. RUSVM may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the RUSVM's privacy expectations.

## 1.10.1.11 INVESTIGATION

When the Complainant chooses or RUSVM believes it is necessary, a prompt, fair and impartial process from the initial investigation to the final result to resolve reports of sex and gender-based misconduct. In the event a Complainant requests that an investigation not occur, their request will be honored when possible and unless RUSVM determines in good faith that failure to investigate creates a potential risk of harm to the Complainant or other member of the RUSVM community.

If an investigation is initiated, the process will be conducted by officials of the Office of Equity and Access, or its designee, who will receive annual training on the issues related to sex and gender-based misconduct, including sexual assault, dating violence, domestic violence and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. RUSVM officials who do not have a conflict of interest or bias for or against the Complainant or the Respondent will conduct the process.

Generally, an investigation will consist of interviewing the Complainant, the Respondent and any witnesses. The parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The parties (and their advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the parties (and their advisors) at least 10 days prior to a live hearing. The parties may provide a written response to the investigative report.

The colleague complaint procedure, which details the investigation and resolution processes and prohibited colleague conduct, can be found on the Commons ([apps.adtalem.com](https://apps.adtalem.com) > **Commons—HR Portal > Policy Central**).

Privacy of the records specific to a sex and/or gender-based misconduct investigations are maintained in accordance with applicable law, including the Family Educational Rights and Privacy Act (FERPA). Any public release of information to issue a timely warning will not include the names of victims or information that could easily lead to a victim's identification. In appropriate instances, pertinent Supportive Measures and the results of disciplinary hearings regarding the Respondent will be disclosed to the Complainant. Confidentiality will be maintained whenever possible; however, RUSVM reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.



# 1. GENERAL INFORMATION (continued)

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## 1.10.1.12 INFORMAL RESOLUTION

If the Sexual Misconduct Response Coordinator deems appropriate and both parties voluntarily consent in writing, Formal Complaints can be resolved through informal resolution, such as mediation. The Sexual Misconduct Response Coordinator will facilitate an appropriate informal resolution process depending on the nature of the allegations, the parties involved, and the overall circumstances. Informal resolution will be conducted by a facilitator, who will be designated by the Sexual Misconduct Response Coordinator. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process. Informal resolution is unavailable to resolve allegations that a Colleague sexually harassed or sexual assaulted a student.

## 1.10.1.13 LIVE HEARING

If a report is not resolved informally, RUSVM will conduct a live hearing. Live hearings are facilitated by a designated Decision-Maker. The Decision Maker will be selected by the Office of Equity and Access. The Decision-Maker consists of a panel of no fewer than three (3) members, designated from the hearing panel.

Cross-examination during the live hearing will be conducted directly, orally, and in real time by the party's advisor and not by a party personally. The Decision-Maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including that challenge credibility. Only relevant cross-examination questions (as well as other questions deemed pertinent at the discretion of the Decision-Maker) may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination question, the Decision-Maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

As of August 24, 2021, and pursuant to the Department of Education's August 24, 2021 guidance, the Decision-Maker may consider statements from a party or witness who are not present at the live hearing in reaching a determination regarding responsibility, so long as the questions are otherwise permissible. However, the Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer questions.

At the request of either party, RUSVM will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Live hearings may be conducted with all parties physically present in the same geographic location or, at RUSVM's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing will be created and maintained for seven (7) years.

Individuals participating in the live hearing cannot be disruptive and must follow the policies and procedures set by RUSVM. The Decision-Maker has the authority to enforce decorum.

## STANDARD OF EVIDENCE

The Decision-Maker will utilize the preponderance of evidence standard to determine if a violation of the Sex and Gender-Based Misconduct Response and Prevention Policy occurred. The preponderance of evidence standard means that based on all the information available, it is more likely than not that the alleged sexual harassment or sexual misconduct occurred.

## EVIDENCE LIMITATIONS

RUSVM will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. RUSVM will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent. Prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged sexual misconduct or offered to prove consent. Past findings of domestic violence, dating violence, stalking or sexual assault may be admissible in the review process stage that determines sanction.



# 1. GENERAL INFORMATION (continued)

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## WRITTEN DETERMINATION

Once complete, the parties will be simultaneously informed in writing of the outcome. Notice to both parties will include the written statement detailing the factual findings supporting the determination and the rationale for the sanction/discipline (if any) to the degree possible and always when the sanction/discipline is directly relevant to that individual. The notice will also include appeal procedures, if applicable, and when the results become final.

## DISCIPLINARY REVIEW AND ACTION

Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary actions against the Respondent will not be imposed before completion of RUSVM's grievance process. Following a determination of responsibility, appropriate corrective action will be taken, and RUSVM will take steps to prevent recurrence. Disciplinary actions taken will be determined on a case-by-case basis. Disciplinary action is not intended to determine criminal responsibility. Rather, it is intended to identify and respond to violations of RUSVM policy and community standards. Separate and distinct disciplinary action may also be considered in instances of retaliation against those who in good faith report or disclose an alleged violation of the comprehensive policy, file complaint, or otherwise participate in the complaint resolution procedure. Failure to abide by imposed disciplinary actions (whether by refusal, neglect or any other reason), may result in additional disciplinary action, including suspension or termination. Failure by Respondent to adhere to Disciplinary Action will be considered a form of retaliation or an extension of the initial allegations.

Individuals who make a materially false statement in bad faith in the course of a grievance process under this Policy will be subject to RUSVM's Code of Conduct policies.

## REMEDIES

Remedies are provided to a Complainant whenever a Respondent is found responsible and may be disciplinary and punitive. Student remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and reasonable under the circumstances. Remedies may include supportive measures.

## SANCTIONS FOR STUDENT MISCONDUCT

If RUSVM determines that sex and/or gender-based misconduct has occurred, appropriate disciplinary sanctions for substantiated violations of this Policy by students, up to and including expulsion, will be imposed in accordance with the Code of Conduct applicable to students found at [veterinary.rossu.edu/media/11921/rusvm-student-handbook](http://veterinary.rossu.edu/media/11921/rusvm-student-handbook). The full list of available sanctions is provided in the Code of Conduct applicable to students.

This Policy statement is not intended to replace or substitute for the Code of Conduct applicable to students. This Policy is a supplement to the community standards that the Code of Conduct applicable to students sets forth. In addition, violations of this Policy may trigger application of sanctions to a student imposed under local, state or federal law.

## SANCTIONS FOR COLLEAGUE MISCONDUCT

Disciplinary sanctions for a colleague's violation of this Policy may include written reprimand, warning, probation, suspension, housing suspension, housing expulsion, limiting order, change in job assignment, office relocation, reduction of awards under the management incentive plan, or termination of employment or contract, and will be imposed in accordance with applicable RUSVM policies and procedures.

RUSVM reserves the right to impose further and/or different sanctions appropriate to an individual situation. In addition, violations of this Policy may trigger application of sanctions to a colleague imposed under local, state or federal law.

Colleagues are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Sexual Misconduct Response process and not constrained by the outcome of the Sexual Misconduct Response process.



# 1. GENERAL INFORMATION (continued)

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## 1.10.1.14 APPEAL

Both parties have the right to appeal a determination regarding responsibility, RUSVM's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; (3) a conflict of interest or bias, that affected the outcome of the matter; and/or (4) the proposed Remedy was not reasonable based on the evidence compiled during the investigation

An appeal must be submitted in writing to the Sexual Misconduct Response Coordinator within ten days of the delivery of the Written Determination.

## 1.10.1.15 RETALIATION PROHIBITED

Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of sexual and/or gender-based misconduct, for cooperating in the investigative is prohibited. If you believe you have been retaliated against, you should follow the procedures outlined in RUSVM's Retaliation policy located in the Student Handbook. Colleagues should refer to the Retaliation policy located in the Global Employee Handbook

## 1.10.1.16 TRAINING FOR TITLE IX/SEXUAL MISCONDUCT RESPONSE PERSONNEL

RUSVM ensures that its Sexual Misconduct Response personnel have adequate training. The Sexual Misconduct Response Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of RUSVM's education Program or Activity, how to conduct an investigation, RUSVM's grievance process (including hearings, appeals, and informal resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the live hearing process, technology to be used in live hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal resolution facilitators are trained on the informal resolution process.

Materials used to train Sexual Misconduct Response personnel are posted on RUSVM's website and may also be requested directly from the Sexual Misconduct Response Coordinator.

RUSVM will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students and new Colleagues during their first semester.

## 1.10.1.17 BIAS/CONFLICT OF INTEREST

To raise any concern involving bias or conflict of interest by the Sexual Misconduct Response Coordinator, contact the Director of the Office of Equity and Access, Dwight Hamilton, by phone at **312.651.1458** or by email at [equity@adtalem.com](mailto:equity@adtalem.com). Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Sexual Misconduct Response Coordinator.

## 1.10.1.18 TIMELY WARNING REQUIREMENTS

College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. RUSVM will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. RUSVM reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

## 1.10.1.19 PREVENTION AND AWARENESS

Acts that are deemed to fall within the scope of this Policy are violations of the Codes of Conduct as well as the expectations of members of the RUSVM community. These acts may also be crimes. In an effort to increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, RUSVM is committed to providing primary and ongoing awareness and prevention programming.



# 1. GENERAL INFORMATION (continued)

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Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this Policy. Themes will include situational awareness and prevention strategies, such as bystander intervention and other forms of risk reduction. While bystander intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, risk reduction also encompasses various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable. Awareness programs are events that occur online or in person that invite active engagement of community members. It is the expectation and responsibility of each member of the RUSVM community to participate in programming which will assist with ongoing prevention efforts as well as effective and efficient identification and response when sex and/or gender-based misconduct does occur.

**Primary prevention and awareness programming** will include a comprehensive online education platform intended for viewing by all colleagues and students as well as student-facing vendors if necessary and appropriate. The program will be completed by:

- New students and transfer students within three weeks of the start of the student's first session
- Returning and continuing students who did not take the training as a new or transfer student within three weeks of the start of the session the student is scheduled to resume or continue studies
- Colleagues by the date stated in email notification
- Specific vendors by the date stated in email notification

Access to the primary prevention program and its contents will be ongoing throughout the participant's relationship with RUSVM. Members of the RUSVM community are encouraged to visit this resource regularly for personal, professional and academic purposes.

**Ongoing prevention and awareness campaigns** are public service announcements and campaigns as well as messages and activities integrated into the day-to-day fabric of the academic community. These initiatives are intended to reinforce increased awareness regarding sex and/or gender-based misconduct and prevention strategies throughout the year. RUSVM will continually seek formal and informal ways to incorporate additional awareness and prevention strategies, e.g., active and passive educational campaigns, such as social norms poster campaigns, newsletter articles, presentations and volunteerism with local community resource agencies. When additional ongoing education is provided, the organizer will report that event, activity or effort to the Sexual Misconduct Response Coordinator for record keeping and quality assurance purposes. Toolkits including ideas and resources that support ongoing efforts and are related to the primary prevention and awareness programming, will be made available to any campus upon request.

## 1.10.1.20 RISK REDUCTION TIPS

Responsibility for sexual misconduct rests with those who commit such acts. Risk reduction tips are not intended to blame the victim. There are precautions we all can take which may limit our exposure to situations which may result in non-consensual sexual acts.

- Communicate limits/ boundaries and respect the limits/boundaries of others.
- Clearly and firmly say "No" to a sexual aggressor.
- If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive person.
- If someone is nearby, ask for help.
- Take responsibility for your alcohol/drug use. Acknowledge that alcohol/drugs lower sexual inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual opportunity.
- Do not take advantage of someone's intoxication or altered state even if alcohol or drugs were consumed willingly.
- If you choose to share intimate images, pictures, videos or content with others, even those you trust, be clear about your expectations regarding how the information may be used, shared or disseminated. If such information is shared with you, do not share it with others.
- Take care of friends and ask that they take care of you.
- As a sexual initiator, clearly communicate your intentions and give your sexual partner the opportunity to clearly communicate the same.





# 1. GENERAL INFORMATION (continued)

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- Do not make assumptions about consent, sexual availability, sexual attraction, how far an interaction can go or about physical and/or mental ability to consent.
- Remember that consent should be affirmative and continuous. If there is any question or ambiguity, you should proceed as if you do not have consent.
- Consider mixed messages from a partner to be an indication that sexual conduct should stop so that better communication can occur.
- Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a power advantage, your gender, your demeanor or your physical presence. Do not use or abuse that power.

## 1.10.1.21 BYSTANDER INTERVENTION STRATEGIES

Intervention by classmates, colleagues and others within proximity to the precursors or signs of possible sexual assault, sexual exploitation, dating violence, domestic violence or stalking can significantly impact the course of an interaction between a latent perpetrator and victim. Bystanders may also encourage friends, classmates and colleagues who are already experiencing victimization to seek assistance sooner than they may have without encouragement, support or acknowledgment. Community members are encouraged to recognize warning signs and to consider possible methods of interference in various scenarios before opportunities to intervene arise. By planning ahead, we all maximize the likelihood of being empowered to take safe actions to either prevent sexual misconduct or offer paths to eliminate ongoing victimization.

When a member of the RUSVM community observes threatening, coercive, forceful, aggressive or harassing behavior, it is important to assess the situation to determine the best possible course of action for all concerned. Some forms of intervention are direct, while others will be less apparent to the perpetrator or others within range of the interaction. Examples include but are not limited to:

- Making up an excuse to get someone out of a dangerous situation.
- Stepping in to change the course of an interaction.
- Warning potential or perceived perpetrators that their actions may lead to severe consequences.
- Refusing to leave the company of a potential victim despite efforts by an aggressor or pursuer to get the potential victim alone.
- Taking steps to reduce alcohol or drug consumption within a potentially dangerous social situation.
- Calling and cooperating with security, administration, the police or others to assist with intervention and accountability.
- Expressing concern or offering resources when you notice someone with unexplained or frequent injuries.
- Refusing to consider sex and/or gender-based misconduct a personal or private matter between the victim and the perpetrator.

## 1.10.1.22 PROCEDURES TO FOLLOW AFTER A SEXUAL MISCONDUCT INCIDENT

Victims of any sexual misconduct that might constitute a crime, including domestic violence, dating violence, sexual assault, stalking and rape (including acquaintance rape) that impacts the RUSVM community have the option and are encouraged to contact local law enforcement authorities. The criminal process is separate from RUSVM's process.

Whenever possible, victims should report a violation of this Policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault or stalking occurred, or to obtain a protection order. Victims of sexual assault or rape are strongly encouraged to report the incident as described in this Policy to deter future assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. Victims are not required to report an incident to law enforcement authorities, but RUSVM will assist the victim with contacting the police, if requested.
3. Report the misconduct to the manager of student services, sr. manager of campus operations, one-up manager, campus incident commander, local RUSVM leadership, Sexual Misconduct Response Coordinator or the CRC.



# 1. GENERAL INFORMATION (continued)

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4. For your safety and well-being, immediate medical attention is encouraged. Time is a critical factor for evidence collection and reservation that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining an order of protection. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual assault. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); [RAINN.org](http://RAINN.org).
5. Even after the immediate crisis has passed, consider seeking professional counseling and the support of local and specialized support agencies, such as sexual assault recovery centers and domestic violence safe houses. This can help to recover from the psychological effects and provide a safe environment for recovery.

## 1.10.2 COMMITMENT TO NON-DISCRIMINATION AND NON-HARASSMENT

RUSVM is committed to providing an education conducive to the personal and professional development of each individual and to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, ancestry, disability, veteran status, sexual orientation, pregnancy or parental status, gender, or any other basis protected by federal, state or local law.

### WHAT IS HARASSMENT?

Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior that is based on one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would violate this Policy are:

- Verbal abuse, slurs, derogatory comments or insults about, directed at, or made in the presence of an individual or group based on protected status. This could include telephone calls, emails, instant messages, etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on protected status.
- Damage to, trespass on or unauthorized use of property, such as spraying or scratching of a motor vehicle, damage or theft of property, based upon the protected status of an individual or group.
- Physical contact or verbal threats based upon the protected status of an individual or group.

### 1.10.2.2 WHOM TO CONTACT IF YOU THINK YOU HAVE BEEN DISCRIMINATED AGAINST OR HARASSED

The Student Service Manager, Dean of Campus Operations Program Dean/Director and/or Dean of Academic Affairs are available to serve as a resource to any student or other member of the RUSVM community who has a discrimination or harassment inquiry or complaint. These resource persons have information about RUSVM's non-discrimination policy, rules and procedures (including information about confidentiality) as well as options available for the investigation and resolution of complaints. Individuals with a discrimination or harassment inquiry or complaint may be more comfortable speaking with someone of the same gender, and the resource persons listed can assist in finding help of the preferred gender.

Students who wish to file discrimination or harassment complaints against RUSVM should follow the Student Complaint/Grievance Procedure found in this handbook.

Students who wish to file discrimination or harassment complaints against a fellow student should follow the Professional Conduct Procedure found in this handbook.



# 1. GENERAL INFORMATION (continued)

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Complaints involving discrimination or harassment should be reported to Dwight Hamilton, Director, Office of Equity and Access ([equity@adtalem.com](mailto:equity@adtalem.com) or **312.651.1458**).

## STANDARD OF EVIDENCE

The Investigator(s) will utilize the preponderance of evidence standard to determine if a violation of the Non-Discrimination and Non-Harassment Policy has occurred. The preponderance of evidence standard means that based on all the information available, it is more likely than not that the alleged sexual harassment or sexual misconduct occurred.

## WRITTEN DETERMINATION

Once complete, the parties will be simultaneously informed in writing of the outcome. Notice to both parties will include the written statement detailing the factual findings supporting the determination and the rationale for the sanction/discipline (if any) to the degree possible and always when the sanction/discipline is directly relevant to that individual. The notice will also include appeal procedures, if applicable, and when the results become final.

## DISMISSAL OF A COMPLAINT

Dismissal of a Complaint may occur under several circumstances. The Office of Equity and Access shall dismiss a Complaint if the Complainant's allegations do not meet the definition of discrimination or harassment under the RUSVM Non-Discrimination and Non-Harassment Policy or did not occur in RUSVM's education Program or Activity. The Office of Equity and Access may dismiss a Complaint if the Complainant informs the Investigator(s), in writing, that they withdraw the Complaint or allegations therein; the Respondent is no longer enrolled or employed by RUSVM; or if specific circumstances prevent RUSVM from gathering sufficient evidence to reach a determination. If a Complaint is dismissed, the parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by RUSVM under other relevant policies or codes of conduct.

## SANCTIONS FOR STUDENT MISCONDUCT

If RUSVM determines that the Non-Discrimination and Non-Harassment policy has occurred, appropriate disciplinary sanctions for substantiated violations of this Policy by students, up to and including expulsion, will be imposed in accordance with the Code of Conduct applicable to students found at [veterinary.rossu.edu/media/11921/rusvm-student-handbook](http://veterinary.rossu.edu/media/11921/rusvm-student-handbook).

The full list of available sanctions is provided in the Code of Conduct applicable to students. This Policy is a supplement to the community standards that the Code of Conduct applicable to students sets forth. In addition, violations of this Policy may trigger application of sanctions to a student imposed under applicable law.

## SANCTIONS FOR COLLEAGUE MISCONDUCT

Disciplinary sanctions for a colleague's violation of this Policy may include written reprimand, warning, probation, suspension, housing suspension, housing expulsion, limiting order, change in job assignment, office relocation, reduction of awards under the management incentive plan, or termination of employment or contract, and will be imposed in accordance with applicable RUSVM policies and procedures. RUSVM reserves the right to impose further and/or different sanctions appropriate to an individual situation. In addition, violations of this Policy may trigger application of sanctions to a colleague imposed under local, state or federal law. Colleagues are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Sexual Misconduct Response process and not constrained by the outcome of the Sexual Misconduct Response process.

## APPEAL

Both parties have the right to appeal a determination regarding responsibility, RUSVM's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; (3) a conflict of interest or bias, that affected the outcome of the matter; and/or (4) the proposed Remedy was not reasonable based on the evidence compiled during the investigation. An appeal must be submitted in writing to the Director of Student Experience within ten days of the delivery of the Written Determination. The Director of Student Experience or their designee shall hear the appeal. Appeal determinations are final.



# 1. GENERAL INFORMATION (continued)

## 1.11 TITLE IX POLICY

Ross University School of Veterinary Medicine (“RUSVM”) is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, RUSVM does not discriminate on the basis of sex in its education Program or Activity, which extends to admission and employment. RUSVM also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education Program or Activity.

If you believe that you have experienced or witnessed sexual misconduct or discrimination as part of RUSVM's education Program or Activity outside the United States, please follow the procedures outlined in the Sex and Gender-Based Sexual Misconduct Response and Prevention Policy.

RUSVM reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

### 1.11.1 TITLE IX COORDINATOR

The Title IX Coordinator coordinates the University's efforts to comply with its Title IX responsibilities.

**Title IX Coordinator:** Dwight Hamilton  
Director, Office of Equity and Access Adtalem Global Education  
500 West Monroe | 28th Floor | Chicago, IL 60661  
312.651.1458 | [titleixcoordinator@adtalem.com](mailto:titleixcoordinator@adtalem.com)

The Title IX Coordinator is responsible for implementing the University's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment and providing supportive measures. The Title IX Coordinator is also responsible for maintaining corresponding Clery Act crime statistics and reporting to the applicable Director, Enterprise Safety and Security.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

Reports can be made by victims, third parties or bystanders with the option to remain anonymous through the Speak Up program by phone at **1.800.461.9330** (in the U.S.) or **+1.720.514.4400** (in St. Kitts), or online at [speakupadtalem.com](http://speakupadtalem.com).

### 1.11.2 KEY DEFINITIONS

**“Affirmative consent”** is the affirmative, knowing, conscious, voluntary and mutual agreement to engage in sexual activity. Consent can only exist free from intimidation, force, threat of force or coercion. Under this Policy, “No” always means “No” and “Yes” may not always mean “Yes.” Anything but voluntary, conscious, affirmative consent to any sexual activity is equivalent to “no” for purposes of this Policy. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. While the legal definition of consent is found in RUSVM's Annual Safety Report, the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed.
- The lack of protest or resistance does not constitute consent, nor does silence.
- Where there is use of threat, force or restraint by the Respondent, the lack of verbal or physical resistance or the submission by the Complainant does not constitute consent.
- The manner of dress of the Complainant does not constitute consent.
- The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never, by itself, be assumed to be an indicator of consent.



# 1. GENERAL INFORMATION (continued)

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- Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
- A person who initially consents to sexual contact, including penetration, may withdraw continued consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age, or the person is incapacitated due to a mental disability.
- Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol.
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g., the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction).
- It is not a valid excuse to alleged lack of affirmative consent that the Respondent believed the Complainant consented to sexual activity if the:
  - Respondent's belief arose from the Respondent's own intoxication or recklessness
  - Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented
  - Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was asleep, unconscious, incapacitated due to the influence of drugs, alcohol or medication, or was unable to communicate due to a mental or physical condition.

**“Colleague”** an employee of Ross University School of Veterinary Medicine.

**“Colleague Code of Conduct”** refers to the “Adtalem Code of Conduct and Ethics” ([adtalem.com/sites/g/files/krcnkv321/files/migrations/media/Code%20of%20Conduct\\_English%20and%20Portuguese.pdf](https://adtalem.com/sites/g/files/krcnkv321/files/migrations/media/Code%20of%20Conduct_English%20and%20Portuguese.pdf)), which is applicable to colleagues at all Adtalem Global Education institutions and offices and outlines colleagues' rights and responsibilities.

**“Colleague complaint procedure”** is the vehicle by which colleagues can bring to the administration's attention any complaint relating to their experience with RUSVM or a member of the RUSVM community. It is the mechanism for investigating and trying to resolve complaints raised by colleagues and can be found in the Commons ([apps.adtalem.com](https://apps.adtalem.com) > **Commons— HR Portal > Policy Central**).

**“CRC”** refers to the Coaching Resource Center, which is available to managers to assist in addressing colleague relations concerns, including complaints about colleague or vendor conduct.

**“Member of the RUSVM community”** includes students, faculty members or staff and any other individuals associated with RUSVM. The conduct administrator or complaint administrator shall determine a person's status in a particular situation.

**“Notice”** refers to any information regardless of whether it is direct, indirect, partial or complete received by a colleague that indicates possible sex or gender-based misconduct. When notice is received, colleagues are required to inform the Title IX Coordinator or their supervisor who, in turn, must make a report to the Title IX Coordinator.

**“One-up manager”** is a colleague's manager's manager. It is the person responsible for receiving a colleague's complaint when his/her direct manager is implicated in that complaint.

**Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of RUSVM conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RUSVM's education Program or Activity; or



# 1. GENERAL INFORMATION (continued)

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3. Sexual Assault<sup>1</sup> (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA)\*:
- Sexual Assault<sup>1</sup>: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
  - Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  - Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

\*Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the University's Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Formal Complaint:** A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that RUSVM investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in RUSVM's education Program or Activity with which the Formal Complaint is filed.

**Program or Activity:** On or off campus locations, events, or circumstances over which RUSVM substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

**Mandatory Reporter:** Designated College employees who must report all instances of Sexual Harassment to the Title IX Coordinator.

**Discretionary Reporter:** Designated College employees who may, with the Complainant's consent, report instances of Sexual Harassment to the Title IX Coordinator.

**Clery Geography:** As defined in the Clery Act, includes (A) buildings and property that are part of the University's campus; (B) the University's noncampus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus. A map of the University's Clery Geography is contained in RUSVM's ASR.

**Colleague:** College employee, including faculty and staff.

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<sup>1</sup> The FBI's Uniform Crime Reporting Program (FBI UCR) includes forcible and non-forcible sex offenses such as rape, fondling, and statutory rape, which contain elements of "without the consent of the victim."



# 1. GENERAL INFORMATION (continued)

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## PROCEDURE FOR REPORTING SEXUAL HARASSMENT

If you believe that you have experienced or witnessed Sexual Harassment, RUSVM encourages you to notify the Title IX Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from RUSVM's Title IX grievance process. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, RUSVM will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police in order to pursue RUSVM's grievance process.

## CONFIDENTIALITY

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting College resources. Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-up manager and also the Title IX Coordinator. All College Colleagues are designated mandatory reporters will notify the Title IX Coordinator of any complaints received.

The Adtalem Speak Up Program ("Speak Up") is a reporting system managed by a third-party vendor (Convercent), which encourages members of the RUSVM community to come forward with questions or concerns, including allegations of sex and/or gender-based misconduct. Reports can be made anonymously, or reporters can provide their name and contact information. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the Speak Up program by contacting the third-party contractor Convercent by phone at **1.800.461.9330** (in the U.S.) or **+1.720.514.4400** (in St. Kitts), or online at [speakupadtalem.com](http://speakupadtalem.com).

**Confidential Resource:** RUSVM Counseling Center  
Basseterre, St. Kitts | West Indies  
Room 07-121  
[counselingcenter@rossvet.edu.kn](mailto:counselingcenter@rossvet.edu.kn) | 465.4161 x401.1500

RUSVM will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX grievance process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to RUSVM's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer Supportive Measures and/or Remedies, and/or engage in informal or formal action, as appropriate.

## PREVENTION AND AWARENESS

Acts that are deemed to fall within the scope of this Policy are violations of the Codes of Conduct as well as the expectations of members of the RUSVM community. These acts may also be crimes. To increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, RUSVM is committed to providing primary and ongoing awareness and prevention programming.

Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this Policy. Themes will include situational awareness and prevention strategies, such as bystander intervention and other forms of risk reduction. While bystander intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, risk reduction also encompasses various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable. Awareness programs are events that occur online or in person that invite active engagement of community members. It is the expectation and responsibility of each member of the RUSVM community to participate in programming which will assist with ongoing prevention efforts as well as effective and efficient identification and response when sex and/or gender-based misconduct does occur.



# 1. GENERAL INFORMATION (continued)

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Primary prevention and awareness programming will include a comprehensive online education platform intended for viewing by all colleagues and students as well as student-facing vendors if necessary and appropriate. The program will be completed by:

- New students and transfer students within three weeks of the start of the student's first session
- Returning and continuing students who did not take the training as a new or transfer student within three weeks of the start of the session the student is scheduled to resume or continue studies
- Colleagues by the date stated in email notification
- Specific vendors by the date stated in email notification

Access to the primary prevention program and its contents will be ongoing throughout the participant's relationship with RUSVM. Members of the RUSVM community are encouraged to visit this resource regularly for personal, professional and academic purposes.

Ongoing prevention and awareness campaigns are public service announcements and campaigns as well as messages and activities integrated into the day-to-day fabric of the academic community. These initiatives are intended to reinforce increased awareness regarding sex and/or gender-based misconduct and prevention strategies throughout the year. RUSVM will continually seek formal and informal ways to incorporate additional awareness and prevention strategies, e.g., active and passive educational campaigns, such as social norms poster campaigns, newsletter articles, presentations and volunteerism with local community resource agencies. When additional ongoing education is provided, the organizer will report that event, activity or effort to the Title IX Coordinator for record keeping and quality assurance purposes. Toolkits including ideas and resources that support ongoing efforts and are related to the primary prevention and awareness programming, will be made available to any campus upon request.

Additional training will be delivered to colleagues responsible for responding to reports of sex and/or gender-based misconduct, including but not limited to complaint administrators, conduct administrators, conduct panelists and appeal reviewers. These colleagues should complete the primary prevention and awareness programming described above as well as remote or live training and/or consultation with the Title IX Coordinator before and during management of an allegation within the scope of this Policy.

## COMPLAINANT RIGHTS

Complainant rights include:

1. The right to notify or not notify law enforcement and to request and receive assistance from RUSVM in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.
3. The right to be free from undue coercion from RUSVM to pursue or not pursue any course of action.
4. The right to be informed of the institution's role regarding orders of protection, no contact orders, restraining orders or similar lawful orders issued by a civil, criminal or tribal court (when applicable). RUSVM abides by orders of protection (including no-contact orders and restraining orders), which are generally issued by a municipal court to protect a person or entity in a situation involving sexual assault. RUSVM may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.
5. The right to request and receive information on how to make a confidential report for the purposes of tracking campus crime without otherwise divulging details that would require or permit RUSVM to investigate and respond (when the incident has not yet been reported to a colleague required to notify the Title IX Coordinator and/or Sexual Misconduct Response Coordinator).
6. The right to contact information for the Title IX Coordinator and/or Sexual Misconduct Response Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.
8. The same rights as the Respondent to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.





# 1. GENERAL INFORMATION (continued)

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9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, both parties have the right to appeal the outcome.
10. The right to request Supportive Measures.
11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
12. The right to be informed about RUSVM's ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.
14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a complainant be required to repeat details of the incident to secure appropriate accommodations.
15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

For more specific instructions on how to properly comply with this Policy, consult the Title IX Coordinator.

## AMNESTY FOR COMPLAINANTS AND WITNESSES

RUSVM will investigate allegations of sex and gender-based misconduct, including when drugs or alcohol may have been involved. RUSVM encourages the reporting of sex and gender-based misconduct by complainants and witnesses who are sometimes hesitant to report to RUSVM officials or participate in the resolution processes because of concern that they may be accused of policy violations, such as underage drinking or drug use at the time of the incident. It is in the best interest of the community that complaints and witnesses come forward to share what they know regarding violations of this Policy. To encourage reporting, RUSVM grants complainants and witnesses amnesty, when appropriate, for potential RUSVM policy violations and provides all parties and witnesses other interim measures as appropriate or needed.

Similarly, encourages direct assistance to those in need as a result of sex or gender-based misconduct. In instances where minor policy violations are revealed as a result of a person providing assistance to a complainant, policy violations should not be overlooked; however, RUSVM may provide educational options, rather than punitive sanctions, to those who offer their assistance.

## SUPPORTIVE MEASURES

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Once the Title IX Coordinator receives a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

RUSVM will maintain the privacy of the Supportive Measures, provided that privacy does not impair RUSVM's ability to provide the Supportive Measures.



# 1. GENERAL INFORMATION (continued)

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## EMERGENCY REMOVAL

RUSVM can remove a Respondent entirely or partially from an education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with Director, Enterprise Safety and Security.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

RUSVM will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning a Colleague, restricting a student's or Colleague's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave

## COMPLAINT DISMISSAL

Dismissal of a Formal Complaint may occur under several circumstances. RUSVM must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in RUSVM's education Program or Activity, or did not occur against a person in the United States.

RUSVM may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by RUSVM; or if specific circumstances prevent RUSVM from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by RUSVM under its Sex and Gender-Based Sexual Misconduct Response and Prevention Policy.

## TITLE IX GRIEVANCE PROCESS

RUSVM utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinators, Investigators, Decision-Makers, individuals who facilitate informal resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent or witness.

Both parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both parties will be afforded equitable rights and access during the grievance process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Generally, the grievance process consists of a Formal Complaint, investigation, live hearing, determination, disciplinary measures, remedies and appeal (if applicable). The grievance process, barring extenuating circumstance, will conclude within 90 calendar days from the date a Formal Complaint is filed

## ADVISOR

The parties may be accompanied by an advisor of their choice and at their own expense. If the Complainant or Respondent does not have an advisor present at the live hearing, RUSVM will select and provide an advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. The Complainant and Respondent may not conduct cross-examination.

Choosing an advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.



# 1. GENERAL INFORMATION (continued)

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The Complainant and Respondent are expected to ask and respond to questions on their own behalf throughout the investigation phase of the grievance process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a live hearing, during cross-examination. If an advisor is disruptive or otherwise fails to respect the limits of the advisor role, the meeting or interview may be ended by the Decision Maker.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by RUSVM. The Decision Maker may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by RUSVM's privacy expectations

## INVESTIGATION OF COMPLAINTS

RUSVM will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether RUSVM investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the RUSVM community. A Complainant is not required to participate in an investigation and grievance process for Formal Complaints signed by the Title IX Coordinator. However, the ability to investigate, respond, and provide Remedies may be limited or impossible without participation of the Parties. RUSVM may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the parties. The Notice of Investigation will include: details of the allegations (including identities of the parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to RUSVM's grievance process; a statement that the parties may have an advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

Formal Complaints involving Colleagues may also be referred to Human Resources and simultaneously evaluated under Colleague conduct policies and procedures.

During the investigation, the Office of Equity and Access will select an Investigator to conduct interviews and gather evidence. The parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The parties (and their advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the parties (and their advisors) at least 10 days prior to a live hearing. The parties may provide a written response to the investigative report.

## INFORMAL RESOLUTION

If the Title IX Coordinator deems appropriate and both parties voluntarily consent in writing, Formal Complaints can be resolved through informal resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate informal resolution process depending on the nature of the allegations, the parties involved, and the overall circumstances. Informal resolution will be conducted by a facilitator, who will be designated by the Title IX Coordinator. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process. Informal resolution is unavailable to resolve allegations that a Colleague sexually harassed a student.



# 1. GENERAL INFORMATION (continued)

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## LIVE HEARING

If a report is not resolved informally, RUSVM will conduct a live hearing. Live hearings are facilitated by a designated Decision-Maker. The Decision Maker will be selected by the Office of Equity and Access. The Decision-Maker consists of a panel of no fewer than three (3) members, designated from the hearing panel.

Cross-examination during the live hearing will be conducted directly, orally, and in real time by the party's advisor and not by a party personally. The Decision-Maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including that challenge credibility. Only relevant cross-examination questions (as well as other questions deemed pertinent at the discretion of the Decision-Maker) may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination question, the Decision-Maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

As of August 24, 2021, and pursuant to the Department of Education's August 24, 2021 guidance, the Decision-Maker may consider statements from a party or witness who are not present at the live hearing in reaching a determination regarding responsibility, so long as the questions are otherwise permissible. However, the Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer questions.

At the request of either party, RUSVM will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Live hearings may be conducted with all parties physically present in the same geographic location or, at RUSVM's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing will be created and maintained for seven (7) years.

Individuals participating in the live hearing cannot be disruptive and must follow the policies and procedures set by RUSVM. The Decision-Maker has the authority to enforce decorum.

## EVIDENCE LIMITATIONS

RUSVM will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. RUSVM will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

## STANDARD OF EVIDENCE

For all Formal Complaints of Sexual Harassment (including where Colleagues are Respondents), RUSVM utilizes the preponderance of the evidence standard; whether it is more likely than not that the Respondent violated the policy as alleged.

## DISCIPLINARY ACTIONS

Disciplinary actions against the Respondent will not be imposed before completion of RUSVM's grievance process. Following a determination of responsibility, appropriate corrective action will be taken, and RUSVM will take steps to prevent recurrence. Disciplinary actions taken will be determined on a case-by-case basis. Any Colleague determined by RUSVM to be responsible for an act of Sexual Harassment will be subject to appropriate disciplinary action, up to and including termination. Colleagues are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Remedies for student-related claims may include, but are not limited to, additional training, a restriction on contact, suspension, or termination.

Failure to abide by imposed disciplinary actions (whether by refusal, neglect or any other reason), may result in additional disciplinary action, including suspension or termination.

Individuals who make a materially false statement in bad faith in the course of a Title IX grievance process will be subject to RUSVM's Code of Conduct policies



# 1. GENERAL INFORMATION (continued)

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## REMEDIES

Remedies are provided to a Complainant whenever a Respondent is found responsible and may be disciplinary and punitive. Student remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and reasonable under the circumstances. Remedies may include supportive measures.

## WRITTEN DETERMINATION

The Decision-Maker will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the live hearing, disciplinary sanctions imposed on the Respondent and whether remedies will be provided to the Complainant. The determination will be sent simultaneously to the parties along with information on how to file an appeal.

## APPEAL

Both parties have the right to appeal a determination regarding responsibility, RUSVM's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter; and/or (4) the proposed Remedy was not reasonable based on the evidence compiled during the investigation

An appeal must be submitted in writing to the Title IX Coordinator within ten days of the delivery of the Written Determination.

## RETALIATION PROHIBITED

Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the grievance process is prohibited.

If you believe you have been retaliated against, you should follow the procedures outlined in RUSVM's Retaliation Policy located in the Student Handbook and Employee Handbook.

## TRAINING

RUSVM ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of RUSVM's education Program or Activity, how to conduct an investigation, RUSVM's grievance process (including hearings, appeals, and informal resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the live hearing process, technology to be used in live hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal resolution facilitators are trained on the informal resolution process.

Materials used to train Title IX personnel are posted on RUSVM's website and may also be requested directly from the Title IX Coordinator.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), RUSVM will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students and new Colleagues during their first semester.

## BIAS/CONFLICT OF INTEREST

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Jason Kangalee, Sexual Misconduct Response Coordinator, by phone at **869.465.4161 x 401-1159** or by email at [dsatterlee@rossvet.edu.kn](mailto:dsatterlee@rossvet.edu.kn). Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.



# 1. GENERAL INFORMATION (continued)

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## REPORTING REQUIREMENTS

College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. RUSVM will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. RUSVM reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

## ADDITIONAL INFORMATION

Students and Colleagues may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at [ed.gov/ocr/](http://ed.gov/ocr/). To the extent that a Colleague or contract worker is not satisfied with RUSVM's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The OCR National Headquarters is located at:

**U.S. Department of Education  
Office for Civil Rights**

Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## PRIMARY PREVENTION AND AWARENESS PROGRAMS: RISK REDUCTION TIPS

Responsibility for sexual misconduct rests with those who commit such acts. Risk reduction tips are not intended to blame the victim. There are precautions we all can take which may limit our exposure to situations which may result in non-consensual sexual acts.

- Communicate limits/ boundaries and respect the limits/boundaries of others.
- Clearly and firmly say "No" to a sexual aggressor.
- If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive person.
- If someone is nearby, ask for help.
- Take responsibility for your alcohol/drug use. Acknowledge that alcohol/drugs lower sexual inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual opportunity.
- Do not take advantage of someone's intoxication or altered state even if alcohol or drugs were consumed willingly.
- If you choose to share intimate images, pictures, videos or content with others, even those you trust, be clear about your expectations regarding how the information may be used, shared or disseminated. If such information is shared with you, do not share it with others.
- Take care of friends and ask that they take care of you.
- As a sexual initiator, clearly communicate your intentions and give your sexual partner the opportunity to clearly communicate the same.
- Do not make assumptions about consent, sexual availability, sexual attraction, how far an interaction can go or about physical and/or mental ability to consent.



# 1. GENERAL INFORMATION (continued)

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- Remember that consent should be affirmative and continuous. If there is any question or ambiguity, you should proceed as if you do not have consent.
- Consider mixed messages from a partner to be an indication that sexual conduct should stop so that better communication can occur.
- Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a power advantage, your gender, your demeanor or your physical presence. Do not use or abuse that power

## BYSTANDER INTERVENTION STRATEGIES

Intervention by classmates, colleagues and others within proximity to the precursors or signs of possible sexual assault, sexual exploitation, dating violence, domestic violence or stalking can significantly impact the course of an interaction between a latent perpetrator and victim. Bystanders may also encourage friends, classmates and colleagues who are already experiencing victimization to seek assistance sooner than they may have without encouragement, support or acknowledgment. Community members are encouraged to recognize warning signs and to consider possible methods of interference in various scenarios before opportunities to intervene arise. By planning ahead, we all maximize the likelihood of being empowered to take safe actions to either prevent sexual misconduct or offer paths to eliminate ongoing victimization.

When a member of the RUSVM community observes threatening, coercive, forceful, aggressive, or harassing behavior, it is important to assess the situation to determine the best possible course of action for all concerned. Some forms of intervention are direct, while others will be less apparent to the perpetrator or others within range of the interaction. Examples include but are not limited to:

- Making up an excuse to get someone out of a dangerous situation.
- Stepping in to change the course of an interaction.
- Warning potential or perceived perpetrators that their actions may lead to severe consequences.
- Refusing to leave the company of a potential victim despite efforts by an aggressor or pursuer to get the potential victim alone.
- Taking steps to reduce alcohol or drug consumption within a potentially dangerous social situation.
- Calling and cooperating with security, administration, the police or others to assist with intervention and accountability.
- Expressing concern or offering resources when you notice someone with unexplained or frequent injuries.
- Refusing to consider sex and/or gender-based misconduct a personal or private matter between the victim and the perpetrator.

## PROCEDURES TO FOLLOW AFTER A SEXUAL MISCONDUCT INCIDENT

Complainants of any sexual misconduct that might constitute a crime, including domestic violence, dating violence, sexual assault, stalking and rape (including acquaintance rape) that impacts the RUSVM community have the option and are encouraged to contact local law enforcement authorities. The criminal process is separate from RUSVM's process.

Whenever possible, Complainants should report a violation of this Policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault or stalking occurred, or to obtain a protection order. Complainants of sexual assault or rape are strongly encouraged to report the incident as described in this Policy to deter future assaults and to ensure that the Complainants receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. Complainants are not required to report an incident to law enforcement authorities, but RUSVM will assist the Complainants with contacting the police, if requested.
3. Report the misconduct to the manager of student services, sr. manager of campus operations, one-up manager, campus incident commander, local RUSVM leadership, Title IX Coordinator or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Time is a critical factor for evidence collection and reservation that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining an order of protection. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual



# 1. GENERAL INFORMATION (continued)

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assault. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); RAINN.org.

5. Even after the immediate crisis has passed, consider seeking professional counseling and the support of local and specialized support agencies, such as sexual assault recovery centers and domestic violence safe houses. This can help to recover from the psychological effects and provide a safe environment for recovery.

## RESOURCES FOR VICTIMS

Local Resources can be found in the RUSVM's Annual Security Report distributed to each campus community and posted on the Student Consumer Information page of RUSVM's website. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually.

To access this information, go to: [veterinary.rossu.edu/student-consumer-information](http://veterinary.rossu.edu/student-consumer-information)

Additionally, the following resources exist to provide information and links to external assistance:

- **National Sexual Assault Hotline** 1.800.656.HOPE (4673) [rainn.org](http://rainn.org)
- **National Domestic Violence Hotline** 1.800.799.7233 (TTY) 1.800.787.3224 [thehotline.org](http://thehotline.org)
- **National Network to End Domestic Violence** [nnedv.org](http://nnedv.org) [womenslaw.org](http://womenslaw.org)  
[Legal information and resources]
- **National Stalking Resource Center** [victimsofcrime.org](http://victimsofcrime.org)
- **Love is respect** 1.866.331.9474 (TTY) 1.866.331.8453 [loveisrespect.org](http://loveisrespect.org)
- **National Suicide Prevention Hotline** 1.800.273.TALK (8255) [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
- **Americans Overseas Domestic Violence Crisis Center** 1.866.USWOMEN (International Toll-Free) [crisis@866uswomen.org](mailto:crisis@866uswomen.org)
- **U.S. Embassy** [usembassy.gov](http://usembassy.gov)
- **Child Welfare Information Gateway** [childwelfare.gov](http://childwelfare.gov)
- **State Statutes Including Mandatory Reporting Laws** [childwelfare.gov/topics/systemwide/laws-policies/state](http://childwelfare.gov/topics/systemwide/laws-policies/state)





# 1. GENERAL INFORMATION (continued)

## 1.12 ACADEMIC AND STUDENT POLICIES AND SANCTIONS

### 1.12.1 ACADEMIC MISCONDUCT

Academic Misconduct is a violation of the Honor Code and thereby a violation of the Code of Conduct. It is an offense for any covered person to make use of unethical or unfair means in any RUSVM assessment, to assist a covered person to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another covered person or allow another person to impersonate him/her in an assessment. Receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, unauthorized and/or improper use of examination materials, or other forms of dishonesty in academic affairs are also considered as academic misconduct. Any covered person found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and will be subject to disciplinary action. The punishment for graduate students who engage in any kind of academic dishonesty is harsh – suspension or expulsion are the most common sanctions for graduate students who are found to have engaged in academic misconduct. The official transcript of an expelled student is appended with a permanent statement that notes the student was dismissed for violation of the student code.

If a student suspects a fellow student of cheating during an exam, the student should discreetly alert an exam proctor at that time. A student that is reported as cheating on an examination and determined to have cheated, in accordance with Conduct violation proceedings, will receive a grade of zero for that examination, and is subject to other discipline, up to and including dismissal from RUSVM.

It is academically fraudulent and an offense against the policies of this Student Handbook for a covered person to invent or falsify data, evidence, references, experimental results or other material contributing to any covered person's assessed work or for a covered person to make use of such material. It is also an offense against RUSVM discipline for covered persons to collude in the submission of work that is intended for the assessment of individual academic performance or for a covered person to allow his/ her work to be used by another covered person for fraudulent purposes.

A covered person who has previously submitted work for one course at this or another institution must not submit the same work or part of the work to attempt to achieve academic credit through another course.

Covered persons need to be careful when asking peers to proofread their work. Proofreaders should only comment on the vocabulary, grammar and general clarity of written English. They should not advise on subject matter or argumentation.

#### 1.12.1.1 Plagiarism

Plagiarism is a violation of the Honor Code and thereby a violation of the Code of Conduct. Plagiarism is the act of copying or including in one's own work, without adequate acknowledgment, intentionally or unintentionally, the work of another or your own previously assessed original work. It is academically fraudulent and an offense against RUSVM discipline. Plagiarism, at whatever stage of a candidate's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by RUSVM. The innocent misuse or quotation of material without formal and proper acknowledgment can constitute plagiarism, even when there is no deliberate intent to cheat. Work may be plagiarized if it consists of close paraphrasing or unacknowledged summary of a source, as well as word-for-word transcription. Any failure to adequately acknowledge or properly reference other sources in submitted work could lead to lower marks and to disciplinary action being taken.

### 1.12.2 SUBSTANCE AND ALCOHOL ABUSE POLICY

#### 1.12.2.1 Overview

RUSVM, 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 RUSVM employee and student care. As required by law, RUSVM must implement a policy to prevent the unlawful possession, use, or distribution of controlled substances on or within the RUSVM premises, its associated facilities, and during RUSVM- affiliated activities.



# 1. GENERAL INFORMATION (continued)

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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 RUSVM's commitment to excellence and education, thereby posing a threat to the mission of RUSVM.

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

## **1.12.2.2 Applicable Law**

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

## **1.12.2.3 Prohibited Activities**

RUSVM 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 RUSVM 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, RUSVM, in a manner which may result in impairment or endanger the physical, mental and/or emotional wellbeing of any person; and
- Any violation of the Substance and Alcohol Abuse Policy 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.

## **1.12.2.4 Penalties/Sanctions**

### *1.12.2.4.1 RUSVM Sanctions*

The RUSVM 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 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 RUSVM discipline.

Applicable sanctions include, but are not limited to, probation, probation and referral for treatment and rehabilitation, suspension, or expulsion. RUSVM may refer any case to the proper local, state, and/or federal authorities for appropriate legal action.

Individuals disciplined under the RUSVM Policy on Substance and Alcohol Abuse have the right to an appeal in accordance with applicable RUSVM grievance procedures.

### *1.12.2.4.2 External Sanctions*

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

Violators will be subject to all appropriate penalties within the jurisdiction of the offense. Within the Federation of St. Kitts and 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 RUSVM library.



# 1. GENERAL INFORMATION (continued)

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## 1.12.2.4.3 Prevention & Assistance

RUSVM 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. RUSVM 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 RUSVM as a result of seeking such assistance.

For information or assistance with substance and/or alcohol abuse matters, call the RUSVM Counseling Center (869) 465-4161 ext. 1500, or email [CounselingCenter@rossvet.edu.kn](mailto:CounselingCenter@rossvet.edu.kn).

## 1.12.3 SMOKING POLICY

It is the policy of RUSVM to provide a safe and healthy environment for students, faculty, and staff. This includes an environment free of second-hand smoke. Smoking, including e-cigarettes, is not permitted on campus except in designated areas. Smokeless tobacco products are not to be used in any building used for teaching or in the Student Union. Violation of this policy may result in disciplinary action and sanctions up to and including dismissal.

Additionally, unless otherwise posted, use of tobacco products and e-cigarettes on RUSVM premises or at RUSVM events is prohibited.

## 1.12.4 ACCOMMODATIONS FOR PREGNANT & PARENTING STUDENTS POLICY

Ross University School of Veterinary Medicine ("RUSVM") is committed to creating an inclusive environment for pregnant and parenting students. RUSVM prohibits harassment and/or discrimination of any member of its community based on their sex, gender identity, gender expression, pregnancy, or parental status.

The Adtalem Global Education Office of Equity and Access ("OEA"), in partnership with RUSVM, assists pregnant and parenting students in understanding their options through their pregnancy, when pregnancy-related conditions arise (including pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions), and when accommodations are needed due to extenuating circumstances that arise from parenting responsibilities.

Under this policy, a parent is defined as:

- A biological parent
- An adoptive parent
- A foster parent
- A legal guardian

Accommodations are designed to support the student in meeting the program's technical standards. If you are a student who would like to request accommodations, and you can provide medical or other appropriate documentation for review, then contact the OEA Case Management Coordinator at [equity@adtalem.com](mailto:equity@adtalem.com) or **630.829.0233**.

Accommodations may include, but are not limited to:

- Excusing medically necessary pregnancy-related absences
- Providing mobility support
- Granting leave per the institution's leave of absence policy
- Extending deadlines and/or allowing the student to make up assignments and class participation due to medically necessary pregnancy-related absences

# 1. GENERAL INFORMATION (continued)

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- Granting incomplete grades for classes within the institution's policy
- Allowing breastfeeding students reasonable time and a private, clean, and accessible location to pump and store breast milk
- Allowing reasonable academic accommodations for parenting students during the first 12 months of the child entering the home for documented extenuating circumstances

## PROCESS

If you are a student who would like to request accommodations, and you can provide medical or other appropriate documentation for review, then contact the OEA Case Management Coordinator at [equity@adtalem.com](mailto:equity@adtalem.com) or **630.829.0233** to initiate the accommodation request process.

The Case Management Coordinator will ask you to confirm your pregnancy or parenting status and the accommodations you are requesting. You must complete the required accommodation request form (provided by the Case Management Coordinator) and provide recent documentation from a qualified medical professional or appropriate professional knowledgeable of your parenting needs (e.g., adoption counselor) that:

- Provides a specific diagnosis, including an explanation of the medical situation/status, or an explanation of your pregnancy or parenting status; and
- Includes recommendations for specific accommodations that might be helpful to you in an academic setting based on your specific circumstance.

The Case Management Coordinator will evaluate your request and supporting documentation and request or obtain any additional input, including additional documentation as appropriate, to determine whether your request should be granted or denied. If your request is granted, the Case Management Coordinator will work with you and any school personnel who will help implement approved accommodations (e.g., instructors, test administrators). If your request is denied, the Case Management Coordinator will engage in a dialog with you to explore reasonable alternative accommodation options, if appropriate. Denial of accommodations will not preclude students from requesting disability-related accommodations through the Office of Student Disability Services (OSDS). Accommodations are approved on a case-by-case basis as different resources may be available.

Once accommodations have been implemented, you should continue to work with the OEA on any accommodation-related needs. If you experience difficulty in implementing or obtaining accommodations approved by the Case Management Coordinator, you must immediately notify the Case Management Coordinator for assistance. You must notify the OEA if you transfer institutions or programs as a new accommodation request may be required.

Please note that accommodations pursuant to this policy will not be approved retroactively. Please contact the OEA in advance of your need for accommodations.

Questions related to accommodation requests and complaints of discrimination or retaliation related to pregnancy or parenting status should be directed to the Sexual Misconduct Response Coordinator at [titleixcoordinator@rossvet.edu.kn](mailto:titleixcoordinator@rossvet.edu.kn).

Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights for educational programs in the United States at:

**Office for Civil Rights**    400 Maryland Avenue, SW  
Washington, DC. 20202-1100  
Customer Service Hotline: 800.421.3481; TDD: 877.521.2172  
Facsimile: 202.453.6012 | Email: [ocr@ed.gov](mailto:ocr@ed.gov) | Website: [ed.gov/ocr](http://ed.gov/ocr)



# 1. GENERAL INFORMATION (continued)

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## 1.12.5 DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

### 1.12.5.1 Office of Student Disability Services

The Office of Student Disability Services (OSDS) is a division of the Office of Equity and Access (OEA). The OSDS serves undergraduate, graduate, professional and health sciences students across the globe.

If you are looking to receive services through the Office of Student Disability Services, we want to support you during this time. To start the process, email the corresponding address in the following Contact Information section relevant to your institution and program. We will provide you with the information to begin the interactive process of accommodation and may then also request a phone call for questions and introduction. If you need to speak over Teams, we will provide a link. If you require other accessibility needs to experience the call, please indicate that in your email.

**Contact Information**      OSDS Email: [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com)  
OSDS Phone: 855.229.0848  
OSDS Fax: 630.596.1651

### **Rights and Responsibilities**

Adtalem and its institutions and program are committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with government, state, and local laws as applicable to the student's program, institution, and location. All accommodations requested are reviewed on an individual basis to determine what is reasonable and appropriate. The student should understand the process is an interactive one that takes time. Timeframe: Students should apply as early as possible as there may be some situations where a request for accommodation is made at a point where appropriate arrangements cannot practicably or reasonably be made. Reviews may take a minimum of 10 business days once the file is determined complete and status updates are available in your email. Accommodations are not applied retroactively.

### **Students Have the Right to:**

- An equitable experience to participate in their program
- An opportunity to learn and receive applicable accommodations, adjustments, aids, and services
- Confidentiality of records-except where required/permitted by law
- Information available in formats that are accessible for their needs

### **Students Have the Responsibility for:**

- Meeting technical standards with or without accommodations
- Self-identifying when:
  - An accommodation is needed
    - When a concern arises with accommodation
- Providing documentation from a licensed physician or clinician in a field appropriate to opine on the disability in question. More specifically, the existence of a disability, how that disability limits a major life activity and how it affects participation in the program and the activity for which you are applying for accommodation.
- Following the OSDS published procedures for obtaining services and reasonable accommodations
- Respectfully interacting with colleagues in all exchanges



# 1. GENERAL INFORMATION (continued)

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## Accommodation Request Process

1. Email the OSDS with your intent to apply for an accommodation.
2. Indicate first and last name, institution, program, term and your preferred method of contact and any supports you require.
  - a. Phone
  - b. Email
  - c. Teams
  - d. Other-describe
3. Obtain and fill out the Student Accommodation Request Form
4. Gather the information from your physician or clinician applicable to the diagnoses for which you are applying. If there are multiple diagnoses, there may also be paperwork required from multiple specialists.

## Notes Regarding the Process:

- The OSDS will determine if your request is applicable to the office and its services
- If yes, OSDS will proceed with interactive process and review.
- If no, OSDS will refer student to the appropriate supports and services available.
- If a student is accepted into the accommodation request process with an applicable request related to a disability, they will proceed and during the interactive process of accommodation the student can expect to get updates on status such as:
  - Incomplete- the student has not provided enough information for a decision (detailing what is missing to continue)
  - In Review-the file is at a point where the Accommodation Coordinator can make a decision on the following categories for each of the requests/recommendations:
    - Incomplete
    - Resource already available to all students
    - Approved
    - Alternative Accommodation Provided
    - Denied
  - If Approved- Notification letter sent
  - If Denied-Notification letter sent and call made for additional assistance if the student wishes to speak on the phone and continue the process
  - If an Alternative Accommodation is determined- Notification letter sent
  - Incomplete, resource already available- email communication with details and resources

## Additional Information and Guidance

For further information regarding FAQs and documentation expectations, please refer to [Adtalem's Office of Student Disability Services Guide](#).

### 1.12.5.3 Clinical Year Accommodations

Students in the clinical phase of training in the curriculum remain registered students of RUSVM. As such, it is the process of RUSVM to secure placement with an AVME-COE accredited school or college of veterinary medicine. If a qualified student wishes to request accommodation regarding their clinical placement, students may contact the OSDS for assistance.



# 1. GENERAL INFORMATION (continued)

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To secure accommodations during the clinical year at the affiliate location, RUSVM students must contact the appropriate representative at the clinical affiliate to request such. Students are advised that accommodations granted by RUSVM during the pre-clinical phase of the curriculum may not be available during the clinical training phase of the curriculum. The clinical affiliate's policies and procedures will govern and determine whether a requested accommodation may be granted. The clinical affiliate representative contact information will be shared after clinical placement has concluded. For questions or assistance in reaching the appropriate representative, students should contact the OSDS.

## 1.12.5.4 NAVLE Accommodations

Accommodations received at RUSVM do not apply to the North American Veterinary Licensing Examination (NAVLE). The International Counsel for Veterinary Assessment (ICVA) has an accommodation request process for the NAVLE that is separate and apart from RUSVM's accommodation request process. Students may contact the ICVA to initiate their process and should inquire well in advance of testing. For questions or to request a copy of an RUSVM approval letter, students should contact the OSDS.

## 1.12.5.5 Inquiries or Complaints

If a student believes that they have been discriminated against due to a disability, the student should contact the Office of Equity and Access. Student complaints and escalations should be directed to [equity@adtalem.com](mailto:equity@adtalem.com).

## 1.12.6 MENTAL HEALTH

The mental and emotional stability of students is a primary concern of RUSVM. If RUSVM has reason to believe that a student is suffering from serious mental or emotional distress, or if a student has attempted or threatened to harm himself/herself or others, the student will be encouraged to initially take an emergency leave of absence (ELOA) on medical grounds in order to receive appropriate treatment. In the event that the student is unable to return at the end of the ELOA, they will automatically be placed on Academic Leave of Absence (ALOA) for medical leave for the remainder of the semester, with the possibility of an extension in accordance with the policies governing ALOA. All policies governing ALOA are detailed in Section 2.8.3.2 of this Student Handbook. Medical leave may be requested by a student in the event they have an illness or medical condition that is sufficiently serious as to preclude the student from undertaking normal daily activities.

The student will be allowed to return to campus from voluntary medical leave after RUSVM has received medical/psychological documentation that the student has satisfactorily participated in all recommended treatments and assessments, and that the student no longer poses a risk of harm to self or others and that meets any conditions specified by RUSVM to be met prior to the student's return. The documentation must clearly state that the student is capable of engaging fully in the academic program, and that the mental health practitioner supports, without reservation, the student's return to campus.

Under exigent circumstances involving the health and safety of either the student or others within the RUSVM community, students may be placed on involuntary medical leave, specifying conditions that must be met prior to student's return. In case of either a voluntary or involuntary medical LOA, conditions that may be imposed before return is permitted include, but are not limited to, the student:

- Granting permission, via a signed consent, "to allow RUSVM to send the student's treating physician a description of the circumstances of the medical problem that arose on St. Kitts or at a clinical site and a description of the medical infrastructure available at the site to which the student will be returning";
- Submitting to RUSVM a letter from the student's treating clinician that specifically addresses (i) the student's fitness to return to the stressful environment of a full-time medical student; (ii) the need for continuing care, if any, and whether such care can be provided on St. Kitts or the applicable clinical site; and (iii) a preventive plan to avoid the student's relapse if applicable; or
- Agreeing to an independent Fitness for Duty (FFD) Evaluation by a provider chosen by RUSVM.

All students placed on Medical Leave will have their documentation reviewed by the Assistant Dean of Academic Operations prior to being permitted to return to RUSVM. The student will provide a report from the treating physician for the medical condition indicating recovery, and stating the necessity for maintenance treatment and required accommodations, if any. This must be forwarded by verifiable instrument to the Assistant Dean of Academic Operations. Once this information is received, the student will be interviewed

# 1. GENERAL INFORMATION (continued)

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either by Skype™ or in-person at the discretion of the Assistant Dean of Academic Operations. If, following completion this review and interview, the respective Assistant Dean of Academic Operations continues to have concerns about the student's ability to meet RUSVM's Technical Standards, the Dean has the discretion to refer the student for an independent Fitness for Duty (FFD) Evaluation to be completed by a qualified licensed psychologist or board-certified psychiatrist and at RUSVM's expense. If the student is found to be unfit for duty, the results of the FFD will be reported to the Assistant Dean of Academic Operations. Otherwise, the Assistant Dean of Academic Operations will report that the student is Fit for Duty to the Office of the Registrar and to OCSA and the student will be returned to their studies as soon as can be arranged.

The RUSVM Counseling Center is available to provide support and assistance to RUSVM students in maximizing their success while at RUSVM. Counseling is confidential and services include individual and group counseling for personal as well as academic concerns. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Certain psychotropic medications 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 that the student will have a workable plan by which they can maintain an appropriate supply of their medications prior to beginning their studies at RUSVM. An insufficient supply of medications will not be considered an excuse for inappropriate behavior or inadequate performance. All requests for accommodations in connection with any such conditions will be considered on a case-by-case basis.

A phone, live chat and videocall service is also available through the MySSP Program, which is to complement the work of the RUSVM on-campus Counseling Center. MySSP provides students access to crisis and ongoing mental health support in the privacy of their home for:

- Stress management
- Anxiety and depression
- Family/Relationship conflicts
- Academic challenges
- Adjustment while living away

MySSP services are available for free, 24/7/365, and are designed to help students succeed inside the classroom and out. MySSP utilizes licensed clinicians all over the world, and provides self-directed resources and articles in your preferred language.

- Call 1.866.743.7732 (North America) or 001.416.380.6578 elsewhere.
- Download the app: MySSP to chat with a counselor

Please note: MySSP is not managed by the RUSVM Counseling Center but operates as a stand-alone entity serving colleges and universities worldwide. On-campus students are invited to continue to utilize the services of the RUSVM Counseling Center.

## 1.13 PHOTOGRAPHY AND VIDEO IMAGING POLICY

### 1.13.1 PURPOSE

The purpose of this policy is to clarify what type of photography and video images are permissible within or around the facilities of RUSVM and at any RUSVM-related activities whether on or off campus. Photography refers to still pictures in any medium and video images refer to video and film recorded or broadcasted by any means and displayed in any medium. This policy also applies to any photography, video images or any other type of visual regardless of how it is captured and stored.

### 1.13.2 SCOPE

This policy applies to all visitors, faculty, staff and students.





# 1. GENERAL INFORMATION (continued)

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## 1.13.3 POLICY-PERSONAL PHOTOGRAPHS

Photography is generally permitted, for personal use, in public areas of campus.

Regardless of location, RUSVM strictly prohibits photography of:

1. Any invasive medical procedures
2. Animals in any type of distress (real or perceived)
3. Animals with visible identification tags/numbers
4. Deceased or injured animals/cadavers
5. Animals that show bodily fluids/discharge (urine, feces, blood, etc.)
6. Privately owned animals for which permission has not been granted from the owner
7. Anyone engaging in behavior that damages the image of themselves, other students, faculty, staff or the university

## 1.13.4 POLICY-COMMERCIAL VIDEO/PHOTOGRAPHS

The Dean or their designee must approve all commercial use of video images or, photography. Such photography or recordings must not interfere with the educational, scholarly or administrative functions of the institution, or impair any individual's right to privacy.

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, recordings or images for films or videos may require submission of storyboards or scripts prior to approval. All photography permissions are for designated times and dates. RUSVM does not guarantee that any specific area or activity on campus will be available at the requested time or date. All photography permission by RUSVM must specify designated times and dates in writing and be signed by the Dean. RUSVM may withhold its permission or require conditions for its permission at its discretion.

Permission of RUSVM 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 RUSVM facilities. Photographers are reminded that they need to obtain the permission of each individual or privately owned animal photographed and that commercial use of an individual's image or likeness will require written consent of that individual.

## 1.14 UNDERSTANDING FERPA

### 1.14.1 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

RUSVM respects 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:

#### ***1. 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 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.

#### ***2. 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



# 1. GENERAL INFORMATION (continued)

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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.

### ***3. 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.

### ***4. 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  
Phone: 1-800-USA-LEARN (1-800-872-5327)

## DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as "Directory Information" and gives the institution 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.

### ***The following information will be released unless students specifically request that their information be withheld:***

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.

Career Services: Students approaching graduation and working with career services staff on career planning, job interviewing and resume preparation authorize release of the following records for a period of fifteen months after graduation: the resume, identifying data, academic work completed, immigration status (if applicable), and authorize career services to verify information graduates provide regarding their employment. At no time is compensation information released or published.

### ***To Withhold Information:***

To have directory or career services information withheld, students must submit a written request to the 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.



# 1. GENERAL INFORMATION (continued)

## 1.15 COMPLAINTS REGARDING THE UNIVERSITY

In most cases, students should first attempt to resolve their complaints orally or in writing with the individual(s) most directly connected to the student's complaint. For example, a student who is dissatisfied with the availability of a professor during office hours is encouraged to discuss the scheduling issue directly with the professor before discussing the issue with the professor's department head. RUSVM encourages students to engage in respectful and thoughtful communications to resolve their complaints with RUSVM faculty, administration or staff as a means of preparing students to resolve conflicts as a medical professional.

RUSVM's encouragement of informal complaint resolution should not be construed as an indication that RUSVM does not take informal complaints seriously.

A student pursuing informal resolution of his/her complaint is not required to submit a written complaint to initiate the process. Students are encouraged to discuss a complaint or concern with the RUSVM colleague closest to the student's issue or to consult with the Complaint Administrator for advice on how best to resolve a complaint informally. If the RUSVM colleague is able to satisfactorily address the student's complaint or concern, no further action will be taken beyond those needed to achieve resolution in most cases.

Complaints addressed informally may not be investigated to the same degree as formal complaints, depending on the nature of the complaint and its resolution. The student may, at any time, elect to withdraw their complaint. Students are advised, however, that certain complaints require investigation once they are brought to the attention of the Complaint Administrator. Such complaints include allegations relating to violations of the sexual misconduct and prevention policy, or allegations that, if true, suggest a threat to the safety of the RUSVM community or campus.

If a student is not comfortable discussing the matter with the individual(s) most directly involved, or has been unable to reach satisfactory resolution informally with the individual(s) most directly involved, the student may take his or her complaint to the Complaint Administrator. The Complaint Administrator will work with the student to pursue an appropriate resolution to the complaint raised.

Ross University School of Veterinary Medicine (RUSVM) is deeply committed to creating a productive learning environment free from harassment or discrimination and which provides students appropriate resources and support. In keeping with that commitment, RUSVM has developed this Complaint Procedure, which is intended to advise students on how to raise and resolve any complaints or issues with RUSVM that are unrelated to student conduct issues, including (by way of illustration only) such diverse topics as dissatisfaction with services provided at a campus or clinical location, or discrimination or harassment in violation of RUSVM's policies. Students are expected to adhere to this policy when raising complaints against RUSVM or any RUSVM colleague. Students who wish to file a complaint regarding a fellow student's conduct should refer to the Conduct Code and related policies in this Handbook.

RUSVM advises students that RUSVM takes complaints very seriously and expects students to use good judgment in raising and attempting to resolve a complaint. Students are expected to adhere to the Honor Code and Code of Conduct at all times; raising a complaint that contains false allegations or for an improper purpose, such as to gain an unfair advantage academically, will be deemed a violation of the Honor Code and/or Code of Conduct and may subject the student to disciplinary action.

RUSVM also reminds students that, as veterinarians in training, they are expected to adhere to a set of Technical Standards, which includes problem solving and the ability to work as an effective member of a team. Accordingly, RUSVM expects that students will attempt to resolve conflicts in a mature and appropriate manner, while being respectful of, and attempting to maintain a collegial relationship with, those involved. In most circumstances, RUSVM expects students to attempt to resolve their complaints informally and through respectful discourse as outlined below. RUSVM acknowledges, however, that not all complaints are amenable to informal resolution, including but not limited to complaints involving sexual harassment, discrimination or other serious allegations of misconduct by a RUSVM colleague. Further, because no policy is one-size-fits-all, though, RUSVM reserves the right to deviate from this policy if the circumstances of a particular complaint call for additional flexibility.

### 1.15.1 INFORMAL COMPLAINT PROCESS

This initial process is followed to attempt to resolve the matter orally or in writing with the individual(s) most directly connected to the student's complaint. If the student is not comfortable discussing the matter with the individuals most directly involved, the student may take his or her informal complaint to a liaison not directly involved, such as the Associate Dean for Academic Affairs or the Director of Student Experience, for students in the foundational science semesters or Associate Dean for Clinical Affairs and Professional Opportunities for students in clinical semesters. If a complaint pertains to either of the above referenced contacts, you should contact the RUSVM Dean.



# 1. GENERAL INFORMATION (continued)

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A complainant pursuing informal resolution of his/her complaint usually is not required to submit a written complaint to initiate the process. Under these informal procedures, the student may, at any time, elect to stop further action by withdrawing the complaint, subject to the confidentiality provisions noted below, and with the understanding that, depending on the nature of the allegations, RUSVM may be obligated to investigate the complaint with or without the complainant's involvement.

Complaints addressed informally may not be investigated to the same degree as formal complaints. Mediation may be used as a method for resolving the complaint informally, but not all complaints are appropriate for mediation; for example, allegations of sexual assault typically are not appropriate for mediation.

Adopting informal procedures for addressing complaints does not mean that RUSVM does not take these complaints seriously. Informal procedures simply provide an alternative method for addressing complaints, which are in keeping with RUSVM's Technical Standards. The complainant can also decide to file a formal complaint as described below at any time.

## 1.15.2 FORMAL COMPLAINT PROCESS

If the informal procedure is not appropriate or does not yield a successful resolution, the student can file a formal complaint in the following manner:

### **A. When to File a Formal Complaint**

Complaints should be filed by the student as soon as possible and, in any case, within 30 days after the end of the semester in which the concern arose. It is the student's responsibility to raise a complaint in a timely manner such that corrective action, if appropriate, can be taken before the student suffers an adverse consequence such as a poor grade.

### **B. What to File as a Formal Complaint**

A formal complaint must be in writing and include the following:

- The complainant's name, student ID#, address, email address, and phone number.
- A complete description of the concern/issue – including date, location, and all individuals involved, or who witnessed or otherwise have knowledge of the events and circumstances giving rise to the complaint.
- A description of what efforts have been made to resolve the issue informally.
- A statement of the resolution requested.

If a student is hesitant or unwilling to put a complaint alleging discrimination, harassment (including sexual misconduct) or other unlawful conduct in writing, he or she is encouraged to discuss his or her concerns with the Student Conduct Administrator, Director of Student Experience, Associate Dean for Academic Affairs, or they can reach out to the Office of Equity and Access at [equity@adtalem.com](mailto:equity@adtalem.com).

### **C. Where to File Complaint**

The complaint shall be filed with the Director of Student Experience or Associate Dean for Academic Affairs, if pertaining to the foundational sciences semesters, or the Associate Dean for Clinical Affairs and Professional Opportunities, if pertaining to the clinical semesters. The written complaint can be submitted electronically or in person.

If a complaint pertains to either of the above referenced contacts, the complainant should contact the RUSVM Dean.

### **D. Notice of Receipt**

Upon receipt of the formal complaint, the designated point of contact, or his or her designee, will initiate an investigation. Through the course of the investigation, the designated point of contact may interview or consult with and request information regarding issues from the complaining student and any other individuals believed to have relevant information, including faculty, staff, and other students.



# 1. GENERAL INFORMATION (continued)

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## ***E. Findings and Notification***

Upon completion of the investigation, the designated point of contact or alternate will report the findings of the investigation and any proposed resolution to the complainant.

## ***F. Appeal***

Within 10 calendar days of the issuance of the final report, the complainant may appeal to the Dean. Appeals must be submitted in writing and must state a basis for the appeal. Basis on which a student may appeal are:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the complaint process that affected the outcome.
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

The decision of the Dean on the appeal is final.

### 1.15.3 CONFIDENTIALITY POLICY FOR STUDENT COMPLAINTS

RUSVM wishes to create an environment in which individuals feel free to discuss and redress concerns and complaints. RUSVM understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of information they are sharing. In some cases, however, RUSVM may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with RUSVM's obligations in investigating complaints.

Once an individual discloses identifying information to RUSVM through the processes described above, he/she will be considered to have filed a complaint with RUSVM. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

### 1.15.4 RETALIATION POLICY REGARDING COMPLAINTS CONCERNING THE UNIVERSITY

RUSVM prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the complaint procedures outlined above. If the procedures outlined above would result in the student being required to submit his or her complaint to the person whom he or she believes is retaliating against him or her, the student may submit the retaliation complaint to the campus or location leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. RUSVM will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a proceeding, investigation or hearing related to such allegations.

### 1.15.5 COMPLAINT PROCESS DISCLOSURE

Federal Program Integrity rules issued by the U.S. Department of Education require institutions to provide to students or prospective students contact information needed to file a complaint with its accrediting agency and with relevant state agencies. This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico. It should not be construed as informative of what agencies regulate RUSVM or in what states the institution is licensed or required to be licensed. That information, along with contact information for our accreditor(s), can be found in the academic catalog [veterinary.rossu.edu/student-consumer-information](http://veterinary.rossu.edu/student-consumer-information).



# 1. GENERAL INFORMATION (continued)

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## 1.16 SOCIAL MEDIA AND ONLINE BEHAVIOR POLICY

### 1.16.1 STANDARDS OF PROFESSIONALISM IN THE USE OF SOCIAL MEDIA

Social media is a general term used to reference websites and applications that enable users to create and share content, and virtually connect with other users. Participating in social networking and other similar internet opportunities can support students' personal expression, enable individual students to have a professional presence online, foster collegiality and camaraderie within the university and professional networks. RUSVM students, as future veterinarians, should weigh a number of considerations when maintaining a presence online.

- Students should be cognizant of applicable standards of client privacy and confidentiality that must be maintained in all environments, including social media and other online forums, chat groups etc.
- Students should maintain a professional demeanor online in line with the professionalism standards expected by RUSVM and be guided by the RUSVM Student Handbook.
- When using the Internet for social networking, students should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
- It is generally improper to post informal, personal, or derogatory comments about clients or colleagues on the Internet or to use the Internet as a forum for dispute resolution. Remember that the principles of defamation apply to professional or personal Internet posts equally in social media as in other contexts. The obligation to disclose perceived or actual conflicts of interest also applies equally in the social media context; when posting content in which it might be said that the student has a personal or professional interest, that interest should be disclosed.
- When students see content posted by colleagues that appears to be unprofessional, they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to appropriate authorities. If a reporting student wishes to remain anonymous, he or she may do so by filing a complaint through the RUSVM Speak Up system at [app.convercent.com/en-US/LandingPage/9c97daa2-acf6-ea11-a974-000d3ab9f296#](https://app.convercent.com/en-US/LandingPage/9c97daa2-acf6-ea11-a974-000d3ab9f296#).
- Students must recognize that actions online and content posted may affect their reputations negatively among clients and colleagues, may have consequences for their veterinary careers, and can undermine public trust in the veterinary profession.
- Students are expected to apply these principals of appropriate online behavior and use of social media to both members and non-members of the RUSVM community.
- Students should obey all social media platform terms of use. These rules are constantly changing; it is your duty to stay up to date.



# 1. GENERAL INFORMATION (continued)

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## 1.16.2 GUIDELINES FOR USE OF SOCIAL MEDIA BY RUSVM STUDENTS

All behavior by students in social media is subject to the RUSVM Code of Conduct (Section 1.6), the Honor Code (Section 1.7), the Disciplinary Procedures (Section 1.8), and all other applicable RUSVM policies. Misconduct in social media may result in discipline by RUSVM, including but not limited to proceedings under the Disciplinary Procedures (Section 1.8).

RUSVM reserves the sole right to approve and publish all social media content containing information about its educational programs, services, recruiting, activities, student body, recognized student organizations, and alumni body.

RUSVM's intellectual property is RUSVM's exclusive property and shall not appear on individual or student group social media outlets without prior permission.

Students should have no expectation of privacy in social media or regarding information sent or posted through resources provided by RUSVM.

Students must ask permission to publish or report on conversations that were meant to be private or internal to RUSVM, including conversations with other students and RUSVM employees.

Any statements made about RUSVM in social media must be true and not misleading, and all claims made must be substantiated and approved.

If a student mentions RUSVM in any social media posts or other communications, the student must make it clear that he or she is not speaking on behalf of RUSVM by including a disclaimer substantially similar to: "The postings on this site are my own and don't necessarily represent the positions, strategies, or opinions of Ross University School of Veterinary Medicine (RUSVM)."



## 2. DOCTOR OF VETERINARY MEDICINE

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### 2.1 STUDENT CHAPTER OF THE AVMA (SAVMA)

The student body elects class representatives, committee members, and officers for the Student Chapter of the American Veterinary Medical Association (SAVMA). SAVMA 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 SAVMA are considered leaders and role models for the student body. Candidates for SAVMA offices must be in good academic standing with a cumulative grade point average (CGPA) of 2.5 or higher prior to election. The Director of the Student Experience and/or their designee, advises SAVMA along with faculty advisor(s) from the RUSVM Faculty chosen by SAVMA. SAVMA entertains and addresses most matters related to student activities. Academic and non-academic issues that exceed its authority should be referred to the appropriate complaint process. Students are required to pay a SAVMA fee, which is collected with other student fees and used for SAVMA activities. SAVMA 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 SAVMA funds. Second, SAVMA funds shall not 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 RUSVM at any time. They may do this through their elected SAVMA representatives or in an anonymous fashion. Anonymous suggestions can be made by leaving a sealed envelope in the Complaint Administrator's mailbox or by inserting a note in the locked box located outside of the western entrance to the library. For formal complaints, see Section 1.15 Complaints Regarding the University.

RUSVM's mission and function are purely academic. It is not organized, staffed or equipped to promote, run or oversee student events that fall outside these boundaries. RUSVM fulfills an administrative function with respect to SAVMA activities by collecting fees from students, which are remitted to SAVMA in order to fund certain legitimate activities. RUSVM remits these fees to SAVMA on the express condition that they are to be used only for activities relating to student government or academic pursuits.

Students are advised that RUSVM assumes no responsibility whatsoever in connection with SAVMA or other events sponsored by students, student organizations, or outside organizations. It does not provide oversight, security, or transportation for said events. In particular, RUSVM disclaims all responsibility for any alcohol served or consumed at any such events, or the consequences of these actions. All matters relating to the event are the responsibility of the individuals attending.

### 2.2 PROFESSIONAL & TECHNICAL STANDARDS—QUALIFICATIONS FOR DOCTOR OF VETERINARY MEDICINE DEGREE CANDIDATES

#### 2.2.1 INTRODUCTION OF PROFESSIONAL & TECHNICAL STANDARDS

Ross University School of Veterinary Medicine (RUSVM) is committed to the achievement of superior student outcomes for a diverse population of students. Learning is designed to provide all students with the best academic experience and support services to become extraordinary Veterinarians.

The Dean of Ross University School of Veterinary Medicine 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 with or without reasonable accommodation. The faculty expects each veterinary student to demonstrate proficiency in the use and understanding of principles and the skills, knowledge, and judgment related to the basic sciences and in the application of these principles to the practice of clinical medicine. There are certain abilities and skills that students must possess and/or refine to accomplish these goals.

Overall, the purpose of technical standards is to delineate the skills deemed essential for admission, continuation in and completion of the educational program. Reflected in the standards are those behaviors, knowledge, and skills that degree candidates must possess to engage safely and competently in required learning activities and in clinical practice to ensure the well-being of the patient/client, self, and others.

Students seeking admission and currently enrolled students should be aware that all students must meet technical standards with or without reasonable accommodations in addition to meeting academic standards. Students will be required to maintain satisfactory demonstration of both academic and technical standards for progression through the program.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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A candidate for the Doctor of Veterinary Medicine degree from Ross University School of Veterinary Medicine must have abilities and skills in five areas: Developing Appropriate Professional Approaches, Behavior and Character; Acquiring Information; Developing Communication; Use and Interpretation of Data; and Integration of Knowledge to Establish Clinical Judgment (Intellectual and Motor).

The Ross University School of Veterinary Medicine is committed to excellence in accessibility to education; we encourage students with disabilities to seek accommodations. To make an accommodation request contact the Office of Student Disability Services by email at [rossvetosds@adtalem.com](mailto:rossvetosds@adtalem.com) to begin the request process.

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.

### 2.2.2 PROFESSIONAL & TECHNICAL STANDARDS

#### **Developing Appropriate Professional Approaches, Behavior and Character:**

Desirable characteristics of veterinary students are based not only on satisfactory academic achievement, but also on nonacademic factors that serve to ensure that students 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:

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, animals, and other professionals under all circumstances
- Exercise skills of diplomacy to advocate for patients' needs
- Manifest concern for others
- Demonstrate integrity, accountability, interest, and motivation
- Demonstrate intent and willingness to follow the Principles of Veterinary Medical Ethics of the AVMA
- 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 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 behave in a professional manner in spite of stressful work demands, changing environments, and clinical uncertainties

#### **Acquiring Information:**

Veterinary students must demonstrate the ability to learn in both classroom and clinical settings, to find sources of information and acquire the knowledge as well as to be a life-long learner who are able to adapt their skills to new developments and techniques.

Acquire knowledge from demonstrations and experiences in didactic, experiential learning, and clinical environments, which include group, and physical demonstrations as well as observations of patients

- Acquire knowledge from written documents and electronic systems which include scholarly articles and journals, films, slides, and videos
- Recognize and assess patient changes
- Interpret radiograph and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGs



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### **Developing Communication:**

Must demonstrate communication skills for sensitive and effective interactions with patients, families and/or communities and teams.

- Communicate effectively with patients, owners/clients, and all members of the healthcare team in didactic, experiential learning, and clinical environments
- Elicit information including a medical history and other details to adequately and effectively evaluate a patient's condition
- Maintain accurate patient records
- Communicate effectively in order to elicit information, describe clinical changes
- Deliver communication that is concise, pertinent and complete to ensure safe transitions in care or elicit action in critical situations
- Understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion in emergency situations

### **Use and Interpretation of Data:**

Must accurately perform physical examinations and diagnostic exercises to assess and monitor health needs. Be proficient in performing and directing basic laboratory testing. Must meet applicable safety standards for the environment and follow universal precaution procedures.

- Perform palpation, percussion, auscultation, and other diagnostic maneuvers
- Perform basic laboratory tests and interpret results (urinalysis, CBC, etc.)
- Carry out diagnostic procedures (ophthalmoscopy, venipuncture, paracentesis, etc.)
- Provide general care and emergency treatment to patients
- Obtain and interpret information from assessment of patient's environment and responses to health across the continuum (spanning time and differing circumstances)
- Comprehend dimensional and spatial relationships of structure, perform scientific measurements and calculations

### **Integration of Knowledge to Establish Clinical Judgment (Intellectual and Motor):**

Synthesize information, problem solve and think critically to judge the most appropriate theory assessment strategy, and plan of care. Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients. Re-evaluate plan of care and make appropriate changes based on patient's clinical indicators as well as physiologic response.

- Perform universal precautions against contamination
- Develop and evaluate plans of care
- Measure, calculate, reason, analyze, integrate, and synthesize in a timely fashion
- Comprehend three-dimensional relationships and understand the spatial relationships of structures
- A veterinary student must also be capable of eliciting and perceiving normal findings or signs of disease as manifested through examination
- 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
- 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
- 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



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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- 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
- Develop reasoning, problem solving and decision-making skills appropriate to the practice of veterinary medicine

### **Animal Use:**

It is the policy of Ross University School of Veterinary Medicine to safeguard and provide for the health, well-being and overall welfare of animals used in teaching, research and testing. RUSVM follows the Guide for the Care and Use of Laboratory Animals, NRC 1996, and the Animal Welfare Act, as implemented by Title 9, Code of Federal Regulations (CFR) of the U.S., as well as the animal welfare laws of St. Kitts, as guidelines for standards of care and use of animals. All animals used in the education of veterinary students, continuing education of postgraduate veterinarians, and research and testing come under the jurisdiction of the Ross Institutional Animal Care and Use Committee (IACUC). The fundamental principle on which the animal care and use program is based requires self-regulation with oversight. Ensuring the ethical and sensitive care and use of animals in research, teaching, and testing is clearly demonstrated by the well-defined role of the IACUC. Every use of animals at RUSVM must undergo annual review and approval prior to such use.

The curriculum at RUSVM provides a wide range of opportunities for hands-on training, which are presented in accordance with the restrictions and requirements set forth above. This curriculum does include dissection of animal cadavers, anesthesia, and survival surgeries on multiple species. Laboratory sessions may involve handling of blood, urine, tissue and fecal specimens obtained from animals or from the local abattoir. The use of animals in teaching undergoes regular review and modifications are made from time to time to ensure both academic rigor and appropriate handling of animals. RUSVM offers only one course of study and curriculum to all students. Therefore, all students will be expected to participate in the handling of specimens and surgeries described.

### 2.2.3 TECHNICAL STANDARD EVALUATION PROCESS

All Ross University School of Veterinary Medicine students at RUSVM must meet Technical Standards with or without accommodation. An evaluation (in the form of a Standardized Medical Clearance form and supporting documentation) is used to determine if a student has the functional ability to remain in the program. The purpose of this policy is to support clients', students', and colleagues' safety as well as provide clear feedback and direction to students in pursuits of their academic achievements. In the event that a RUSVM or a third-party site directly observes a student not meeting standards, the process will be implemented.

## 2.3 PROFESSIONAL APPEARANCE POLICY

RUSVM values, and is committed to its role in preparing our students for the world of work within the profession of Veterinary Medicine. As part of this commitment, we have a responsibility to highlight critical areas to help prepare graduates, who can represent themselves, the profession and RUSVM, at local, regional, national and international levels.

We understand that to attain professional recognition, and to be able to compete successfully in the field of Veterinary Medicine, public perception plays a crucial role in determining competence, confidence, caring and professional pride.

RUSVM community members (students, faculty, staff, and VIPs) should be tidy and clean, maintain a personal appearance suitable to represent the profession to the public, and demonstrate polite concern for the needs of others. We must maintain a healthy and positive learning environment, and safeguard the reputation of our institution and ourselves within RUSVM, and within the St. Kitts community.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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All RUSVM community members are expected to comply with the following Professional Appearance Policy. The following guidelines apply during normal weekday business hours (8:00AM - 5:00PM) and in any clinical situation or formal academic setting that takes place during weekends:

### All RUSVM Community Members:

- Particular attention should be paid to personal hygiene and cleanliness;
- All clothing should be in good repair, should fit properly, and should not be excessively wrinkled;
- Clothing should not be provocative;
- Clothing must fit so that inappropriate exposure does not occur during normal activities;
- Unless specified by an instructor, laboratory attire (i.e. scrubs, coveralls, lab coat, rubber boots) are not acceptable in a non-laboratory setting; and
- School-sponsored meetings and lectures on campus, whether held during the day, at night, or on weekends, are considered official functions of RUSVM. Classroom attire is appropriate during such meetings.

### The following are NOT considered appropriate attire for RUSVM:

- Clothing or accessories that promote drug use, alcohol, tobacco, violence, criminal activity, intimidation, or intolerance of others (based on religion, ethnicity, gender, etc.);
- Clothing or accessories with sexually suggestive language, messages, or images;
- Shorts that do not provide appropriate coverage or skirts and dresses shorter than the tips of one's fingertips when arms are extended by one's side;
- Spandex, volleyball, and compression shorts;
- Transparent clothing or any clothing (including exercise/workout attire) that reveals excessive cleavage, the back, chest, stomach/midriff, or undergarments;
- Apparel that is excessively dirty, torn, odoriferous or in other-than-normal disrepair; and
- Bare feet, bedroom slippers, swimsuits, and pajamas.

### Policy Exceptions:

- Exceptions to this policy pertaining to academic courses may be detailed in individual course syllabus.
- Athletic attire may be worn in the gym and locker rooms.
- The Professional Appearance Policy does not apply to campus residence halls.
- Please see the Protective Clothing Policy in the RUSVM SGA Handbook for clothing guidelines specific to the Ross University Veterinary Clinic (RUVC), large animal areas, various campus laboratories, and isolation areas.

Non-compliance results in unnecessary distraction to the educational mission and journey for all within the RUSVM community. All RUSVM students have an obligation to adhere to the guidelines governing attire, and may be asked to change their clothing or to cover up if their dress is considered inappropriate, or makes colleague-students, faculty or staff uncomfortable. The student body and faculty/staff will be responsible for reporting violations to the Director of Student Experience.

Students in violation of the above standards of the RUSVM Professional Appearance Policy will be issued a warning by the Director of Student Experience and may be prohibited from attending classes until the student is in compliance with these requirements. If the student continues to violate the Professional Appearance Policy after advisement from the Associate Dean for disciplinary action may be required.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

### 2.4 ACADEMIC INFORMATION

#### 2.4.1 THE CURRICULUM

The DVM degree is awarded upon successful completion of the pre-clinical and the clinical curriculum.

The pre-clinical curriculum is designed to be taken over seven (7) semesters, and consists of 128.5 semester credit hours of specific courses in the basic sciences as stated in the Academic Catalog, or as revised from time to time.

The clinical curriculum consists of three (3) semesters of clinical studies. Clinical studies are taken with AVMA-COE accredited schools or colleges of veterinary medicine in the United States, Canada and internationally. It is the student's responsibility to meet the criteria required by the clinical affiliate to enter their specific program. The individual schools decide whether or not to accept students recommended by RUSVM. Acceptance criteria vary from school to school and are subject to change at any time. Up-to-date acceptance criteria are shared with students prior to the clinical placement process. Students should be aware that cumulative grade point average and a failing grade in any course (s) may impact their clinical placement options.

##### 2.4.1.1 *Definition of Semester Credit Hours*

###### 2.4.1.1.1 *Semester Credit hour*

One semester credit hour is awarded upon satisfactory completion of a course that requires at least 14 hours of formalized instruction for the entire semester, excluding final exams. One hour of formalized instruction corresponds to a class meeting for 50 minutes and each in-class hour of instruction typically requires two hours of preparation or out-of-class assignments.

###### 2.4.1.1.2 *Laboratory Semester Credit hour*

Normally, one credit hour is associated with a class meeting for 50 to 200 minutes per week for an entire semester (or the equivalent 750 to 3,000 semester-minutes, excluding final exam, in other meeting formats). Two semester credit hours could be earned for a class meeting for 150 to 300 minutes per week over the semester. This overlap in minutes in class allows for departmental discretion as approved by the Curriculum Committee.

###### 2.4.1.1.3 *Research, Independent Study, Special Topics Semester Credit hour*

Credit hours associated with this type of instruction will be awarded depending upon the amount of activity associated with the course, the level of faculty supervision, and documented outside work activity.

#### 2.4.2 AUDITING CLASSES

Any student repeating a semester but not enrolled in a particular course may audit lectures, normally within their semester, on a space available basis, in accordance with the following rules:

- Students wishing to audit lectures must obtain consent of the course director and the Associate Dean for Academic Affairs.
- Laboratory sessions and other non-didactic teaching sessions (small group work, clinical rotations, etc.) may not be audited.
- All students must abide by appropriate classroom behavior, as described in the Code of Conduct (Section 1.6) and course syllabus.
- If limited space is available, priority of seating will be given to regularly enrolled students.
- Auditing students may not participate in Poll Everywhere™ clicker questions, quizzes, or examinations for the course.
- In case of conflicts, regularly enrolled students will have priority for instructor office hours and/or TA sessions, related to the specific course.

The disregard of these guidelines may result in withdrawal of permission to audit a course.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.4.3 ELECTIVE POLICY

To enroll in an elective course, a student must have a minimum cumulative GPA of 2.5.

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.

If a student withdraws from an elective course, nothing will appear on his/her transcript.

### 2.4.4 ATTENDANCE

Individual instructors will determine the requirements and consequences for attendance, which will be approved by Curriculum Committee and described, in writing, at the beginning of each course in the course syllabi.

RUSVM is non-sectarian and does not close for the religious holidays of any specific denomination or group. Students who miss classes or laboratories without an approved excused absence will be responsible for the content of all missed course work. Examinations scheduled to occur on religious holidays will not be rescheduled.

As specified in the course syllabus at the beginning of a course, attending examinations and other required exercises is mandatory, except in the case an approved excused absence. Please see information governing excused absences which are detailed in Section 2.8.3 Absence from Pre-Clinical Program of the Student Handbook.

### 2.4.5 ACADEMIC SUPPORT FOR STUDENTS

#### 2.4.5.1 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. RUSVM 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 in which 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.

#### 2.4.5.2 Tutoring

Students who want individual assistance beyond what is available through the RUSVM teaching assistant program may seek the services of tutors at their own expense. RUSVM does not select, endorse, supervise or otherwise manage tutors.

#### 2.4.5.3 Lecture Capture

This service is an additional study tool and **should not be used as a substitute for regular class attendance**. Students must attend all academic activities as described in each course syllabi. The goal of the Lecture Capture service is to provide the following benefits to students:

- On-demand playback of all lectures available two (2) business days following the date the lecture was recorded;
- Access to lectures in previous semesters as individuals progress through the RUSVM academic program; and
- Access to recorded lectures on campus and anywhere in St. Kitts.

*Note: Lecture capture may not always be available due to technical difficulties. Students are still responsible for all material presented in class and should not anticipate that information will be repeated by the professor later or by request.*

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.4.6 RUSVM EXAMINATIONS

Each course instructor determines the format of quizzes, examinations, and assignments. Courses are assessed in weekly semester quizzes (Weeks 2-12) with one final examination occurring in week 15. Final examinations shall constitute no more than 50% of the final grade.

All courses included in the calculation of a grade point average have a final examination. That examination may cover material not covered on any prior examination, but it also has a significant cumulative component covering the entire semester's material.

All examinations (weekly quizzes and final) are proctored by two or more proctors and are given on RUSVM premises. The Assistant Dean of Academic Operations, Director of Student Experience, 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, or as required to reasonably accommodate students with disabilities.

All students must bring their official RUSVM identification card to all examinations. All students must be at their assigned locations 10 minutes prior to the beginning of an examination. Students arriving at the examination location without their ID, or once the proctor has begun giving instructions, will be denied entry to the exam and will receive a mark of zero on the examination. Students, including those with accommodations, 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.

A student leaving the room during an examination for any reason is not allowed to return.

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.

Weekly quizzes 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.

No weekly quizzes are given the last week of scheduled classes (Week 14). Final examinations of one and two-credit courses, laboratory and Vet Prep examinations may be scheduled at this time.

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 two hours.

Final course grades are available to students three business days after the end of the semester.

Students missing examinations (block quizzes and finals) receive a grade of F unless the student's absence has been approved. If approved for a block exam, the course total points will be reduced by the number of points in the block exam missed. A maximum of two weeks or two block quizzes may be missed through an excused emergency leave of absence (ELOA). If more than two weeks or two weekly quizzes are missed, students will be required to take a leave of absence (LOA), either Academic or Medical, and return to repeat all courses the following semester as described in section 2.8.3. Absences may be excused, if approved, for reasons such as serious illness, non-elective hospitalization, and death in the immediate family. A request for an excused absence from an examination must be submitted prior to the absence, if possible, or immediately upon return to campus, along with documentation such as a death certificate or a medical report. Medical reports must contain specific information regarding the student's illness and medical treatment.

The documentation must be provided within 24 hours of the course examination time or onset of symptoms, if possible. An excused absence from an examination may be granted based on the adequacy of the documentation submitted. Students have the option to appeal as described in Section 2.7 Appeal of Academic Dismissal.

Unless approved by the instructor, the following items are not permitted in the examination seating area while taking an exam:

- Cell phones, including Smartphones or other electronic devices;
- Calculators;
- Watches with alarms, computer, or memory capability;
- Recording devices;

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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- Filming devices;
- Headphones;
- Radios;
- Reference materials (books, notes, papers, etc.);
- Extra writing material (scrap or otherwise); and
- Backpacks, briefcases, brimmed hats or sunglasses.

In addition, students are not permitted to bring writing material or any of the items listed above to an examination review held in the Examination Center unless given explicit instructions by a course instructor that it is permitted.

Students can only attend review sessions in the Examination Center if they:

- Are enrolled in the course, for that semester; and
- Have taken the exam being reviewed.

### **2.4.6.1 Make-up exams for final examinations**

Make-up exams for final examinations take place during the last week of the semester break or, if approved by the Associate Dean for Academic Affairs, no later than the first week of the following semester. To qualify for a make-up final examination, students must obtain an excused absence.

A student with a non-excused or excused absence who misses a final exam will not be allowed to take any other subsequently scheduled exam during final exam week (Week 15). The Manager, Assessments, Examinations and Scheduling will send a schedule with the date and time for the make-up final examination(s) prior to the scheduled make-up exams. Each course instructor determines the format and content of a make-up examination.

Once the allotted time for an exam is complete, students are not permitted to answer any further questions. Students are responsible for their own time management during an exam. If a student fails to complete the exam on time, he/she will be graded only on the answers completed at that time and entered onto the scantron sheet.

Credit will NOT be given for blanks not filled in correctly by students on the scantron sheets at any time after they are handed in, regardless of answers marked on the examination paper.

Students will be assigned a seat for all examinations held on RUSVM premises. These assignments are on a per exam basis and a new seat will be assigned for each exam. Students who fail to sit in their assigned seat may fail their exam.

The LRC is a dedicated quiet area. Students are required to be quiet at all times inside and outside of the LRC while waiting to enter for an exam, when they are in the Examination Center both before and during exams unless given explicit permission otherwise, and when they are leaving the Examination Center. Students are required to be courteous to Examination Center personnel. Rudeness, and/or verbal abuse may result in disciplinary action.





## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.4.7 RUSVM GRADING POLICY

At the beginning of each course, faculty members provide 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, the faculty is 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. If approved, the amended grading policy will be distributed to students.

Grading is based on performance on the required course work. Individual extra work assignments to boost grades are not permitted.

Grade corrections for weekly quizzes, as a result of numerical or technical error, must be made within 10 class days of grades being posted. Grade corrections that involve excluding questions should be made such that no student is penalized.

Faculty members have the responsibility to provide RUSVM with a timely individual evaluation of the work of each student in their classes. The results of weekly quizzes during the semester are made available to students, via Canvas, within seven (7) calendar days of the date of the examination or assessment.

Final course grades are submitted to the Office of the Registrar within 36 hours after a final examination in the course is given. Final course grades are approved by the course directors and reviewed by the Associate Dean for Academic Affairs, who will consult with course directors on any irregularities identified. Final grades are made available to students no later than three business days after the end of the semester and typically by the Friday of finals week at 5 pm AST.

Students are evaluated on the basis of the following criteria to the extent applicable to each course:

- Classroom and laboratory examinations;
- Completion of assignments;
- Class and laboratory attendance;
- Academic and professional honesty; and
- Professional and Technical Standards.

Faculty members provide the Office of the Registrar with a numerical and letter grade for each student in their classes based on the RUSVM Grading System. For pre-clinical pass-fail courses, students receive a final grade of Pass (P) for scores of 70% or higher or Fail. For clinical pass-fail courses, students receive a final grade of Pass (P) or Fail (F\*) based on affiliate grading criteria. For clinical courses assigned a numerical and letter grade, RUSVM records the affiliate's assigned grade (but see below for new policy being phased starting January 2021). Clinical grades are not used in cumulative GPA calculation. For elective courses, these 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.

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 warning or probation, or dismissed. Please see Section 2.9.8 Clinical Year Dismissal and Appeal, which speaks specifically to the regulations governing the Clinical semesters.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

### 2.4.8 GRADING SYSTEM

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

GRADE	RATING	GRADE RANGE
A	Excellent	90% or higher
B+	Very Good	87 - 89%
B	Good	80 - 86%
C+	Average	77 - 79%
C	Passing	70 - 76%
F	Failing	Below 70%
F*	Failing	Below 70% and does not affect GPA

The C- and D Grades are used in the Clinical Sciences portion of the DVM program only. F\* grade was used in the Spring 2020 preclinical term for COVID-19 related grading modifications and will be used for clinical rotation failures beginning January 2021. In January 2021, Clinical Sciences grading will be Pass/Fail (P/F\*) for 8th semester only; in Summer 2021, Clinical Sciences grading will be Pass/Fail (P/F\*) for 8th and 9th semesters; and in Fall 2021, grading for all Clinical Science semesters will be Pass/Fail (P/F\*).

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

I	Incomplete
WP	Withdrawal Passing
WF	Withdrawal Failing
W	Withdrawal Prior to Examination

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

### 2.4.9 SUPPLEMENTAL EXAMINATION

Supplemental examination provides an opportunity for a student enrolled in the pre-clinical program (Semesters 1-7) who failed a course to be re-examined in that course.

With the exclusion of courses with significant laboratory component, a student who fails a course during the pre-clinical program will be granted a supplemental examination if the following criteria are met:

1. A student will be granted only one (1) supplemental examination in an academic semester.
2. A student will be granted a maximum of three supplemental examinations during the pre-clinical program (i.e. semesters 1-7).
3. To be eligible for a supplemental examination, the course grade going into the final examination must be 70% or higher.
4. To be eligible for a supplemental examination the grade in the final examination must be at least 65%.
5. Supplemental examinations will only be granted to students that have taken the final exam on the officially scheduled date.

### 2.4.10 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:

GRADE	GPA
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
F	0.0
F*	None

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, WF, and R\*. The grade point average is used to determine academic promotion and probation.

Each semester, 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.

\* Effective Fall 2021 and beyond, RUSVM will no longer replace two preclinical F grades with R grades after a failed course has been successfully repeated. R grades used prior to Fall 2021 will remain on academic records, including official transcripts, and will not count in the student's cumulative GPA nor will associated course credits be counted towards completion of the degree requirements.

### 2.4.11 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 DVM from RUSVM.

Honors will be conferred as follows:

- Cumulative pre-clinical GPA of 3.8 or above receives graduation with Highest Honors.
- Cumulative pre-clinical GPA between 3.6 and 3.79 receives graduation with High Honors.
- Cumulative pre-clinical GPA between 3.5 and 3.59 receives graduation with Honors. Honors conferred will be noted upon the diploma and in the commencement program.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.4.12 STUDENT SURVEY FOR OUTCOME ASSESSMENT

RUSVM students are expected to complete evaluations and respond to surveys. All veterinary schools/colleges accredited by the AVMA Council on Education must conduct thorough and periodic evaluations of their programs. Collecting and evaluating survey data is a part of RUSVM's commitment to continually improve the quality of the educational program and student services. It is the student's professional responsibility to provide truthful assessment and feedback. The information is used to guide the faculty and RUSVM leadership in meeting the University's mission. The survey instruments and frequency of assessment are developed by the faculty and/or RUSVM leadership team and are approved by the Dean.

### 2.4.13 ACADEMIC STANDARDS

The ARC is a faculty committee that implements the policies set forth in this Student Handbook. All academic matters, including grading policies, grade appeals and academic standing of students, are within the purview of the ARC. The ARC is advisory to the Dean. The decision of the Dean or his/her designee on academic matters is final.

The ARC is chaired by the Associate Dean for Academic Affairs and consists of faculty members. The functions of the ARC are to:

- maintain the level of academic performance according to the academic policies and procedures of RUSVM;
- ensure that grades submitted are determined in a fair and equitable manner;
- consider and make decisions as to grade appeals; and
- evaluate and make recommendations on appeals of dismissal for academic reasons.

#### 2.4.13.1 *Definitions of Academic Terms*

##### 2.4.13.1.1 *Promotion*

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

##### 2.4.13.1.2 *Academic Probation*

A finite period (e.g. the following semester) after an academic appeal has been granted, wherein a student must improve his/her academic performance as specifically required or be subject to dismissal.

##### 2.4.13.1.3 *Academic Warning*

Except with respect to first semester students, a finite period (e.g. the following semester) after a student fails one course wherein a student must improve his/her academic performance as specifically required or be subject to dismissal. With respect to first semester students, Academic Warning means a finite period (e.g., the following semester) after he/she fails one or two courses wherein the student must improve his/her academic performance or be subject to dismissal.

##### 2.4.13.1.4 *Dismissal*

The discharge of a student from RUSVM.

##### 2.4.13.1.5 *Suspension*

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

##### 2.4.13.1.6 *Good Standing*

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



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

### 2.4.14 PRE-CLINICAL SCIENCES SATISFACTORY ACADEMIC PROGRESS

#### **2.4.14.1 Pre-Clinical Satisfactory Academic Progress (SAP)**

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 Clinical Affiliate. Students who do not maintain satisfactory academic progress are subject to dismissal. Students must complete the veterinary program in no more than 15 semesters of instruction. Any students who do not complete the program within the timeframes listed will no longer be eligible to receive financial aid pursuant to Title IV of the US Higher Education Act, and may be withdrawn.

At the end of each semester, each student's academic progress is evaluated by RUSVM. This evaluation involves two metrics, one quantitative and one qualitative:

- The quantitative measure evaluates the student's pace of progression through the program with the maximum timeframe. The pace of progression is calculated by dividing the cumulative course credits the student has successfully completed by the cumulative course credits the student has attempted;
- Students in their first academic year are subject to a pace of progression rate of 50%. Students in their 2nd year or higher are subject to a pace of progression of 66.67%. Please note that courses with a grade of W, WP, WF and I are counted in the attempted credits. Transfer credits accepted will count as attempted and completed credits for the calculation;
- The qualitative measure evaluates the student's cumulative GPA. Students are required to maintain a 2.0 cumulative GPA in order to meet the qualitative measure at the time of review;

#### **2.4.14.2 Pre-Clinical Student Academic Progress Implications on Financial Aid**

Students may receive financial aid while on Academic Warning or Academic Probation. Any student on Academic Warning/ Probation for two consecutive semesters will be ineligible to receive Title IV financial aid until his/her satisfactory student academic progress is regained.

In addition to the criteria listed above, students receiving Title IV financial aid in their first two enrolled semesters are expected to earn a 50 percent completion rate and all other students receiving Title IV federal aid are expected to achieve a 66.67 percent completion rate for their coursework throughout all semesters. This means that the completed credit hours divided by the attempted credit hours must meet or exceed 50 percent for students in their first two periods of enrollment; all others must meet or exceed 66.67 percent in order to be maintaining academic progress. Students failing to meet the 66.67 percent must also submit an appeal to the Director of Student Finance. Grades of I, W, WP, and WF are counted toward this total. For students on Title IV financial aid, it is highly recommended they see a Financial Aid representative to address any questions regarding their academic progress and financial aid implications.

#### **2.4.14.3 Additional Standards of Academic Progress Information for Students Receiving Veterans Education Benefits**

RUSVM notifies the Department of Veterans Affairs (VA) of those students who are receiving Veterans education benefits and whose status is academic warning, which is considered the first probationary period. Students are placed on academic warning for failure to meet minimum cumulative GPA, pace of progress toward graduation, and other minimum requirements outlined above.

Academic Progress. Students on academic warning are eligible to receive Veterans education benefits for their academic warning semester. If at the end of the academic warning semester such students do not return to good standing, they are dismissed.

Students who are dismissed may appeal. Those with approved appeals may continue on probation for another semester and remain eligible for Veterans education benefits. Students who do not successfully appeal their dismissals are dismissed and have their Veterans benefits terminated for unsatisfactory progress. The VA is notified of such dismissals.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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After the second probationary period, Veterans education benefits are terminated for students who fail to meet the minimum cumulative GPA required for graduation, pace requirements and other RUSVM standards noted in Standards of Academic Progress. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress is made. Veterans education benefits may resume if students meet the minimum cumulative GPA required for graduation and pace requirements, as well as return to good academic standing, at the end of the third probationary semester.

Veteran students must notify the chief location administrator/academic advisor immediately upon withdrawal from school or from a course. For students receiving Veterans education benefits, RUSVM notifies the VA of changes in student status within 30 days of the official last date of attendance.

### 2.4.15 GRADE APPEAL

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

#### 2.4.15.1 Reasons for a Grade 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; and/or
- The grade is a result of unlawful discrimination towards the student, by the Course Director or an instructor within the course, on the basis of race, color, national origin, gender, disability, or other similar improper considerations other than academic performance.

Pre-clinical students who wish to appeal a grade will first contact the Course Director via e-mail. Students may appeal to the ARC based only on the grounds as presented in Section 2.4.15.1. The letter of appeal shall be submitted to the Assistant Dean of Academic Operations with appropriate documentation, as may be required according to specific guidelines provided by the Office of the Registrar.

All Grade Appeal documentation must be submitted by 4:00 p.m. **seven (7) calendar days** following the release of the semester results.

The appeal will be referred to and evaluated by the ARC. The Office of the Registrar will notify the student of the ARC's decision via email on Wednesday of the first week of the semester.

The ARC will review the appeal, and the Office of the Registrar will notify the student of the outcome of the appeal via email by Wednesday of the first week of the new term, following the issuance of the grade being appealed. The decision of the ARC regarding grade appeals is final and not subject to any further appeal.

## 2.5 ACADEMIC WARNING AND PROBATION

Warning or Probationary status of students will be determined by the Office of the Registrar based on the student's academic performance and, if appropriate, recommendations by the ARC.

Students will be placed on Academic Warning for the next semester for which they are registered if they are required to repeat one course from a previous semester and/or their cumulative GPA is below the required minimum of 2.0.

Students will be placed on Academic Probation for the next semester for which they are registered if they have successfully appealed a dismissal after failing two or more courses in a previous semester and/or their cumulative GPA is below the required minimum of 2.0.

All students who are on academic warning or academic probation, will automatically be placed on a Satisfactory Academic Progress (SAP) plan. Documentation to be completed by students regarding the SAP will be sent to all at the beginning of each semester by email and is to be returned to the Student Success Center before the end of the first week of the semester.

Students will be removed from Academic Warning or Academic Probation if, at the end of the semester on Academic Warning/ Academic Probation, they pass all courses and their cumulative GPA is 2.0 or higher.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

Academic Warning and Academic Probation and the repeating of courses have important financial aid consequences in terms of eligibility, details of which are available in Section 2.5 Academic Warning and Probation.

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 and be academically dismissed.

### 2.6 ACADEMIC DISMISSAL

Students may be dismissed from the University for failure to maintain satisfactory academic progress or for other academic reasons outlined below, violation of the Code of Conduct violation of or failure to fulfill sanctions imposed on the student after a Code of Conduct procedure, not meeting the Professional Standards and/or disruptive or unprofessional behavior. A dismissed student may not reapply for admission.

Events that may result in academic dismissal include but are not limited to:

- Receiving two or more F grades in any single semester;
- Receiving an F in a course being repeated for any reason, including but not limited to receipt of a prior F in that course or voluntary repetition of that course;
- Receiving three F grades during the pre-clinical program (Semester 1–7);
- Failure to satisfy the conditions of Academic Warning or remaining subject to Academic Warning more than three semesters;
- Failure to complete:
  - the pre-clinical curriculum in a maximum of nine semesters (student cannot repeat more than two times);
  - the clinical curriculum in the normal time allowed by the Clinical Affiliate; or
  - the program within 13 semesters of instruction; or
- Dismissal from a Clinical Affiliate for academic or non-academic reasons.

### 2.7 APPEAL OF ACADEMIC DISMISSAL

#### 2.7.1 APPEAL OF ACADEMIC DISMISSAL OF PRE-CLINICAL STUDENTS

Students in the Veterinary Preparatory Program (Vet Prep) must pass all courses in order to be accepted into the RUSVM pre-clinical program. There is not an appeal process for failed courses in the Vet Prep Program. If a Vet Prep course is failed, the student will be dismissed from RUSVM without appeal and may not reapply for future admission.

Pre-clinical students may appeal academic dismissal, with the exception of the following:

- Students previously readmitted on appeal by the Dean are ineligible to appeal;
- Students in the first semester failing more than two subjects are ineligible to appeal; and
- Students in any semester who are dismissed and who have final grades in one or more subjects of 50% or less are ineligible to appeal.

Pre-clinical students who are eligible to appeal a dismissal and wish to do so shall submit a letter of appeal addressed to the Associate Dean for Academic Affairs, with appropriate documentation, as may be required by the ARC, according to specific guidelines provided by the Office of the Registrar. All documentation must be submitted by Wednesday before the start of the next term following the release of the semester results subject to the appeal. The dismissal appeal letter should include:

- The student's views on his/her level of preparation for the failed course(s);
- Any extenuating circumstances which contributed to the student's dismissal; and
- If reinstated, the student's plan(s) for improving his/her academic outcomes.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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Students will be allowed to address the ARC on the day of the Appeals Meeting. The ARC will review the appeal, and the Office of the Registrar will notify the student of the outcome of the appeal via email within one (1) business day after the appeal is reviewed. A student wishing to meet with the Dean, or designee, regarding the ARC decision may request an appointment. The Dean, or designee, may overturn or uphold the ARC's decision. The Dean's, or designee's, decision is final and is not subject to any further appeal.

Pre-clinical students previously dismissed and reinstated by the ARC who are now facing a second dismissal may appeal directly to the Dean. A letter of appeal should be addressed to the Dean, with appropriate documentation, according to guidelines provided by the Office of the Registrar. The dismissal appeal letter should include:

- The student's views on his/her level of preparation for the failed course(s);
- Any extenuating circumstances which contributed to the student's dismissal; and
- If reinstated, the student's plan(s) for improving his/her academic outcomes.

Students appealing directly to the Dean can request a meeting with the Dean. The Office of the Registrar will notify the student of the outcome of the appeal via email within one(1) business day after the appeal is reviewed. The Dean's decision is final and is not subject to any further appeal.

Questions about this policy should be directed to the Associate Dean for Academic Affairs.

### 2.8 PRE-CLINICAL STUDENT ENROLLMENT

#### 2.8.1 REGISTRATION OF NEW PRE-CLINICAL STUDENTS

New DVM students will be automatically registered for basic science core courses. In addition, DVM 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. With the exception of students who have received an approved excused absence, students arriving after orientation may not be permitted to check-in for the semester, and any financial aid disbursements received by RUSVM will be returned to the lender.

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

#### 2.8.2 REGISTRATION OF CONTINUING PRE-CLINICAL STUDENTS

Continuing pre-clinical students will be automatically registered for basic science core courses. If students wish to take elective courses, they must register for electives online, by the prescribed deadline, using the myRoss web self-service tool, which is available at [myRoss.rossu.edu](http://myRoss.rossu.edu).

All returning students must check-in in person on the St. Kitts campus by the end of the first day of classes for the semester, to do so without penalty. Check-in is permitted until 4:00 p.m. on Tuesday of the first week of the semester. **Students checking in after the first day of class may be subject to a one-time payment of a late fee of US\$100** unless the Dean, or their designee, grants an exception. 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.

The consequence to any student arriving after the check-in period, which ends at 4:00 p.m. on Tuesday of the first week of the semester, will be the possibility of:

- not being permitted to check-in for the semester;
- being subject to administrative withdrawal; and
- having any financial aid disbursements received by RUSVM returned to the lender.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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A student who is unable to check-in on campus because of a personal emergency (i.e., serious illness) must notify the Office of the Registrar in writing before the check-in period ends. Fax or electronic communication acceptable, and faxes may be sent to 869-465-1203. The Assistant Dean of Academic Operations, or designee, may grant permission to register late upon receipt of valid documentation, outlining the situation.

### 2.8.3 ABSENCE FROM THE PRE-CLINICAL PROGRAM

The curriculum of RUSVM 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.

**Students in Pre-Clinical semesters** are advised to consult the Assistant Dean of Academic Operations about the academic impact of any interruption of their studies prior to the granting of leave. Please see Section 2.11.6 Tuition Policy During Approved Absences for implications of approved absences on Financial Aid.

The only authorized absence from a program are the emergency leave, medical leave, and academic leave of absence, as described in this Student Handbook.

All students returning from an authorized absence must report to the Office of the Registrar 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.

#### 2.8.3.1 *Emergency Absences (ELOA)*

Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the completion of the appropriate forms to the Office of the Registrar and approval of the Assistant Dean of Academic Operations, a pre-clinical 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 leave of absence within two weeks must request an academic leave of absence (see ALOA below) for the remainder of the semester. If the emergency leave was as a result of the student's own illness or medical emergency, their continued leave will be classified as a medical leave. See 2.8.3.2.1 Medical Leave of Absence (MLOA) for additional information regarding medical leave. If a student on an emergency absence does not request an ALOA or MLOA or return within two weeks, the student will be administratively withdrawn, and must re-apply for admission, except in special documented circumstances.

When an emergency leave of absence is extended into an ALOA, including a MLOA, course grades of WP (withdraw passing) or WF (withdraw failing) will be recorded for each course based on the student's grade at the last date of attendance. See section 2.4.8, Grading System.

In the case of an ALOA following an emergency absence, the student may be eligible for tuition waiver (see Section 2.11.4 Tuition, Credit, and Waiver Policies). It is highly recommended that students seek the counsel of the Office of Student Finance to learn of the implications of an ALOA on their financial aid status before seeking an ALOA. If a request for Emergency or Academic Leave is denied, students have the option to appeal to the ARC. This must be done in writing, and must convincingly detail the circumstances of the request. The decision rendered by the ARC is final and not subject to further appeal.

#### 2.8.3.2 *Academic Leave of Absence (ALOA)*

The pre-clinical section of the DVM program 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 ALOA as outlined below. The ALOA, as described, may begin upon the completion of a semester. This leave must be requested after the completion of one semester, and before the end of the first week of school in the next, will generally be granted for only one semester, and the student must return in the following semester.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

An ALOA must be requested by submitting a completed Academic Leave of Absence form (available at [myRoss.rossu.edu](http://myRoss.rossu.edu)), stating specific reasons and an intent-to-return date. The ALOA must be submitted to the Office of the Registrar and approved by the Assistant Dean of Academic Operations. The ALOA is not valid until it is fully processed and recorded by the Office of the Registrar and the student has received confirmation. Forms may be emailed to the Office of the Registrar at [skregistrar@rossvet.edu.kn](mailto:skregistrar@rossvet.edu.kn), or faxed to 732-509-4820, and the Office of the Registrar may fax or electronically communicate confirmations.

During the pre-clinical program, the ALOA may also begin following an emergency leave or as a result of medical leave and will last through to the end of that semester. The student must then 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.

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***, and detailed in Section 2.11 Student Finance.

### 2.8.3.2.1 Medical Leave of Absence (MLOA)

Medical leave may be requested by a student in the event they have an illness or medical condition that is sufficiently serious as to preclude the student from undertaking normal daily activities.

An MLOA must be requested by submitting a completed Medical Leave of Absence form (available at [myRoss.rossu.edu](http://myRoss.rossu.edu)), stating specific reasons and an intent-to-return date. The MLOA form and medical documentation from a provider indicating the need for the leave must be submitted to the Office of the Registrar and approved by the Assistant Dean of Academic Operations. Medical documentation must contain specific information regarding the illness and/or treatment that is preventing the student from engaging in their academic program and estimated date of return. The MLOA is not valid until it is fully processed and recorded by the Office of the Registrar and the student has received confirmation. Forms may be emailed to the Office of the Registrar at [skregistrar@rossvet.edu.kn](mailto:skregistrar@rossvet.edu.kn), or faxed to 732-509-4820, and the Office of the Registrar may fax or electronically communicate confirmations.

Course grades of WP (withdraw passing) or WF (withdraw failing) will be recorded for each course based on the student's grade at the last date of attendance. See section 2.4.8, Grading System.

If the student cannot return to academic studies by the anticipated return date, the MLOA may be extended.

The student will be allowed to return to campus from voluntary medical leave after RUSVM has received medical/psychological documentation clearly stating that the student is capable of engaging fully in the academic program, and that the health practitioner supports, with or without accommodation(s), the student's return to campus.

Conditions that may be imposed before return is permitted include, but are not limited to:

- The student granting permission, via a signed consent, "to allow RUSVM to send the student's treating physician a description of the circumstances of the medical problem that arose on St. Kitts or at a clinical site and a description of the medical infrastructure available at the site to which the student will be returning"; or
- Submitting to RUSVM a letter from the student's treating clinician that specifically addresses (i) the student's fitness to return to the stressful environment of a full-time medical student; (ii) the need for continuing care, if any, and whether such care can be provided on St. Kitts or the applicable clinical site; and (iii) a preventive plan to avoid the student's relapse if applicable

All students on Medical Leave will have their documentation reviewed by the Assistant Dean of Academic Operations or Director of Student Experience prior to being permitted to return to RUSVM.

Once this information is received, the student may be interviewed either by tele- or video-conference or in-person at the discretion of the Assistant Dean of Academic Operations or Director of Student Experience. If, following completion of this review and interview, the respective Assistant Dean of Academic Operations or Director of Student Experience continues to have concerns about the student's ability to meet RUSVM's Technical Standards, the Dean has the discretion to refer the student for a Technical Standard Evaluation. See the Technical Standard Evaluation Process section of this Handbook.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.8.3.3 *Unauthorized Leaves*

A student who takes an unauthorized leave during a semester or a scheduled period of pre-clinical training will be administratively withdrawn (see Section 2.8.6 Administrative Withdrawals) 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 ARC to determine whether they can be readmitted and, determine conditions of readmission. Students who take an unauthorized leave should not assume that their application for readmission will be granted.

### 2.8.3.4 *Absence From Classes*

The phoned or emailed 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 appropriate documentation is submitted as required.

The following circumstances exist to justify an absence:

- Attendance at the annual SAVMA Symposium, AVMA Student Legislative Fly In, or required SAVMA or NAVC delegate activities;
- Attendance at a national event, such as the Veterinary Leadership Experience (VLE), for which a student has been selected to represent the University;
- Participation as the presenting author of a RUSVM faculty-mentored project at a scientific meeting (requires submitting a Request to be Absent Form);
- Military or legal obligations, such as subpoena or jury duty; or
- Students who may be absent due to an approved leave for a medical or family emergency. Please see Section 2.8.3.1 Emergency Absences.

The above mentioned activities require the submission of the Absence from Classes form, and pre-approval from the Assistant Dean of Academic Operations well before the onset of classes or exams, and at least six weeks in advance of travel.

## 2.8.4 WITHDRAWALS AND DEFERRALS

Preclinical students who have withdrawn or have 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 ARC and is not guaranteed. The ARC generally reviews the readmission applications during Week 13 each semester. Students in the Veterinary Preparation program who withdraw are not eligible for readmission or reinstatement.

Readmitted students:

- are subject to all academic policies and tuition and fees in effect at the time of reinstatement;
- who were failing one or more courses at the time of withdrawal will be on academic probation if they are readmitted; and
- 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 academically related activity. 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 academically related activity.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.8.5 STUDENT WITHDRAWALS

Students may not withdraw from a single course during a semester, except for a previously passed course taken during a repeating semester. Students must withdraw completely from the school. To assure review by the Academic Review Committee for return in the following semester, a student must withdraw no later than the end of week twelve. Students may begin the withdrawal process by obtaining a withdrawal form from the Office of the Registrar, and appropriate clearances from the Library, Office of Student Finance, and approval of the Assistant Dean of Academic Operations. 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” in Section 2.4.8 Grading System. If a pre-clinical student intends to return, he/she must indicate the date of when he/ she intends to return on the withdrawal form, and then must reapply through the Admissions Office; students in the veterinary preparation program who withdraw are not eligible for readmission or reinstatement.

Tuition refunds and financial aid returns, if any, will be determined based on the withdrawal date or the last day of academically related activity.

Pre-clinical 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 ARC will determine their placement in the curriculum.

### 2.8.6 ADMINISTRATIVE WITHDRAWALS

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

- fails to check-in on the prescribed deadlines determined by the Office of the Registrar;
- 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 or;
- is administratively withdrawn for any reason, including 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 US Department of Education if these students had student Title IV loans.

### 2.8.7 DIRECTED LEAVE

Students may be placed on Directed Leave of Absence (DLOA) by RUSVM if the University determines that one or more of the following criteria have been met:

- The student demonstrates a pattern of behavior determined to be disruptive to the learning environment of RUSVM and/or the ability of other students to achieve their academic goals,
- The student is demonstrating there may be significant risk to their wellbeing or risk to other members of the RUSVM community,
- The student is not maintaining and/or achieving the Technical Standards and/or professional standards of RUSVM,
- Or in any situation where the student’s behavior is deemed to adversely or inordinately impact the successful operations of RUSVM and/or the pursuit of the University’s mission and objectives.

Determination of these criteria will be facilitated by the Director of Student Experience and/or Associate Dean for Academic Affairs and in consultation with relevant university personnel and departments.

In conjunction with any DLOA, the University may impose conditions that must be met to be permitted to return to RUSVM. These conditions may include, but are not limited to, psychological assessment, rehabilitation, or a confirmation of ongoing medical and/ or psychiatric care. If conditions are not met for return within the specified time established by RUSVM the student may be subject to administrative withdrawal. Please refer to the RUSVM Student Handbook Section 2.8.4 for further information on withdrawal.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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A student on DLOA will be placed on leave effective the last academically related activity or the date the institution determines. The directed student may request an Academic Leave of Absence (ALOA) for the remainder of the semester within two weeks of being placed on DLOA. Please refer to the Academic Leave of Absence policy (ALOA) in section 2.8.3.2 of the Student Handbook. Students who successfully complete a request for an ALOA and successfully complete designated conditions for return to RUSVM, can return to the University within the timeframe designated in the ALOA policy.

If the request for an ALOA is not received by RUSVM within two weeks of the date of the DLOA, or the student is unable to achieve the imposed conditions to return within two weeks, the student will be administratively withdrawn and must re-apply for admission.

For students living on campus, a DLOA requires the student vacate campus property within 72 hours of the day the DLOA is imposed.

Students living off campus will have no longer than fourteen days to vacate the Federation of St. Kitts & Nevis or risk being in violation of their student visa status.

The student may be entitled to a pro-rated refund of fees, may be required to reimburse RUSVM for financial aid received and is responsible for all personal financial obligations, e.g., utility bills, rent.

Students on DLOA from RUSVM are responsible for costs associated with changing their flight home as well as all associated ground transportation costs. Students are responsible for any criminal or legal matters that could arise related to a DLOA. RUSVM is not responsible for providing any assistance under such circumstances.

RUSVM reserves the right to modify these parameters if, in the opinion of RUSVM, different actions are warranted to assure the safety of an individual and/or other members of the RUSVM or St. Kitts community.

### 2.8.8 DEFERRALS

Prior to matriculation into the pre-clinical program, new 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 Office of Admissions. Students deferring to a future semester must meet all the requirements in effect for that semester.

Once a student has been registered and completed on campus check-in, 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.

### 2.8.9 TRANSFER STUDENTS

#### 2.8.9.1 *Student Transfer to RUSVM*

Students who have completed a portion of the curriculum at another approved school of veterinary medicine may apply for admission into RUSVM. Those who successfully enroll may attain advanced standing through an assessment of equivalency of courses and credits. Students seeking advanced standing will apply for this through the Associate Dean for Academic Affairs.

#### 2.8.9.2 *Student Transfer from RUSVM*

The process to transfer from RUSVM to another institution is the same as requesting to be voluntarily withdrawn. The process to gain admission into the institution of transfer is solely the responsibility of the student, and all required data from RUSVM must be requested according to specific service guidelines available through myRoss.

Additionally, RUSVM is not liable for any course equivalency for students transferring to another institution. RUSVM course equivalency for other institutions is solely determined by the institution to which students transfer.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

### 2.9 CLINICAL ACADEMIC AND ENROLLMENT STANDARDS

RUSVM contracts with AVMA-COE (American Veterinary Medical Association Council on Education) accredited schools and colleges (Clinical Affiliates) to provide clinical training and performance evaluation of students during the final year of Training. RUSVM students attend the Clinical Affiliate through the RUSVM clinical program along with students from the Clinical Affiliate and are subject to both the academic standards of RUSVM and the Clinical Affiliate.

#### 2.9.1 CLINICAL PLACEMENT

##### 2.9.1.1 *Clinical Affiliate School Academic Requirements*

RUSVM Clinical Affiliates have specific requirements to consider RUSVM students for clinical placement at their institutions. It is the student's responsibility to meet the criteria established and required by a particular Clinical Affiliate for entering into its program. During clinical placement, RUSVM nominates RUSVM students to RUSVM Clinical Affiliates. The individual Clinical Affiliates decide whether or not to accept students recommended by RUSVM. Acceptance criteria vary from school to school and are subject to change at any time. Up-to-date criteria for consideration of presentation to Clinical Affiliates are shared with students immediately prior to the clinical placement process. Students should be aware that cumulative GPA and a failing grade in any course(s) will impact their eligibility to be presented for placement at specific Clinical Affiliates. While it is not an eligibility criterion, GPA trends may be used by Clinical Affiliates in deciding whether or not to accept a RUSVM student presented to them for clinical placement. Affiliate institutions may also use non-academic criteria in choosing whether or not to accept nominated students.

##### 2.9.1.2 *Clinical Placement Process*

Clinical placement is announced early in the seventh (7th) semester. RUSVM sixth (6th) semester students identify four (4) Clinical Affiliates that best match their career goals for placement. These four choices are weighted equally. Students can list as preferences only those Clinical Affiliates for which they are eligible based on the school-specific criteria as noted above. Exceptions to the school-specific GPA and other criteria will not be made. To achieve our goal RUSVM will make placement decisions based on the following objectives:

- The number one objective is the placement of ALL RUSVM STUDENTS at a Clinical Affiliate.
- The second objective is to place all students to satisfy the contractual requirements of each of RUSVM's Clinical Affiliates. Although the final acceptance is done by the Clinical Affiliate, RUSVM will use all prior knowledge and experiences with the Clinical Affiliates to increase the chances of acceptance of all RUSVM students presented.
- The third objective is to maintain and improve the relationships between RUSVM with the Clinical Affiliates. Wherever possible, each group of RUSVM students presented to a Clinical Affiliate will be balanced academically to mirror the RUSVM class GPA.
- The fourth objective is to try to match a Clinical Affiliate that suits the student career goals. Personal reasons are considered but are not necessarily a determining factor for clinical placement.

#### 2.9.2 CLINICAL YEAR ACADEMIC STANDARDS AND PROFESSIONAL STANDARDS

Students remain enrolled in and receive academic credit from RUSVM during the clinical year. Students attending a Clinical Affiliate site are not eligible to receive academic credit from the Clinical Affiliate, nor are they eligible to receive a degree from the Clinical Affiliate based on their participation in the RUSVM clinical curriculum.

At the end of each academic semester, the Clinical Affiliate submits an evaluation form completed by veterinary faculty from the Clinical Affiliate, including grades and AVMA competency evaluations. RUSVM enters grades Pass (P) or Fail (F\*) for the students based on the recommendations of the Clinical Affiliate. Students making unsatisfactory academic progress at a Clinical Affiliate are subject to dismissal. In the event that a student is not progressing successfully in the clinical curriculum at the Clinical Affiliate or breaches professional conduct or ethical standards (see Section 1.6 Code of Conduct), the RUSVM Associate Dean for Clinical Affairs and Professional Opportunities is notified by the Clinical Affiliate. RUSVM students not progressing successfully are subject to termination at the Clinical Affiliate and subsequent dismissal from RUSVM as described in 2.6.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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In addition to the academic and professional standards of RUSVM, clinical students are subject to the academic rules and regulations and the professional standards of the Clinical Affiliate including any right to appeal using that program's appeals process. A student's professional conduct may be assessed and addressed by the Associate Dean for Clinical Affairs and Professional Opportunities and/or the Director of Student Experience. Consequences for students demonstrating professional misconduct may include but are not limited to:

- a letter of reprimand from the Affiliate and/or RUSVM;
- failure of the rotation in which the student engaged in professional misconduct;
- an official warning letter from the Affiliate and/or RUSVM;
- placement of student on probation or directed leave of absence by the Affiliate and/or RUSVM (See Section 2.8.7); or
- dismissal from Affiliate and RUSVM

Students in the clinical year are required and expected to comply with the policies and procedures of the Clinical Affiliate they attend, as well as those contained in this Student Handbook. Rules regarding appropriate conduct on-campus or during the clinical year (within the entire veterinary curriculum) also apply to conduct on social media platforms.

### 2.9.3 CLINICAL YEAR CURRICULUM

The clinical curriculum consists of three semesters of clinical studies. Clinical studies are with an AVMA- COE accredited school or college of veterinary medicine. The clinical year curriculum is described at: [veterinary.rossu.edu/dvm-program/curriculum/clinical-curriculum](http://veterinary.rossu.edu/dvm-program/curriculum/clinical-curriculum).

### 2.9.4 CLINICAL YEAR REGISTRATION

Students in the clinical training phase of the curriculum remain registered students at RUSVM. In addition, they are required to check-in and be physically present as required at the Clinical Affiliate where they are assigned, and they must follow the registration requirements of the Clinical Affiliate, as appropriate. Tuition to attend the clinical year is paid to RUSVM. Various other nominal clinical year fees may be required by Clinical Affiliates (e.g. parking fees, access fees, program fees, etc.).

Students must have active and current health insurance that is acceptable to the Clinical Affiliate throughout the student's participation in the RUSVM clinical program. Upon request, proof of health insurance is required.

Students may not withdraw during any scheduled clinical year semester, except for good cause and with explicit consent of both the Affiliate School and RUSVM.

### 2.9.5 CLINICAL SCIENCES SATISFACTORY ACADEMIC PROGRESS

#### **2.9.5.1 Clinical Satisfactory Academic Progress (SAP)**

During the Clinical Program students are reviewed by RUSVM after completing each academic semester. Clinical affiliates will notify the Associate Dean for Clinical Affairs and Professional Opportunities of any student receiving a failing grade. The student will be reviewed by the Associate Dean for Clinical Affairs and Professional Opportunities who will make such recommendations to the Dean as he/she deems appropriate within the guidelines stated below.

Students receiving more than one failing grade of F or WF on rotations during a single semester are subject to dismissal from RUSVM. A dismissed student may submit a written appeal to his/her dismissal pursuant to Section 2.9.9 Appeal of Dismissal of Clinical Students. Additionally, students are subject to the academic standards of the affiliate school. Any student dismissed by the affiliate is automatically dismissed from RUSVM, pursuant to Section 2.9.9 Appeal of Dismissal of Clinical Students.

A dismissed student may submit a written appeal to his/her dismissal pursuant to Section 2.9.9 Appeal of Dismissal of Clinical Students.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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If the student appeals the adverse SAP determination and RUSVM determines that the student should be able to make SAP during the subsequent term of enrollment and meet RUSVM's SAP standards or if RUSVM develops an academic plan for that student, that if followed, will ensure that the student is able to meet RUSVM's SAP standards by a specific point in time, then RUSVM may place the student on Academic/Financial Aid Probation.

A student who is reinstated on academic/financial aid probation may receive federal financial aid for an additional term of enrollment. While a student is on Academic/financial Aid Probation, RUSVM will require the student to fulfill specific terms and conditions in accordance with the academic plan, such as engaging in recommended RUSVM activities designed to improve performance.

At the end of the one term of enrollment while on Academic/Financial Aid Probation, in order to remain enrolled at RUSVM and qualify for future federal financial aid funds, the student must meet RUSVM's SAP standards OR must meet the requirements of the academic plan developed by RUSVM and/or the Affiliate Institution.

A student on Academic/Financial Aid Probation may still be dismissed if he or she fulfills the criteria for academic dismissal (see academic dismissal criteria above).

Students must pass all courses while on Academic/Financial Aid Probation. A student who receives a grade of F or WF while on Academic Probation is subject to dismissal.

Dependent upon policies and procedures of the Clinical Affiliate, a clinical year student may be allowed to repeat a rotation on academic probation. No clinical semester may be repeated more than once. No failed clinical year rotation may be repeated more than once.

### **2.9.5.2 Clinical Sciences Student Academic Progress Implications on Financial Aid**

At the end of each semester, each student's academic progress is evaluated by RUSVM. This evaluation involves two metrics, one quantitative and one qualitative:

- The quantitative measure evaluates the student's pace of progression through the program with the maximum timeframe. The pace of progression is calculated by dividing the cumulative course credits the student has successfully completed by the cumulative course credits the student has attempted;
- Students in their 2nd year or higher are subject to a pace of progression of 66.67%. Please note that courses with a grade of W, WP, WF and I are counted in the attempted credits. Transfer credits accepted will count as attempted and completed credits for the calculation;
- The qualitative measure evaluates the student's cumulative GPA. Students are required to maintain a 2.0 cumulative GPA in order to meet the qualitative measure at the time of review;
- Students failing to meet the GPA requirement or the 66.67 percent must submit an appeal to the Associate Dean for Clinical Affairs and Professional Opportunities and the Director of Student Finance. Grades of I, W, WP, and WF are counted toward this total. For students on Title IV financial aid, it is highly recommended they see a Financial Aid representative to address any questions regarding their academic progress and financial aid implications.
- Students may receive financial aid while on Academic/Financial Aid Probation.
- Any student on Academic Probation for two consecutive semesters will not be eligible to receive Title IV financial aid until his/her satisfactory student academic progress is regained.

### **2.9.5.3 Additional Standards of Academic Progress Information for Students Receiving Veterans Education Benefits**

RUSVM notifies the Department of Veterans Affairs (VA) of those students who are receiving Veterans education benefits and whose status is academic warning, which is considered the first probationary period. Students are placed on academic warning for failure to meet minimum cumulative GPA, pace of progress toward graduation, and other minimum requirements outlined above.

*Academic Progress.* Students on academic warning are eligible to receive Veterans education benefits for their academic warning semester. If at the end of the academic warning semester such students do not return to good standing, they are dismissed.





## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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Students who are dismissed may appeal. Clinical year students who are dismissed may appeal their dismissal pursuant to Section 2.9.9 Appeal of Dismissal of Clinical Students. Those with approved appeals may continue on probation for another semester and remain eligible for Veterans education benefits. Students who do not successfully appeal their dismissals are dismissed and have their Veterans benefits terminated for unsatisfactory progress. The VA is notified of such dismissals.

After the second probationary period, Veterans education benefits are terminated for students who fail to meet the minimum cumulative GPA required for graduation, pace requirements, and other RUSVM standards noted in Standards of Academic Progress. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress is made. Veterans education benefits may resume if students meet the minimum cumulative GPA required for graduation and pace requirements, as well as return to good academic standing, at the end of the third probationary semester.

Veteran students must notify the chief location administrator/academic advisor immediately upon withdrawal from school or from a course. For students receiving Veterans education benefits, RUSVM notifies the VA of changes in student status within 30 days of the official last date of attendance.

### 2.9.6 ABSENCE FROM CLINICAL PROGRAM

The clinical year curriculum is designed to be a series of integrated, consecutively scheduled learning experiences. During the clinical training year, students must also abide by the attendance policies and procedures of the Clinical Affiliate they attend.

Students in clinical training must abide by the policies and procedures of the institutions they are attending as well as those of RUSVM.

The ALOA for RUSVM clinical students is official only when both RUSVM and the Clinical Affiliate grant their permission. During the clinical program, the ALOA (academic and/or medical) must be requested in writing by contacting the Office of the Registrar and completing an ALOA form (available at [myRoss.rossu.edu](http://myRoss.rossu.edu), stating specific reasons and an intent-to-return date. This form must be approved and signed by the Associate Dean for Clinical Affairs and Professional Opportunities.

An ALOA is not valid until it is fully processed and recorded by the Office of the Registrar and the student has received confirmation. Forms may be emailed to the Office of the Registrar at [skregistrar@rossvet.edu.kn](mailto:skregistrar@rossvet.edu.kn) and the Office of the Registrar may electronically communicate confirmations.

Additionally, Clinical students must contact the Associate Dean for Clinical Affairs and Professional Opportunities about any interruption in their clinical year curriculum. Be aware that a LOA may have consequences on your financial aid. Please contact the Office of Student Finance prior to beginning an ALOA.

### 2.9.7 CLINICAL YEAR ADMINISTRATIVE WITHDRAWALS

The Associate Dean for Academic Affairs can initiate an administrative withdrawal when the clinical student does any of the following:

- leaves a clinical rotation and does not return for the next scheduled rotation and/or 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 a clinical rotation during clinical year training at an affiliate or an externship opportunity without an excused absence;
- fails to attend week 1 of their first rotation in the semester; or
- is administratively withdrawn for any reason, including under special circumstances by the Associate Dean of Academic Affairs

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 US Department of Education if these students had student Title IV loans. To be considered for readmission, a student must reapply within three semesters after being administratively withdrawn from RUSVM\*.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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RUSVM students during the clinical year may not withdraw without the consent of both the Associate Dean for Academic Affairs and the Clinical Affiliate they are attending. The request must be made in writing with both RUSVM and the Clinical Affiliate.

The request for withdrawal will be considered on an individual basis by both programs. Students will be given written permission, if obtained, from both RUSVM and the Clinical Affiliate.

\*Beginning for students entering clinical rotations (Semester 8) in Fall 2021.

### 2.9.8 CLINICAL YEAR DISMISSAL AND APPEAL

In addition to the academic/professional/ethical rules governing all RUSVM students, RUSVM students in their clinical year are subject to the academic/behavioral/ethical rules and regulations of the Clinical Affiliate they attend. In the event that a student is not progressing successfully in the clinical curriculum at the Clinical Affiliate or breaches professional conduct or ethical standards (see Section 1.6 Code of Conduct), the RUSVM Associate Dean for Clinical Affairs and Professional Opportunities is notified by the Clinical Affiliate. RUSVM students not progressing successfully are subject to termination at the Clinical Affiliate and subsequent dismissal from RUSVM. Upon dismissal from the Clinical Affiliate, dismissed RUSVM clinical students are subject to the academic rules and regulations at the Clinical Affiliate including any right to appeal using the Clinical Affiliate program's rules and regulations.

Students failing a rotation will be subject to the policies and procedures of the Clinical Affiliate and their subsequent determination and recommendation will be communicated to the RUSVM Associate Dean for Clinical Affairs and Professional Opportunities. The student, dependent upon policies and procedures of the Clinical Affiliate, may be allowed to repeat the rotation on academic probation. If the student is required to submit an appeal and is approved, the student will repeat the rotation(s) on probation contingent upon affiliate's policies and procedures.

### 2.9.9 APPEAL OF DISMISSAL OF CLINICAL STUDENTS

Students dismissed from a Clinical Affiliate program may appeal the decision through the Clinical Affiliate in accordance with that institution's academic policies. Dismissal by the affiliate triggers automatic dismissal by RUSVM. Upon successful appeal to the Clinical Affiliate, the student will be re-admitted to RUSVM. If appeal to Clinical Affiliate is unsuccessful, the student will have the right to appeal to the ARC provided the dismissed student has not previously appealed to the ARC in pre-clinical semesters. After hearing the appeal, the ARC will make a recommendation to the RUSVM Dean, or designee, who may elect to re-admit a student or to uphold the dismissal. The student is subject to being readmitted on Probation, which may include stipulations, which will be outlined in writing and provided to the student.

The RUSVM Dean's, or the designee's, decision for dismissal is final. A dismissed student may not reapply for admission to RUSVM.

### 2.9.10 VACATIONS

During the clinical training program, students are subject to the vacation rules of the Clinical Affiliate they are attending for that segment. Prior to taking a vacation the student should contact the Office of the Registrar to see how it impacts his/ her graduation date.

### 2.9.11 CLINICAL YEAR STUDENT SURVEYS

RUSVM clinical year students are expected to complete evaluations and respond to surveys. All veterinary schools/colleges accredited by the AVMA COE must conduct thorough and periodic evaluations of their programs. Collecting and evaluating survey data is a part of RUSVM's commitment to continually improve the quality of the educational program and student services. It is the student's professional responsibility to provide truthful assessment and feedback. The information is used to guide the faculty and RUSVM leadership in meeting the University's mission.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.10 REGISTRAR SERVICES

#### 2.10.1 MYROSS SELF-SERVICE TOOL

MyRoss is a student self-service tool designed to empower students with access to their records online. The following information can be accessed:

1. Personal information: View and update address, phone, email, and emergency contact information;
2. Financial Aid: Apply for financial aid, review the status of loans and document requirements, accept your financial aid award, and more;
3. Students Accounts: View account summary, make a payment, reinstate health insurance, review health insurance charges and more;
4. Registrar: View grades and holds, print an unofficial transcript, request an official transcript, submit various forms online, and more.

#### 2.10.2 STUDENT INQUIRIES THROUGH SALESFORCE

Salesforce is RUSVM's Customer Relationship Management system where we respond and address students' questions and concerns. Students can submit their inquiries when they log into their myRoss and AskRoss accounts.

#### 2.10.3 LETTER OF ACADEMIC STANDING

Letters of Academic Standing are provided to currently enrolled students in pre-clinical Semesters (1-7). Students may request a Letter of Academic Standing using the myRoss self-service tool which is available at [myross.rossu.edu](http://myross.rossu.edu).

The Letter of Academic Standing is prepared by the Office of the Registrar and provides the following information (as required):

- enrollment status;
- academic status;
- disciplinary status;
- number of credit hours completed; and
- class rank.
- The cumulative grade point average is not provided in a Letter of Academic Standing. For students who need their Cumulative GPA, they will need to request an official transcript online.

#### 2.10.4 LETTER OF INTENT

Letters of Intent are provided to currently enrolled students in clinical Semesters (8-10). Students may request a Letter of Intent using the myRoss self-service tool, which is available at [myross.rossu.edu](http://myross.rossu.edu). These letters are prepared by the Office of the Registrar and provide the following information:

- academic standing;
- matriculation status;
- enrollment status;
- designated clinical affiliate; and
- anticipated date of graduation.

Letters of Intent can be sent by request to the International Council for Veterinary Assessment within 10 months of a student's graduation date. If students require these letters for state licensure, these will have to be requested on myRoss along with their transcript request. Each state will have different requirements so students will need verify state-specific requirements on that state licensure body's website. The cumulative GPA is not provided in a Letter of Intent. Students who need their cumulative GPA, will need to request an official transcript online.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.10.5 VERIFICATION OF CLASS STANDING

Each semester, at the end of Week 3, the Office of the Registrar is able to provide class standing based on grades of the previous semester for students currently enrolled in Semesters 2-7. Requests for these are made through the myRoss self-service tool.

### 2.10.6 LOAN FORM VERIFICATION

Students requesting loan form verifications, may send the original documents to the Office of the Registrar located at 1221 North Swift Road, Addison, IL 60101.

### 2.10.7 ENROLLMENT VERIFICATION

The enrollment verification is a printable student report available through the myRoss self-service tool. This verification report is used as proof of enrollment to access varied services external to the University. These, and other services which may require enrollment verification include:

- Financial Aid;
- Insurance;
- Visa applications;
- Passport applications; and
- Jury duty confirmations.

Students may print an Enrollment Verification through the myRoss web self-service tool. This letter will need to be notarized by the Office of the Registrar before use by the student.

### 2.10.8 LETTER OF COMPLETION

The Letter of Completion is provided to RUSVM Graduates. The purpose of this letter is to provide stakeholders with confirmation that students have completed all graduation requirements put forth by RUSVM. This letter will be used in anticipation of the successful completion of State licensure.

Students may request a Letter of Completion using the myRoss self-service tool which is available at [myross.rossu.edu](http://myross.rossu.edu).

The letters are prepared by the Office of the Registrar and provide the following information:

- Verification of matriculation;
- Confirmation of completion of academic program; and
- Confirmation and Date of Graduation.

The cumulative grade point average is not provided in a Letter of Completion but is available on the Academic transcript.

### 2.10.9 REQUESTS FOR TRANSCRIPT

Students may request a transcript online using Parchment, which is available at [parchment.com/u/registration/36997148/account](http://parchment.com/u/registration/36997148/account).

Transcripts may not be released until any missing administrative documents have been received. Transcripts cannot be requested by telephone or email.

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.11 STUDENT FINANCE

Students attending RUSVM may be eligible to apply for student loans to meet their direct and indirect educational expenses. Please see the RUSVM Financial Planning Guide on the RUSVM website at [veterinary.rossu.edu/content/dam/dmi/veterinary/documents/RUSVMFinancialAidPlanningGuide.pdf](http://veterinary.rossu.edu/content/dam/dmi/veterinary/documents/RUSVMFinancialAidPlanningGuide.pdf) for more detailed information.

At RUSVM, we know that tuition and loans are an important aspect of our students' education. We are committed to providing clear information to facilitate our students' financial responsibility. In this section of the Student Handbook, we describe possibilities for student loan deferment while you study. We also provide information about financial aid eligibility, how to pay your tuition and the tuition refund policy for withdrawals and approved absences.

Each year, RUSVM gives careful consideration to possible tuition and fees increases and alerts students of any increases prior to the September semester. At the time of registration and check-in, tuition and fees must be paid in full, unless the Manager, Student Accounts and Systems grants an exception based on one of the following:

- RUSVM has received documentary evidence, satisfactory to the Manager, Student Accounts and Systems, indicating that payment is guaranteed and that the full tuition and fees will be paid within 30 days from the beginning of the semester; or
- The Manager, Student Accounts and Systems 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. A \$35 processing fee will be assessed for a payment agreement. In the event that the payment terms are not met, RUSVM reserves the right to annul registration in which case the student will not receive academic credit for that semester

**Health Insurance:** Students are required to maintain health insurance coverage while enrolled at RUSVM. It is recommended that students maintain health insurance coverage during breaks and temporary periods of non-enrollment.

The University offers a student health insurance plan with Aetna Student Health.

Students may waive coverage if they hold their own health insurance policy that meets the waiver standards. More information can be obtained in the benefits guide at [aetnastudenthealth.com/RUSVM](http://aetnastudenthealth.com/RUSVM). Waivers are accepted once per year (Fall). Students admitted in January or May will be required to waive insurance for their entering semester and then again in the Fall following matriculation. Enrolled students are provided evacuation insurance through On Call International.

RUSVM requires all enrolled students have adequate health coverage until graduation. To request extended health insurance coverage past graduation and through the end of the coverage year, please submit a reinstatement request through the My Ross Vet community portal.

Please note that Canadian and other countries' insurance cannot be accepted if it does not cover US hospitalization and routine care. Emergency, temporary, and travelers' policies cannot be accepted.

**Late fees:** Late payment fees of \$75 will be assessed to the student's account if all tuition and fees are not paid by the billing due date, except for students who are enrolled in the University payment plan and have successfully made on-time payments.

#### 2.11.1 STUDENT LOAN DEFERMENT PROCESS

If you have previously received student loans at other institutions, you may wish to defer repayment obligations while the student is attending RUSVM. RUSVM provides enrollment data to the National Student Clearinghouse which will be accessible to your loan lenders. There are certain cases (i.e., private loans) where you may need to complete a form from your lender and obtain a verification of enrollment from RUSVM. The enrollment verification letter is available at the myRoss website, and should be mailed to your lender with the deferment form. Please note that letters cannot be generated prior to your enrollment start date. Please contact the Office of Student Finance if you have questions.



## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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### 2.11.2 FINANCIAL AID ELIGIBILITY WHEN REPEATING COURSEWORK

Veterinary students who fail any courses will be subject to the Pre-Clinical Sciences Satisfactory Academic Progress policy. Students who must repeat a course have the option to also retake any or all coursework from the same semester. Please be advised that students enrolled less than full-time (8 credits) will be subject to a prorated tuition charges based on their course load (see 2.10.4). Students attending less than half-time (3 credits or less) will not be eligible for Title IV financial aid. Students are encouraged to contact their student finance advisor to review their financial aid options when repeating any coursework.

### 2.11.3 ACADEMIC WARNING AND ACADEMIC PROBATION

Satisfactory academic progress indicates that a student has met degree requirements to acceptable levels within a specified time period. Your SAP standing is important during academic evaluation and determination of eligibility for financial aid. Students who do not meet SAP requirements are subject to dismissal and/or loss of Title IV funding.

SAP is evaluated at the end of each semester. At the end of each semester, each student's academic progress is evaluated by RUSVM. This evaluation involves two metrics, one quantitative and one qualitative.

Please see Section 2.4.14 Pre-Clinical Sciences Satisfactory Academic Progress for complete information on Satisfactory Academic Progress and financial aid eligibility.

### 2.11.4 TUITION, CREDIT AND WAIVER POLICIES

Full-time tuition is charged for students who are registered full-time (8 or more credits). Students repeating courses may have a prorated tuition based on the credits registered for the term. In the repeating term, students taking 8 credits will be charged 100% tuition, 5 to 7 credits will be charged 75% tuition, and students taking 1-4 credits will be charged 50% tuition. Tuition policies are administered in accordance with federal guidelines. Tuition is posted to the RUSVM website. A student who is granted a Leave of Absence (LOA) 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.

### 2.11.5 TUITION REFUND POLICY FOR WITHDRAWAL

A withdrawal occurs when a student's enrollment is permanently discontinued or, in some cases, even temporarily interrupted without an authorized LOA in accordance with the policies and procedures in this Student Handbook. The effective date of withdrawal is normally the date the student notifies the institution of the withdrawal or student's last academically related event (see below for further information on approved absence). An official withdrawal occurs when the student notifies the Assistant Dean of Academic Operations and the Office of the Registrar in writing; an unofficial withdrawal occurs when the student does not give written notification.

For financial aid and tuition purposes an approved absence is treated as a temporary withdrawal. The effective date of withdrawal is normally the student's last academically related event. When a student withdraws, RUSVM assesses tuition based on the period he/she attended, and in correspondence with federal loan entitlement regulations. These are as follows:

If a new student withdraws prior to the start of the first semester, no tuition charges are due; however, acceptance deposits are forfeited. Notwithstanding the foregoing:

- Students residing in the state of Missouri, at the time they pay the acceptance deposit to RUSVM, will receive a refund of all monies paid if the student requests a refund within three (3) days of paying the acceptance deposit, not including Saturdays, Sundays, and holidays.
- Residents of the state of IA who cancel prior to attendance are eligible for a full refund.

If a continuing student withdraws prior to the start of a subsequent semester, no tuition charges are due; and

## 2. DOCTOR OF VETERINARY MEDICINE (continued)

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If a student withdraws during the first 60 percent of a semester, tuition charges are directly pro-rated based on the portion of the semester that has elapsed. As semesters are normally sixteen (16) weeks in length, tuition is usually prorated for withdrawals during weeks one through nine.

- The state of Iowa (Iowa Code Section 714.23) provides the following tuition refund policy exceptions for Iowa residents: If any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

Per federal regulations for withdrawal during the first 60 percent of a semester, student loan entitlement is recalculated. RUSVM and the student are each proportionally responsible for returning "unearned" financial aid to the relevant lender(s);

If a student withdraws after the first 60 percent (after completing the ninth week) of a semester, the full tuition; and

- The state of Iowa (Iowa Code Section 714.23) provides the following tuition refund policy exceptions for Iowa residents: Iowa resident students who withdraw after the 60% in the term due to physical incapacity or spousal employment relocation to another city are entitled under law to a prorated refund of tuition charges all the way up to (but not including) the ending date of the term.

Students applying for an LOA may be subject to the tuition refund policy based on the length of the LOA. See Section 2.11.6 Tuition Policy During Approved Absences for additional details.

Iowa national guard or reserve forces of the United States, their spouse or dependent child are offered the following options should the service member be ordered to state military service or federal service or duty:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- Arrangement will be made with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- Arrangement will be made with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### 2.11.6 TUITION POLICY DURING APPROVED ABSENCES

Students applying for an LOA may be subject to the tuition refund policy based on the length of the LOA. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of academically related activity. An approved absence may be authorized in limited circumstances (Section 2.8.3 Absence from The Pre-Clinical Program, and Section 2.8.8 Deferrals).

For financial aid purposes and tuition adjustments, an approved absence is considered the same as a temporary withdrawal. Requesting and receiving an approved absence will have an impact on your obligation to repay tuition and student loans. For purposes of student loan deferment, an approved absence is the same as a withdrawal, and loans will go into repayment status as of the last academically related event. A student who begins an approved absence during a semester and sets a return date at the beginning of the next semester will be reported as "not enrolled" to all lenders. However, the student is not required to reapply for admission to RUSVM following such an approved absence.

### 2.11.7 ABSENCE FROM THE PROGRAM

Any student receiving student loans must also contact the Office of Student Finance. Additional information about financial consequences is provided in the Office of Student Finance's publication Financial Planning Guide. Students who cease attendance and have previously received any Title IV loans, must complete Exit Counseling at [studentaid.gov](http://studentaid.gov).

## 3. GRADUATE PROGRAMS

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### 3.1 INTRODUCTION TO THE RUSVM GRADUATE PROGRAMS

Within the framework of the graduate studies program, RUSVM offers Master of Science (MSc) and Doctoral (PhD) degree programs and graduate certification in public health, global animal health, tropical animal health, conservation medicine, veterinary education research and other research areas supported by RUSVM and its partner institutions. The management of the graduate studies program and its regulations are guided by the frameworks set by the Quality Assurance Agency for Higher Education (United Kingdom).

Specifically, RUSVM offers Graduate Certificate in One Health, a Doctoral (PhD) Degree Program and both a MSc by Coursework in One Health (MSc One Health) online and a MSc by Research degree program. All programs are offered to international students and arrangements are in place for intercalated and integrated MSc by Research for individual DVM students.

“Graduate programs” or “graduate degree programs” signifies ALL graduate programs offered by RUSVM. For the purpose of this Student Handbook, “graduate research degrees” means the MSc by Research, PhD and PhD by Research Publications.

“Coursework programs” currently offered are the MSc by Coursework in One Health degree program and the Graduate Certificate in One Health. The completion of a Capstone Research project and submission of a Capstone Paper is a requirement for the MSc by Coursework in One Health.

Graduate students (referred to as “Candidates”) appointed into graduate degree programs will embody an essential group of attributes that will be required to ensure the successful completion of the degree program, within a reasonable timeframe and ensure a competent career ready graduate. RUSVM, through research supervisors and teaching Faculty, provides clear, detailed and accessible information to candidates. Research supervisors and teaching faculty are directly involved in managing candidate progress and professional development.

Queries relating to these regulations can be sent the Graduate and Research Administration: [postgrad@rossvet.edu.kn](mailto:postgrad@rossvet.edu.kn).

#### 3.1.1 GRADUATE REGULATIONS

The Degree Regulations and Programs of Study provide information on the programs offered by RUSVM and set out the regulatory framework by which these are governed.

This document contains the Graduate Program Regulations for all categories of graduate programs at RUSVM. Specific program regulations can also be found at the following sections below:

- For MSc by Research and PhD by Research refer to the Graduate Research Assessment regulations (Section 3.3)
- For MSc by Coursework in One Health Degree Program Regulations (Section 3.2).
- For Graduate Certificate in One Health refer to the Graduate Certificate in One Health Program Regulations (Section 3.4).

Graduate degrees are guided by the UK Quality Code for Higher Education ([qaa.ac.uk](http://qaa.ac.uk)). Authority to award graduate degrees are derived from the St. Christopher and Nevis Accreditation Board ([stkittsnevis.net/accreditation.html](http://stkittsnevis.net/accreditation.html)).





## 3. GRADUATE PROGRAMS (continued)

### 3.1.2 POWERS OF DELEGATION

The Dean has the authority to admit, examine and dismiss candidates and to grant permissions, concessions (including fee waivers) and exemptions. This authority is delegated by the Associate Dean for Research and Graduate Studies, as Chair of the Graduate and Research Committee.

#### **RUSVM DEAN**

Admits, examines and dismisses candidates.

#### **ASSOCIATE DEAN FOR RESEARCH & GRADUATE STUDIES**

*Chair of Graduate & Research Committee*

Delegated by the Dean to admit, examine and dismiss candidates.  
Recommends candidates to Dean for admission.  
Is responsible for monitoring the suitability of candidates' projects and supervisors.

#### **GRADUATE & RESEARCH COMMITTEE (GRC)**

The voting membership of GRC comprises senior members of staff and faculty. GRC meets on a monthly basis and is responsible for all graduate degree programs, such as deciding upon student supervision, the format for assessment, appointment of internal and external examiners and ratifying the decision of internal and external examiners.



## 3. GRADUATE PROGRAMS (continued)

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### 3.1.2.1 Graduate and Research Committee

All graduate degree programs are the responsibility of the Graduate and Research Committee. The Graduate and Research Committee will consider and ratify the recommendation of the Internal and External Examiners appointed to examine a candidate for the award of a graduate degree.

#### 3.1.2.1.1 Associate Dean for Research and Graduate Studies

The graduate programs are headed by the Associate Dean for Research and Graduate Studies, who is responsible for the overall direction, conduct, governance, organization and assurance of quality in the programs. The Associate Dean for Research and Graduate Studies acts as the liaison between program staff and candidates and is the Chair of the Graduate and Research Committee. The Associate Dean of Graduate Studies is also responsible for recommending applicants to the RUSVM Dean for admission and for monitoring the suitability of candidate projects and supervisors.

#### 3.1.2.1.2 Membership of the Graduate and Research Committee

The Graduate and Research Committee consists of senior members of the RUSVM faculty including representation from each of the Research Centers and Clinical and Biomedical Departments, a Graduate Candidate representative (non-voting), and members of the research and graduate program administration (non-voting). The Committee is Chaired by the Associate Dean for Research and Graduate Studies and usually meet three to four times each semester.

Committee membership should be reassessed every two (2) years and continuity of membership should be maintained (i.e. whenever possible no more than one-third of the membership rotates off in any given year). The Graduate Candidate representative will serve for one (1) calendar year and may be reappointed.

#### 3.1.2.1.3 Responsibilities of the Graduate and Research Committee

The responsibilities of the Graduate and Research Committee include:

- approving the format of assessments;
- the security of and arrangements for assessments, examining and marking assessed work; and processing and storing marks and grades;
- the quality and standards of marking;
- ensuring all examiners are aware of their responsibilities; and
- accurate recording, and reporting of decisions.

### 3.1.3 SELECTION AND ADMISSION

RUSVM will ensure that the selection and admission procedures are inclusive, clear, easily accessible, consistently applied and equitable.

#### 3.1.3.1 Initial Inquiry

This can be achieved by:

- Potential candidates can make an initial inquiry via emailing [postgrad@rossvet.edu.kn](mailto:postgrad@rossvet.edu.kn) and will receive clear, detailed, accurate and easily accessible information to allow informed choices at the point of initial inquiry.
- Candidates will be informed of any special provisions of the program including requirements for appropriate vaccination, biosafety training and any other condition relevant to their chosen study.



## 3. GRADUATE PROGRAMS (continued)

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### **3.1.3.2 Selection, Approval and Offer**

Applications for admission to all graduate programs will be assessed by appropriately qualified staff and clear processes exist to identify the resources and supervisory requirements of the applicant, should he/she be admitted to the program.

Following review of applications, the Associate Dean for Research and Graduate Studies, on behalf of the Graduate and Research Committee, will make the decision to extend a formal offer to graduate applicants. Offers to enroll in research degrees will be submitted to the Dean for final approval and will highlight the match between the candidate's project and the supervisors and any resources necessary for a timely completion of a high-quality graduate degree program. Applicants who do not meet the full entry requirements will be referred to the Graduate and Research Committee for review and approval.

Applications for the One Health (online) programs (MSc in One Health and Graduate Certificate in One Health programs), will be evaluated against criteria defined by the Program Coordinator(s) and the Associate Dean for Research and Graduate Studies. Selected candidates including those who do not meet the full entry requirements will be passed on to the Associate Dean for Research and Graduate Studies who will make the final decision as to the offer of admissions and any conditions which apply. A list of candidates will be presented to the Graduate and Research Committee prior to enrollment into the program.

Offers of admissions may be made on a conditional basis. In such cases, the offer will be made final, following receipt of evidence from the offer holder that all the conditions of the offer have been fulfilled.

### **3.1.3.3 English Proficiency**

Due to the intensive nature of this degree program, a high-level of English proficiency is required and applicants whose native language is not English will be asked to provide evidence of proficiency through test scores and/or education/professional experience in the medium of English.

RUSVM will accept the results from several secure English language tests (SELTs). SELTs must have been successfully completed no earlier than two years before the start date of the program for which candidates are seeking admission. RUSVM accepts the results from one certificate only: multiple certificates from two or more tests each partially meeting requirements will not be accepted.

### **3.1.3.4 Collaborative Research Support**

All joint research projects and jointly awarded degrees (sometimes referred to as co-tutelles) will have formal agreements that outline the responsibilities of all parties. The entering candidate will be provided with a detailed Project Plan.

#### **3.1.3.4.1 Joint-PhDs**

RUSVM offers a small number of PhD degree programs awarded jointly with partner institutions, selected on the basis of existing academic and research collaborations. As with all of RUSVM's graduate degree programs, Title IV U.S. federal loans are not available for these degree programs (Cf. 3.1.5.6 Admission, Enrollment and Payment of Fees).

Joint-PhDs are designed to enable the student to carry out a research project and submit a related thesis for examination in accordance with the two partner institutions' regulations governing graduate study in fulfillment of the requirements of a PhD degree from two partner institutions.



## 3. GRADUATE PROGRAMS (continued)

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Students registered for a joint-PhD degree program must have received admission from both partner institutions and all application procedures remain as per the individual institutions' rules and regulations. Only one degree is awarded and the jointly awarded degree is indicated in a single diploma with the logos of both institutions. A lead institution is always nominated and supervisors from RUSVM and the partner institution are appointed. The student will be expected to spend periods of time in each institution according to a schedule defined in a student-specific joint-PhD agreement. Students must fulfill all the academic requirements of both institutions. Student complaints will be handled following the procedures of the lead institution. Specific academic and administrative conditions applicable to the jointly-awarded PhD degree program will be specified in the agreement and will include:

- The name of the lead institution
- The research project
- Funding arrangements, including the student stipend if one is provided
- Expected periods of time at each institution
- Assessment and Examinations
- Intellectual Property

### 3.1.3.5 Faculty seeking to enroll in graduate programs

It is recognized that RUSVM Faculty at any one time, are at different stages of their careers, have different career objectives, have different research objectives and contribute to RUSVM in a variety of ways. RUSVM Faculty seeking to enroll in a graduate degree program must be fully aware of the demanding and challenging nature of the program. Those wishing to enroll in full time study will be required to transfer to a candidate stipend rather than remain on a faculty salary. A maximum period will be nominated for the candidature. Minimum requirements for teaching and administration will be determined and documented in consultation with the head of his/her department and Dean. All research work will be reported in a timely and effective manner in both scholarly journals and dissertation. Regular reviews will be conducted by the Graduate and Research Committee to ensure the viability of the project.

### 3.1.4 APPLICATION FOR REGISTRATION AS GRADUATE CANDIDATES

Application may be made for registration in one of the following categories:

- As a candidate for a Master of Science Degree (MSc) degree:
  - By Coursework in One Health; or
  - By Research.
- As a candidate for the Doctor of Philosophy (PhD) degree:
  - PhD; or
  - PhD by Research Publications.
- As a candidate for the Graduate Certificate in One Health

### 3.1.5 REGISTRATION

Members of RUSVM staff or faculty holding an appointment under the auspices of RUSVM may only be registered for part-time study.

A candidate may not repeat a semester of study if his/her progress has been unsatisfactory (credit based programs) unless authorized by the Associate Dean for Research and Graduate Studies. For research degree programs (non-credit based) degree programs (MSc By Research, PhD and PhD by Research Publications), extensions to the prescribed period of study may be granted by the Graduate and Research Committee.



## 3. GRADUATE PROGRAMS (continued)

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### 3.1.5.1 *Application and Registration of Graduate Candidates*

Application for registration as a graduate candidate must be formally submitted through the online application at [veterinary.rossu.edu/apply](http://veterinary.rossu.edu/apply).

Applications for MSc and PhD by Research are accepted throughout the year, with options to enroll at the start of each semester. One Health (online) programs (Certificate and Masters by Coursework in One Health) applications must be received by July 1<sup>st</sup> to commence the program in the September (Fall) term with applications accepted.

Application deadlines for each start term are as follows:

- January (Spring) term: November 1
- May (Summer) term: March 1
- September (Fall) term: July 1

All applicants must be graduates of RUSVM or graduates of another approved higher education institution, or must hold academic or professional qualifications, or their equivalent, accepted by the Graduate and Research Committee as equivalent. The minimum qualification for admission to a graduate program is a Bachelor's degree or an equivalent qualification acceptable to the Graduate and Research Committee

### 3.1.5.2 *Conditions of Registration*

RUSVM may impose appropriate conditions before agreeing to register an applicant. These conditions may include, but are not limited to:

- English language courses and test scores;
- Study in any special field pertinent to the work that will be carried out;
- Examinations, written, practical or oral;
- The preparation of a critical survey of relevant literature;
- The extension of the normal minimum period of study; or
- Restrictions on authorized leave of absence from RUSVM.

Continuing students are asked to register their continuation in the program each semester. Failure to register for attendance will result in the Registrar recording a Leave of Absence (LOA). Three (3) consecutive LOAs result in candidates being administratively withdrawn from the program.

In the case of candidates registered for part-time study, candidates jointly-supervised at partner institutions and candidates conducting research off-site, RUSVM will normally impose such conditions as to ensure adequate academic contact between the candidate and the supervisors.

### 3.1.5.3 *Dual degree–DVM/MSc by Research*

DVM students wishing to undertake an MSc by Research degree program may do so as:

- An Integrated DVM/MSc: Students will undertake 8 semesters of work towards their MSc; typically 7 in conjunction with their DVM studies and one semester for research. DVM students applying for an Integrated MSc by Research program must be in good standing in their DVM program and have achieved suitably satisfactory grades (Cumulative GPA of 3.5 or above).
- An Intercalated/One Year MSc: Students may take 3 semesters out of the DVM program to undertake a full-time (one year) MSc by Research. Only students having completed at least one semester of the DVM program will be considered. DVM students applying for an Intercalated MSc by Research program must be in good standing in their DVM program and have achieved a suitably satisfactory grade (Cumulative GPA of 3.0 or above).



## 3. GRADUATE PROGRAMS (continued)

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### **3.1.5.4 Conflicting Studies**

With the exception of those to whom special permission has been granted by the Graduate and Research Committee to pursue studies with a view to obtaining a professional qualification, candidates must not, during the period of their registration, take courses or pursue studies in this or in any other institution with a view to obtaining any degree, diploma or professional qualification other than the one for which they are registered at RUSVM.

Candidates who have been registered for a graduate degree immediately prior to their proposed period of study at RUSVM may be admitted on the assumption that all written work for that graduate degree will be submitted for examination before the start of the semester of entry to the RUSVM degree program. Candidates admitted on this basis who do not provide evidence of such completion by the end of Week 4 of Semester 1 will be formally withdrawn from their studies at RUSVM.

No candidate may be awarded more than one qualification for the same work. In the case of jointly- awarded graduate degrees (such as joint-PhDs), the award may be made jointly by both institutions.

### **3.1.5.5 New Student Welcome Packet Materials**

Once accepted to RUSVM, candidates receive information pertaining to their program of study, access to classes, reading materials, and other relevant information.

### **3.1.5.6 Admission, Enrollment and Payment of Fees**

RUSVM's graduate programs are NOT eligible for Title IV U.S. Federal Loans. Candidates must enroll at the beginning of their study period by accepting their offer letter and thereafter on their attendance anniversary each year of their registration by emailing [postgrad@rossvet.edu.kn](mailto:postgrad@rossvet.edu.kn) and indicating any change of personal information. Candidates must on the occasion of each enrollment pay the tuition and fees due for enrollment period. For Degree programs longer than one year, this must be conducted until graduation. Registration as a candidate for a particular degree will depend on satisfactory progress and on meeting any conditions specified at the time of admission or subsequently.

DVM students registering onto the Integrated and Intercalated DVM/MSc by Research degree programs will follow the same process. Due to Title IV, DVM students must withdraw from the DVM program as follows:

- For the Intercalated/One Year MSc option: prior to commencement of the 3-semester MSc by Research degree program; or
- For the Integrated DVM/MSc option: prior to the commencement of the research-only semester.

Withdrawal from the DVM program to complete dedicated portion of the MSc by Research program as highlighted above, may impact on deferment of US Federal loans (Title IV) and students should consult their Financial Aid officer regarding the process prior to commencement of the intercalated or the integrated MSc by Research.

Re-admission into the DVM program following completion of the semester(s) dedicated to the MSc by Research will be through an expedited process through the Academic Review Committee.

Students registered in the graduate programs will not be reported to the National Student Clearinghouse for deferral of US Federal Student Loan Programs. Students are not considered enrolled in a Title IV eligible program and thus do not meet the qualifications for an "in-school deferment", but may request forbearance. Students should check with their private loan lenders in seeking deferments and/or forbearances.

Billing may be per calendar year with pre-determined payment dates per semester period. If fees are not paid within one month of the effective date of admission, or of the letter of admission, whichever shall be the later, and annually thereafter within one month of the due date, then registration may lapse. Students have the right to request tuition be paid in an installment plan. A \$35 processing fee may be assessed for a payment agreement. Registration will be restored if payment of a late fee and fees due is made within three months of the due date; thereafter it will be restored only with the express consent of the Dean. For Integrated and Intercalated DVM/ MSc by Research, billing for the MSc by Research and the DVM will be posted separately, due to ineligibility of the graduate programs for US. Federal Loans (Title IV).



## 3. GRADUATE PROGRAMS (continued)

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Alteration in the effective date of admission may be made only with the permission of the Associate Dean for Research and Graduate Studies.

A candidate may not repeat a semester of study if his/her progress has been unsatisfactory. Extensions to the prescribed period of study may be granted by the Graduate and Research Committee.

A withdrawal occurs when a candidate's enrollment is permanently discontinued or interrupted without an authorized leave of absence in accordance with the policies and procedures outlined in the Student Handbook. The effective date of withdrawal is the date the candidate notifies the institution of the withdrawal or candidate's last academically related event attended.

Although a Leave of Absence (LOA) may be authorized in limited circumstances, failure to return to school from a LOA on the date specified is considered a withdrawal as of the last academically related event attended or the determined withdrawal date. Any LOA must be requested and approved in advance and may not exceed three (3) semesters (1 year). An interruption of enrollment status that does not qualify as a LOA is considered a withdrawal as of the last date of academically related activity.

Candidates that are withdrawn, administratively withdrawn, dismissed, suspended, may be entitled to a tuition refund. Candidates are refunded on a semester basis based on number of months enrolled in the degree program. Stipends are exempt from the tuition fee. Below is a breakdown of semester-based withdrawal refunds. Please note that health insurance fees will not be adjusted. Candidate association fees will not be refunded.

- Month 1: 75% tuition adjustment
- Month 2: 50% tuition adjustment
- Month 3: 25% tuition adjustment
- Month 4: No adjustment

### 3.1.5.7 Cancellation Policy

The state of Missouri provides for a period during which admissions agreements with RUSVM may be cancelled by the candidate with refund of all monies paid. This cancellation period shall not be less than (3) days, not including Saturdays, Sundays, and holidays.

The state of Iowa (Iowa Code Section 714.23) provides the following tuition refund policy exceptions for Iowa residents:

- If any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- Iowa resident students who withdraw after the 60% in the term due to physical incapacity or spousal employment relocation to another city are entitled under law to a prorated refund of tuition charges all the way up to (but not including) the ending date of the term.

Iowa national guard or reserve forces of the United States, their spouse or dependent child are offered the following options should the service member be ordered to state military service or federal service or duty:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- Arrangement will be made with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- Arrangement will be made with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.



## 3. GRADUATE PROGRAMS (continued)

### 3.1.5.8 *Course Audits within the MSc and PhD programs*

Auditing requirements for the MSc and PhD programs are different from that which exists within the DVM program.

Graduate students may audit a class, provided that space is available and instructor permission is granted. Auditing a course means the student enrolls in the class and attends it, but forgoes receiving a grade or earning credit.

As an auditor, the student may be required to participate fully in the class and associated activities including exams, but would not receive a formal grade. A student auditing a course should seek to clarify the instructor's expectations when requesting permission to audit.

For a student who elects to audit a course, the letters AU are entered on the transcript under credits and the course does not earn credit or impact the Grade Point Average. A student will receive a grade of S (Satisfactory) or NR (No Report) for an audited course. If the student stops attending, participating in, or meeting the audit requirements as specified by the instructor, the instructor can issue a notation of CW (withdrawn from audited course).

A student should not audit a course if they have already taken the course or plans to take the course at a future date.

Circumstances where an audit is useful include:

- to explore an area unrelated to the major/specialty area and the course is outside of the student's primary interests.
- to review an area the student is already knowledgeable in.
- to take a course which is of particular interest but would require an extraordinary effort for the student to take for a grade along with the other planned courses.

## 3.2 MASTER OF SCIENCE BY COURSEWORK IN ONE HEALTH (MSC ONE HEALTH) DEGREE PROGRAM REGULATIONS

### 3.2.1 PROGRAM DESCRIPTION

The MSc One Health degree program is a flexible, research-informed program of study, delivered online in collaboration with Chamberlain University. Candidates will benefit from the expertise of world-renowned experts. The program includes residential and online taught components as well as capstone research project leading to the presentation of a Capstone Paper.

RUSVM has a written agreement with Chamberlain University (Chamberlain) to share courses within RUSVM's MSc One Health. There are no additional costs incurred by RUSVM students as a result of enrolling in a degree program at RUSVM that is taught, in part, by Chamberlain.

MSc One Health candidates must abide by the policies and regulations of Chamberlain University when enrolled in courses delivered by Chamberlain University. If conducting their research project at another academic institution or, public or private sector organizations, candidates will be expected to follow the rules and regulations of their host institutions.

The MSc One Health is designed to equip veterinarians, animal scientists, medical and biological scientists with an in-depth understanding of the principles of, and issues associated with, One Health. RUSVM is committed to a One Health approach to a sectoral and multidisciplinary research aimed at sustainability reducing the burden of zoonoses. Zoonoses and other diseases affecting livestock production and health have serious impacts on the economic growth, health and food security and alleviation of poverty

in tropical and resource constrained countries. Candidates will also have the opportunity to explore the complex interplay of altered environments and infectious diseases as an increasing threat to agriculture, public health and endangered/ threatened species, on a global basis.





## 3. GRADUATE PROGRAMS (continued)

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### 3.2.2 PRESCRIBED PERIOD OF STUDY

The MSc One Health degree program is designed to be a flexible, credit-based program of study. On a part-time continuous basis the period of study will be a maximum of three (3) years/nine (9) semesters. This period may be extended only in exceptional circumstances.

Classes commence at the start of each semester; January (Spring), May (Summer), and September (Fall), unless RUSVM decides to start course delivery at another time of the year. No candidate will be admitted to a graduate degree program after the commencement date without the express permission of the Dean, acting on the advice of the Program Coordinator(s).

#### 3.2.2.1 Program of Study

Requirements for progression throughout the MSc One Health degree program are shown in the relevant program curriculum. All programs of study are subject to regulations which have been approved by the Graduate and Research Committee.

The MSc One Health degree program has defined parameters, such as:

- The degree to which it leads;
- The planned duration and mode of study of the program;
- The aims and learning outcomes of the program;
- The curriculum and structure of the program of study; and
- The regulations on the assessment of candidates.

#### 3.2.2.2 Cancellation of Courses

RUSVM's curriculum is designed so classes are meant to be taken in a specific order, to bolster students' knowledge and skills incrementally. As such, the general policy at RUSVM is that it may not cancel graduate courses, except elective courses.

### 3.2.3 AUTHORIZED LEAVE OF ABSENCE, AUTHORIZED INTERRUPTION OF STUDY OR WITHDRAWAL

Authorized leave of absence is not normally permitted, but may be granted on special application to the Associate Dean for Research and Graduate Studies by the candidate's Principal Supervisor or the candidate, as appropriate.

Registration may be interrupted by RUSVM, if good cause is shown, for not more than two years. No fees are payable during any full year in which authorized interruption of study has been continuous.

On the recommendation of the Associate Dean for Research and Graduate Studies and Dean, and after seeking the views of the candidate, the Graduate and Research Committee may withdraw a candidate's studies. In the event that the candidate's registration is withdrawn for any reasons within the Graduate and Research Committee's discretion to recommend to the Dean that the candidate be awarded the degree if a sufficient standard has been reached in the prescribed courses.

The candidate may appeal the withdrawal of his/her degree by written appeal to the Associate Dean for Research and Graduate Studies who will bring it to the Academic Review Committee, a standing committee of RUSVM. The Academic Review Committee will make a recommendation to the Dean.

### 3.2.4 EXAMINATION

Regulations relating to examination and assessment (including progression and awards) are detailed in the syllabus.

Candidates, in addition to being examined on course work, will be required to submit their written mini-thesis of their capstone research project for examination. An oral examination on the Capstone Paper may be required. Mini-thesis must be submitted within four (4) months (one semester) following completion of the MSc One Health coursework. Extensions may be granted by the Graduate and Research Studies Committee in exceptional circumstances only.

Coursework should be completed as per the timetable defined in the syllabus. For degrees studied on a part-time continuous basis, coursework should be completed within three (3) years of first registration before progression to the thesis.



## 3. GRADUATE PROGRAMS (continued)

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Candidates will pursue their thesis studies under the direction of RUSVM faculty supervisors nominated by the One Health Program Coordinator(s) and approved by the Associate Dean for Research and Graduate Studies. The Graduate and Research Studies Committee may appoint additional external supervisor(s).

The degrees may be awarded with distinction (for overall grades of 80 percent or above). The grounds for award of the MSc One Health degree are:

- The certified completion of research training plus other designated projects and/or assignments and/or course work, and the completion of a thesis, called the Capstone Paper. The Capstone Paper may comprise the total of the assessed material, or a part only. Assessment of the various elements may be made separately or together at the end of the MSc One Health degree program;
- The completion of any required research training and demonstration by the presentation of work specified above that he/she has acquired an advanced level of knowledge and understanding in the field of study and is capable of undertaking independent research;
- The portfolio of projects or Capstone Paper submitted should comprise either a satisfactory record of research undertaken by the candidate, or a satisfactory critical survey of knowledge in the field of study, or both, combined with a satisfactory plan for a more advanced research project, and show competence in the appropriate method of research and an adequate knowledge of the field of study. The work must be satisfactory in its literary presentation and include adequate references; and
- In order to confer the degree, students must have satisfied all academic and financial obligations to the RUSVM. RUSVM reserves the right to hold issuance of the diploma if the student has outstanding obligations to RUSVM.

### 3.2.4.1 *Learning Outcomes*

The MSc One Health degree program is designed to provide the skills and preparation needed for careers in a broad range of environments. The flexible program of study has particular strengths in:

- tropical animal health and diseases;
- the intersection of animal health and human health;
- epidemiology;
- conservation medicine;
- food safety;
- animal health program management;
- animal disease investigation;
- research and diagnostic methods;
- the interface between domestic animals and wildlife;
- delivery of veterinary services; and
- disaster medicine and management

On completion of the MSc One Health degree program, the candidates will have gained knowledge, research skills and research experience in topics relevant to the broad field of One Health. The program provides graduates the background and experience to assess, investigate and manage animal health and zoonotic disease risks, to design and execute targeted research in animal health, and to manage veterinary intervention in the control and prevention of animal disease. Within the degree program the candidates will have had the opportunity to focus on an area of interest, such as area disease control, vector borne diseases, zoonotic infections or conservation medicine.

Candidates will acquire and enhance intellectual skills in scientific assessment and research methodology, as well as practical skills in communication, organization and scientific writing.

## 3. GRADUATE PROGRAMS (continued)

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### 3.2.4.2 *Delivery*

The program of study is characterized by a well-designed set of core courses and a flexible choice of elective courses to meet the demands of the field and the goals of the students. The taught component will be instructed by distance learning via Canvas™ RUSVM's Virtual Learning Environment. Candidates will be taught by RUSVM faculty and specialist modules may be delivered by RUSVM's partner institutions.

The MSc by Coursework in One Health degree program requires 45 credits, obtained through coursework and a Capstone Research project, leading to the submission of a Capstone Paper. Candidates are required to undertake specified core courses amounting to 19 credits, 10 credits of electives, 1 credit for the residential period and 15 credits for the capstone.

The research project may be carried out in St. Kitts and Nevis or in other locations, as appropriate, under the supervision of a RUSVM faculty member. The research component may be desk-based, lab-based or through fieldwork and will result in the submission of a Capstone paper. An optional residential (max. 1 week) component will allow the candidate cohort to share their perspective and research work with the RUSVM research community.

### 3.2.4.3 *Assessment*

Assessment will be conducted through traditional and novel methods suited to an online delivery mode and will include, for example, essays, critical review of peer-reviewed articles, online tests and quizzes, blog writing, research proposal writing, research/fieldwork journal development, group discussions, group project work and social media interactions. Detailed information for each course will be available in the syllabi.

Assessment of the research project will be conducted on a portfolio of projects or Capstone Paper submitted. It should comprise either a satisfactory record of research undertaken by the candidate, or a satisfactory critical survey of knowledge in the field of study, or both, combined with a satisfactory plan for a more advanced research project, and show competence in the appropriate method of research and an adequate knowledge of the field of study. The work must be satisfactory in its literary presentation and include adequate references.

The assessed work, including the Capstone Paper, should not exceed 10,000-20,000 words including references. The written work must be submitted within a maximum of four (4) months (or one semester) after the completion of the prescribed program of study unless an extension is granted by the Associate Dean for Research and Graduate Studies.

Candidate submitted work will be checked through an anti-plagiarism software approved by RUSVM, such as Turnitin®.

## 3. GRADUATE PROGRAMS (continued)

### 3.2.4.4 Grading

For MSc One Health, the grading system is as follows:

GRADE	GRADE RANGE
A	93% or higher
A-	90% - 92.9%
B+	87% - 89.9%
B	83% - 86.9%
B-	80% - 82.9%
C+	77% - 79.9%
C	73% - 76.9%
C-	70% - 72.9%
D+	67% - 69.9%
D	63% - 66.9%
D-	60% - 62.9%
F	Below 60%

Candidates are evaluated based on the following criteria:

- Examinations;
- Completion of assignments, quizzes and practical activities;
- Class and threaded discussion participation;
- Academic honesty and professional demeanor; and
- Professionalism and the ability to effectively work with others in a team environment.

### 3.2.5 ATTENDANCE

Attendance is directly tied to academic performance; therefore, regular attendance is required. Instructors may choose to include class attendance and/or participation as criteria for computing student grades. Thus, students who do not attend class regularly risk earning lower or failing grades. Absenteeism may also result in warning, advising or dismissal. Students may be dismissed (withdrawn) from RUSVM.

Attendance is taken throughout the session (or semester). Attendance is recorded daily based on each academic event to ensure the last date of attendance is available for the purpose of determining the timeframe of attendance.

Understanding the attendance policy is especially important for candidates, because it is directly tied to academic performance and is recorded daily throughout the session.

Students who do not complete any of the academic requirements during the first two weeks of the session are dismissed for non-attendance. Students dismissed from all courses because of non-attendance should note that they will be withdrawn for the entire degree program.



## 3. GRADUATE PROGRAMS (continued)

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Grading criteria include requirements for class participation in online discussions and in synchronously- delivered lectures and/or webinars and the extent to which work missed due to non-participation can be made up.

Students who anticipate missing one or more synchronous classes/tutorials/webinars should contact their instructor as soon as possible and should seek academic advice.

Students in an online course who anticipate missing more than a seven-consecutive-calendar-day period of online class attendance should contact their instructor as soon as possible and should seek academic advice. Online class attendance includes submitting class assignments, participating in threaded discussions, completing quizzes and exams, completing tutorials and participating in computer-assisted instruction.

### 3.2.6 THREADED DISCUSSIONS

Key to the learning process in an online educational environment is the interactions among students, the interaction between faculty and students, and the collaboration in learning that results from these interactions. In the MSc One Health degree program, the primary way this is accomplished is through the use of threaded discussions.

Threaded discussions are critical to the success of a top-quality online course, because they mirror the discussions that take place in a site-based classroom. Online discussions take place asynchronously with each student posting or commenting by logging on to the class at different times. Students initiate discussions, ask questions, react to other students, respond to ideas shared by others in the class, and become more creative in their own learning process. This interaction not only allows students to grow cognitively but collegiality. Threaded discussions provide for the formation of learning communities, communities where knowledge is imparted and meaning is co-created, thereby setting the stage for the accomplishment of learning outcomes.

To gain maximum benefit from threaded discussions and to ensure a common understanding of student and faculty expectations, the following policies, standards, and guidelines apply:

- Students are expected to log on and participate in weekly threaded discussion activity at least every other day. In the majority of courses, participation at least every other day is necessary if students are to meaningfully interact on discussion issues presented in class. In other courses, it is necessary for students to complete readings and problem assignments prior to meaningful participation and thus the “every other day” requirement may be appropriately interpreted as three days per week;
- Students are expected to fully participate in the discussion. This means that, in addition to posting a response to the thread topics presented, students are expected to respond to comments and questions from the instructor and/or other students;
- Courses will include anywhere from one to three threaded discussion topics per week plus a wrap-up thread. The number of posts per thread topic may vary with the type of course (qualitative vs. quantitative in nature) and the percentage weight given to the threaded discussions in calculating the final course grade. The number of posts per thread topic and the percentage weight will be left up to the discretion of the faculty members;
- Quality indicators for threaded discussion posts will be detailed out in the course syllabi under the grading policy of the threaded discussions;
- A threaded discussion is a conversation and not a bulletin board or “chat room”. The instructor is expected to facilitate discussions between student and instructor, student and student, and groups of students. The role of the instructor is not to answer every comment or question but to frame issues and extend the discussions through leading and directed questions;
- Threaded discussions give students the opportunity to accomplish one of the MSc One Health degree program's objectives: to strengthen students' ability to communicate effectively both orally and in writing. Keeping this educational objective in mind, both students and instructors are expected to post “threads” that are well thought out, well written, and apply the principles of effective communication;
- Students and instructors are expected to conduct themselves professionally when interacting with one another in threaded discussions. To this end, they are expected to follow the “Net Etiquette” guidelines that can be found on eCollege® in the Policies section of all online courses;

If students have any questions or need further clarification of the above, they should contact their Course Instructor, or the Program Coordinators.



## 3. GRADUATE PROGRAMS (continued)

### 3.2.7 EXTENSIONS

Extensions for an assignment or for discussions are granted for limited reasons, such as a verifiable medical or other personal emergency. Other situations are considered on a case-by-case basis. To obtain an extension, contact both the Course Instructor and the One Health Program Coordinator. A decision on the extension time to be granted and new due dates will be determined in conjunction with the course coordinator and communicated to the student. Extensions and any deduction of points will be as follows:

1. Pre-approved excused absence/extension: full credit if completed within the new due date timeframe.
2. Retrospective approved excused absence/extension (unplanned event): full credit if submitted within 7 days of the original due date.
3. If submitted after the due dates above, 20% dock in points for each 7 day period thereafter. For example, if due on the 1st and submitted between the 2nd and 8th, 20% docked. If submitted between the 9th and 15th, 40% docked.

### 3.2.8 TURNITIN®

In accordance with our Code of Conduct (Section 1.6), candidates are required to submit their work through an anti-plagiarism software through Dropbox submission. Candidates must provide evidence that their work has been checked through an anti-plagiarism software approved by RUSVM, such as Turnitin.

### 3.2.9 LATE ASSIGNMENTS

The late assignments procedure is outlined in the syllabus of the MSc by Coursework in One Health.

## 3.3 GRADUATE RESEARCH DEGREE PROGRAM REGULATIONS

### 3.3.1 INTRODUCTION

This section applies to the RUSVM MSc by Research, PhD, and PhD by Research Publications degree programs.

Our Faculty are actively engaged in research and will provide graduate students, (referred to as “candidates”), with new tools and ways of thinking that lead to innovation. Graduate candidates will be equipped with transferable research skills necessary to pursue a wide selection of careers in academia, industry, business, or elsewhere. As graduate researchers, candidates will focus on a topic specific to one of our four Research Centers and be supervised by experienced faculty members. Graduate research students will be expected to show they can deliver and manage their research project and advance knowledge within their chosen discipline.

#### 3.3.1.1 *Matching needs, resources and supervision*

Having appropriate policy and procedures in place to ensure admission to a graduate research degree program only occurs where there is an appropriate fit between the applicant, the research environment and available resources and supervision capacity.

The entering candidate will be provided with:

- A suitable supervisory team;
- Appropriate research and research training infrastructure; and
- Adequate resources for the proposed project agreed to with the supervisory team and the Graduate and Research Committee and aligned with RUSVM's Strategic Plan.

### 3.3.2 SUPERVISION OF AND EXPECTATIONS

RUSVM ensures that:

- Supervisors have adequate experience to supervise graduate candidates;
- There is a sufficient number of experienced supervisors to support all candidates for the duration of their candidature; and
- Research supervision is formally and transparently recognized in workloads and RUSVM monitors the number of candidates that a member of faculty should supervise at any one time.



## 3. GRADUATE PROGRAMS (continued)

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Principal Supervisors will have:

- A degree at the level they are supervising or higher;
- The skills and experience relevant to supervising the project in the stated area;
- Ongoing involvement in developing and maintaining knowledge and expertise in the research degree supervision; and
- An understanding of RUSVM's policies and procedures in relation to supervision and in particular their respective role, expectation and requirement of the degree.

Candidates should understand that they are expected to:

- Be proactive and self-directed in all aspects of their study;
- Make independent and creative use of library and all other available resources;
- Embrace online learning opportunities;
- Make full use of laboratory facilities;
- Take full advantage of their information sources, including research faculty and facilities;
- Adopt work practices and working hours that facilitate effective communication with the appointed supervisors;
- Meet any conditions specified at the time of admission or subsequently in order to be maintained in the program;
- Refer to the guidance relating to formatting and referencing requirements for their thesis and make use of referencing tools such as EndNote®.

Each candidate will work under the guidance of at least two supervisors appointed by RUSVM, one of whom will be appointed as the Principal Supervisor.

The supervisors must be either: (a) salaried members of the academic faculty of RUSVM; (b) a member of staff employed by RUSVM, not being one of the academic faculty, who has appropriate expertise in research; or (c) an honorary/adjunct member of faculty. The nomination of individuals in categories (b) or (c) to act as a Principal Supervisor must be specifically approved by the RUSVM Graduate and Research Committee. In appropriate cases one or more other supervisor(s) (external supervisors), who need not be members of the faculty of the RUSVM, may be appointed by the RUSVM Graduate and Research Committee.

A PMC is assigned to each candidate. PMCs are comprised of RUSVM supervisors, external supervisors (if applicable) and a member of RUSVM faculty who is not directly involved in the candidate's research project (Chair of Committee). The role of the PMC is to assess whether the candidate has made satisfactory progress as per the RUSVM Graduate Assessment Regulations. The PMC is chaired by one of its members (but not the Principal Supervisor).

All candidates, including those studying on a part-time basis and those registered as continuing candidates, must report in person to their supervisors when required and at least twice in each four-month period. Candidates who are located remotely must report to their supervisors via other communication means such as video-/teleconference or in writing.

### 3.3.3 HOLIDAY/VACATION PERIOD

Graduate study is understood to be a full-time commitment on the part of students. However, RUSVM is committed to providing students with the opportunity to take time off from the pressures of research and study. This is not only a matter of policy but is an important factor in reducing stress and maintaining a healthy attitude about work and life.

During an academic year, graduate student degree candidates may take up to (but no more than) three weeks (15 business days) of vacation, excluding any days in which the University is officially closed (e.g., mid-semester break, St. Kitts Independence Day, Christmas Day and New Year's Day). The specific periods taken as vacation must not conflict with the student's academic responsibilities, coursework, research, or teaching, and should be discussed in advance with the Director of Graduate Studies, Principal Supervisor, and/or PMC.

If a student holds an external fellowship whose terms may conflict with this guideline, the student should consult first with their Principal Supervisor and/or the Associate Dean for Research and Graduate Studies.



## 3. GRADUATE PROGRAMS (continued)

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- The academic year means the period of time from September 1 to August 31.
- Vacation must be approved by the student's Principal Supervisor and by any faculty member providing Graduate Research Assistantship (GRA) funding. Vacation must be arranged so that there is minimal impact to the student's research and other obligations to the University.
- Awards will continue while students are on approved vacation.

There will be no vacation pay in lieu of any vacation time not taken. Authorized leave of absence outside of the holiday allowance is not normally permitted but may be granted on special application to the Graduate and Research Committee by the candidate's Principal Supervisor. Registration may be interrupted, if good cause is shown, for not more than twelve months. No fees are payable during the period of interrupted study.

### 3.3.4 PROGRESS MONITORING

Graduate research degree programs are not credit-based and are assessed through the submission of a final thesis (and, for PhD and PhD by Research Publications candidates, an oral examination). To monitor the satisfactory progress of candidates, RUSVM undertakes a rigorous progress monitoring management of graduate candidates at defined milestones.

### 3.3.5 CANDIDATE SUPPORT

RUSVM ensures that candidates have access to required resources which enable timely completion of a quality degree including appropriate physical, financial, administrative, academic, and counseling and disability support services. RUSVM is committed to providing an environment for research candidates that is engaging, culturally sensitive, locally and globally relevant and supports diversity.

#### 3.3.5.1 Resources and Infrastructure

Candidates are provided with appropriate resources such as, but not limited to: space (including virtual classrooms), equipment, library, internet access and any other support necessary to conduct their research for the life of their project.

### 3.3.6 PASTORAL CARE

At the point of registration, candidates are made aware of the availability of personal and pastoral support services necessary for the promotion of health and wellbeing.

### 3.3.7 GENERAL REQUIREMENTS

#### 3.3.7.1 Residence other than in St. Kitts

Graduate research degree program candidates, with the written approval of the Dean or the Associate Dean for Research and Graduate Studies, may be absent in order to carry out fieldwork and necessary academic research for periods. Candidates must be resident in St. Kitts for a minimum period as defined in Section 3.3.7.2 Reduction in Residence Requirements so that regular and frequent contact is maintained. Authorized leave of absence, for reasons other than carrying out fieldwork, in the first semester of study or for a longer period than three (3) semesters may only be granted, in exceptional circumstances, by the Graduate and Research Committee.

Alternative residence requirements may be agreed upon and will be specified in student specific Joint PhD agreements.

#### 3.3.7.2 Reduction in Residence Requirements

PhD and MSc by Research degree program candidates who are not resident in St. Kitts may be registered on the basis that: (a) they spend a total period of not less than the equivalent of one quarter of the prescribed period of study at RUSVM over the period of study; (b) there is demonstrable evidence of suitable facilities where they are normally resident and/or employed; and (c) there are appropriate reliable means of communication through which the candidate can maintain regular and frequent contact with his/her RUSVM supervisor(s).





## 3. GRADUATE PROGRAMS (continued)

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In exceptional circumstances, RUSVM may reduce the residence requirements for candidates for research degrees to a total period of not less than two (2) months, provided:

- It is demonstrated that the subject of study fits particularly well with the research interests of RUSVM and supervisor(s);
- It is clearly demonstrated that a suitable research project has been devised without the need to spend several months' residence in St. Kitts;
- There is demonstrable evidence of suitable research facilities where the candidate is normally a resident and/or employed;
- There are appropriate and reliable means of communication through which the candidate can maintain regular and frequent contact with the supervisor(s) at RUSVM; and
- The candidate already meets any requirements for training normally required of graduate research degree candidate in that subject.

### **3.3.73 Commencement and Continuing Registration for Graduate Research Degree Programs**

Enrollment for graduate research degree programs is on a rolling basis.

A commencement date for individual candidates shall be agreed by prior arrangement. If the candidate fails to commence their period of study by the agreed date, RUSVM reserves the right to retract any offer of admissions.

Continuing registration for research degrees programs is required each semester. Failure to register attendance will result in the Registrar recording a Leave of Absence (LOA). Three consecutive LOAs result in candidates being administratively withdrawn from the program.

### **3.3.74 Transfer in Candidature**

RUSVM may permit transfer in candidature from the MSc by Research degree program to the PhD degree program. When such permission is granted, the candidate shall, in addition to satisfying the requirements for the PhD degree program, pursue such further course of study as RUSVM may require. Candidates transferring from registration in the MSc by Research degree program to the PhD degree program will be required to remain at RUSVM for such further period of study as RUSVM deems necessary. Except in exceptional circumstances, this further period of study shall be not less than two (2) years/six (6) semesters for the PhD degree program.

### **3.3.75 Continuing Candidates**

Candidates who have reached the end of their prescribed period of study but have not reached the end of their maximum permitted study period will be registered as continuing candidates.

No tuition and fees are due during the continuing candidate phase.

Continuing candidates are expected to be undertaking analysis and thesis writing as their main activities in relation to their graduate research degree program.

### **3.3.76 Confirmation of Candidature Report and Annual Reports**

PhD and MSc by Research degree program progress monitoring is assessed at defined 'milestones:'

1. Study plan, first draft to be submitted at least one week prior to Confirmation of Candidature;
2. Confirmation of Candidature (also referred to as the interim review);
3. Annual reviews (for degree programs longer than one year); and
4. Prior to thesis submission (Intent to Submit).



## 3. GRADUATE PROGRAMS (continued)

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These reports must be submitted to the Graduate and Research Committee for ratification. Template forms for all progress monitoring are available in the RUSVM Canvas™ Postgraduate Program pages.

Individual milestones are described in the RUSVM Graduate Assessment Regulations. Progress reports are used as the basis, amongst other things, for:

- Confirming that any conditions of registration detailed in Section 3.1.3 Selection and Admission have been met;
- Confirming or proposing the precise area in which a candidate's work is developing, and
- Administrative withdrawal of registration. When administrative withdrawal is recommended by a supervisor, he/she must obtain the comments of Associate Dean for Research and Graduate Studies, who is responsible for notifying the candidate that withdrawal has been recommended. The candidate is then given an opportunity to submit his/her views to the Graduate and Research Committee before it reaches a decision as to whether or not the candidate's studies should be withdrawn. The candidate may appeal the administrative withdrawal of his/her degree by written appeal to the Associate Dean for Research and Graduate Studies who will bring it to the Academic Review Committee, a standing committee of the RUSVM. The Academic Review Committee will make a recommendation to the Dean.

### **3.3.77 Transfers from another Institution**

The research studies of candidates who apply to transfer from another institution in order to complete the MSc by Research or PhD degree programs at RUSVM may be counted towards the prescribed period of study for the degree. In such cases the prescribed period of study at RUSVM shall be not less than one (1) year/three (3) semesters. Transfer from another institution onto the PhD by Research Publications is not possible.

Candidates whose prescribed period of study has concluded shall thereafter be registered as continuing candidates during the remainder of their permitted period of study.

### **3.3.78 Submission of Thesis**

Candidates must submit their thesis as soon as possible after the end of their prescribed period of study and

- within a maximum period of four (4) months after the completion of their prescribed period of study for MSc by Research Candidates.
- within a maximum period of twelve (12) months after the completion of their prescribed period of study for PhD by Research Candidates.

### **3.3.79 Failure to Submit a Thesis**

Candidates who fail to submit a thesis by the deadline specified in these Regulations will be deemed to have withdrawn and will have their registration recorded as lapsed.

Prior to allowing a candidate's registration to lapse the Graduate and Research Committee will write to the candidate to inform him/her of the proposed course of action and to invite him/her to provide any comment on the lapsing of his/her studies.

### **3.3.710 Lapsed Registration**

A candidate whose registration has lapsed will be entitled to ask RUSVM to reinstate his/her registration at a later date to permit examination of a completed thesis.

A decision as to whether or not a candidate should be reinstated will be taken by the Graduate and Research Committee, after considering factors such as the passage of time and its implications for the topic of study will be taken into account. If, exceptionally, reinstatement is approved, the candidate's thesis will be examined in the normal way, subject to payment of a reinstatement and examination fee.

During the period between lapse of registration as a candidate and reinstatement, the candidate ceases to be a candidate and is accordingly not entitled to any supervision or access to RUSVM facilities.



## 3. GRADUATE PROGRAMS (continued)

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### 3.3.8 MSC BY RESEARCH DEGREE PROGRAM REQUIREMENTS

Progress monitoring is conducted throughout the study period and the candidate will be asked to demonstrate satisfactory progress at set milestones.

The award of an MSc by Research degree is based on the satisfactory completion of research training in addition to any required attendance, completion of projects, assignments, and/or course work, and the completion of a thesis, not to exceed 30,000 words.

Candidates will be required to demonstrate that they have acquired an advanced level of knowledge and understanding in the field of study and are capable of undertaking independent research.

#### 3.3.8.1 *Prescribed Period of Study*

The Graduate and Research Committee shall prescribe the duration of each candidate's minimum period of full-time or part-time study at the time of the candidate's admission.

The minimum period of study prescribed for full-time MSc by Research degree program candidates is one (1) year/three (3) semesters. The maximum period of study prescribed for part-time MSc by Research degree program candidates is two (2) years/ six (6) semesters.

Any MSc by Research degree program, part-time or full-time, which is designed to be longer than the prescribed period requires the approval of the Graduate and Research Committee.

The maximum period of study for MSc by Research program should not exceed four (4) semesters for full-time study and nine (9) semesters for part-time study.

Members of faculty and candidates holding a research appointment under the auspices of RUSVM may be registered for a minimum period of two (2) years/six (6) semesters part-time.

#### 3.3.8.2 *The Grounds for Award of the MSc by Research Degree are:*

1. The award of an MSc by Research degree is made according to the Graduate Research Degree Program Assessment Regulations(Section 3.3.10);
2. The candidate must have demonstrated by the presentation of a thesis that he/she has acquired: an in-depth knowledge and understanding of the discipline informed by current scholarship and research, including a critical awareness of current issues and developments in the subject; the ability to study independently in the subject; the ability to use a range of techniques and research methods applicable to advanced scholarship in the subject; the ability to apply research to professional situations, both practical and theoretical; and the ability to use a range of techniques and research methods applicable to their professional activities; and
3. The thesis must be an original work making a significant contribution to knowledge in, or understanding of, the field of study and containing material worthy of publication; show adequate knowledge of the field of study and relevant literature; show the exercise of critical judgment with regard to both the candidate's work and that of other scholars in the same general field; contain material which presents a unified body of work such as could reasonably be achieved on the basis of one year/3 semesters (full-time) of graduate study and research; be satisfactory in its literary presentation; give full and adequate references; and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

#### 3.3.8.3 *Length of Thesis*

The Masters by Research degree program thesis should not exceed 30,000 words. In exceptional circumstances, on the recommendation of the Principal Supervisor, permission may be granted by the Graduate and Research Committee to exceed the stated length on the grounds that such extension is required for adequate treatment of the thesis topic. The thesis must include a lay summary, which is not counted in the word count.



## 3. GRADUATE PROGRAMS (continued)

### 3.3.8.4 Consecutive Registration

MSc by Research degree program candidates may, on the recommendation of the Graduate and Research Committee and at the point of offer of admission and/or by the point of first enrollment for the MSc by Research degree program, be registered (either full-time or part-time) for consecutive MSc by Research, followed by the PhD degree program. Progress is assessed during the MSc by Research degree program and, depending on the outcome, the candidate will be invited to follow one of three routes:

1. Submission of a thesis for the MSc by Research degree at the end of the first year followed, if successful in the MSc by Research degree program, by registration in the next academic session on the first year of the PhD degree program;
2. No submission of a thesis for the MSc by Research at the end of the first year but transfer of candidature to the PhD degree program such that the next academic session will constitute the second year of the PhD program; or
3. Submission of a thesis for the MSc by Research degree program at the end of the first year and permanent withdrawal.

Candidates following the first route, may, subject to exceptional academic performance, with the recommendation of the Principal Supervisor and the approval of the Graduate and Research Committee, submit their PhD thesis up to one year/three semesters before the end date of the PhD program prescribed period of study.

### 3.3.9 DOCTORAL (PhD) DEGREE PROGRAM REQUIREMENTS

Progress monitoring is conducted throughout the study period and the candidate will be asked to demonstrate satisfactory progress at set milestones.

The Progress Monitoring Committee will submit a yearly progress report to the Graduate and Research Committee on the work of the candidate. Information to be provided in the progress report will include advancement of the research, development of discipline specific research skills and progress in expected outcomes (e.g. manuscripts for publication in peer-reviewed scientific journals).

The candidate must have demonstrated the capacity to pursue original research in the field of study and to present the results in a critical and scholarly way. The doctoral thesis must be an original work making a significant contribution to knowledge and understanding of the field of study, such that it is considered worthy of publication in peer reviewed journal, with at least one manuscript accepted for publication at the time of submission of thesis for examination.

The award of a PhD is determined on the basis of a submitted thesis, not exceeding 100,000 words, and an externally-assessed oral examination.

#### 3.3.9.1 PhD Prescribed Period of Study

The Graduate and Research Committee shall prescribe the duration of each candidate's minimum period of full-time or part-time study at the time of the candidate's admission.

The minimum period of study prescribed for full-time PhD degree program candidates is normally three (3) years/nine (9) semesters. The maximum period of study prescribed for part-time PhD degree program candidates is six (6) years/eighteen (18) semesters.

Any PhD degree program, part-time or full-time which is designed to be longer than the prescribed period of study requires the approval of the Graduate and Research Committee. Members of RUSVM faculty and candidates holding a research appointment under the auspices of RUSVM may be registered for a minimum period of three (3) years/nine (9) semesters part-time.

#### 3.3.9.2 Reductions to the prescribed period

In the case of a specific recommendation in the first-year progress report, or subsequently, the Graduate and Research Committee may reduce the prescribed period by up to three (3) years/nine (9) semesters for part-time PhD degree candidates. Reductions to the prescribed period are not available to those members of faculty who are registered for the minimum period of three (3) years/nine (9) semesters.



## 3. GRADUATE PROGRAMS (continued)

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### 3.3.9.3 *Authorized Interruption of Study*

Registration during the prescribed period of study may be interrupted by RUSVM for a specified period, if good cause is shown. The total period of authorized interruption of study for any candidate may not exceed five years. No fees are payable during any full year in which authorized interruption of study has been continuous. Authorized interruptions of study are not permitted for candidates on the MSc by Research or PhD by Research Publications degree programs.

### 3.3.9.4 *The Grounds for Award of the PhD Degree are:*

1. The award of a PhD degree is made according to the Graduate Research Assessment Regulations;
2. The candidate must have demonstrated by the presentation of a thesis and by performance at an oral examination (unless, due to exceptional circumstances, this is waived) that the candidate is capable of pursuing original research in the field of study, relating particular research projects to the general body of knowledge in the field, and presenting the results of the research in a critical and scholarly way; and
3. The thesis must be an original work making a significant contribution to knowledge in, or understanding of, the field of study and containing material worthy of publication; show adequate knowledge of the field of study and relevant literature; show the exercise of critical judgment with regard to both the candidate's work and that of other scholars in the same general field; contain material which presents a unified body of work such as could reasonably be achieved on the basis of three years of graduate study and research; be satisfactory in its literary presentation; give full and adequate references; and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

### 3.3.9.5 *Length of Thesis*

The PhD degree program thesis should not exceed 100,000 words. In exceptional circumstances, on the recommendation of the Principal Supervisor, permission may be granted by the Graduate Studies Committee to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic. The thesis must include a lay summary, which is not counted in the word count.

### 3.3.9.6 *PhD by Research Publications Degree Program*

The PhD by Research Publications degree program is subject to the same regulations as the PhD degree program with the addition of the eligibility criteria of candidates and the grounds for award, Section 3.3.9.4 The Grounds for Award of the PhD Degree:

- Applicants who are graduates of RUSVM or who are current members of faculty of RUSVM, may, at the discretion of the Graduate and Research Committee, be allowed to apply for the award of the degree of PhD by Research Publications;
- Applicants must be either graduates of RUSVM of at least five years' standing; or members of faculty of RUSVM of not less than three years' standing;
- Applicants should have been active graduate researchers in their field of expertise for a minimum of five years before seeking permission to register for this degree program, and they should not submit material published more than ten years prior to the date when they are given permission to register for the degree program;
- Permission to register will not normally be granted to applicants who are in a position to submit for the PhD by Research Publications degree program or who already possess a PhD degree;
- Applicants must first apply to the Graduate and Research Committee to seek approval for their candidature before they can submit their work for formal examination. At the same time as lodging their application, applicants will be expected to submit their published work and a 500- word synopsis outlining the extent, range, quality and coherence of their submission;
- When an applicant has notified RUSVM of a desire to apply for this degree program, RUSVM will appoint a suitably qualified member of staff to advise on whether there is a prima facie case for the registration to be approved; and
- Upon registration, an adviser will be appointed to advise the candidate on the selection, coherence and quality of the portfolio of research work to be submitted and on the nature of the accompanying abstract and critical review.



## 3. GRADUATE PROGRAMS (continued)

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### 3.3.9.6.1 *Grounds for the award of PhD by Research Publications*

The grounds for award of a PhD by Research Publications are:

1. The submission of a portfolio of published work judged satisfactory by the examiners and a satisfactory performance at an oral examination;
2. The submitted portfolio of published research must add up to a substantial and coherent body of work which would have taken a diligent candidate the equivalent of three years of full-time study to accomplish, which makes a significant contribution to knowledge in or understanding of the candidate's field of study, and which is of a scholarly standard normally expected of a candidate who submits a PhD thesis; and
3. Candidates must either be the sole author of the portfolio of published work or must be able to demonstrate in the critical review of the submitted work that they have made a major contribution to all of the work that has been produced by more than one author.

### 3.3.10 GRADUATE RESEARCH DEGREE PROGRAM ASSESSMENT REGULATIONS

#### 3.3.10.1 *Introduction*

These regulations set out the rules which must be followed for the assessment of all graduate research degrees, namely the MSc by Research, the PhD and the PhD by Research Publications. Separate policies are in place for the credit-based MSc in One Health degree program, as there is typically no or little coursework required for graduate research degrees.

Students and faculty who need additional guidance may consult the Associate Dean for Research and Graduate Studies and/or the Graduate & Research Administrator ([postgrad@rossvet.edu.kn](mailto:postgrad@rossvet.edu.kn)).

These research assessment regulations, and related RUSVM practices, are guided by the Quality Assurance Agency's UK Quality Code for Higher Education, Chapter B11: Research Degrees.

#### 3.3.10.2 *Examiners: Appointment*

Examiners are appointed by Associate Dean for Research and Graduate Studies, upon recommendation from the supervisory team. There are internal examiners, who are RUSVM faculty, and external examiners. External examiners are appropriately-qualified experts in the topic to be examined. External examiners may be members of faculty in higher education institutions, public sector organizations or non- educational private sector organizations.

Supervisors inform candidates of the names of possible examiners, and candidates must inform their supervisor if any problems are likely to arise if particular examiners are appointed. Any comments will be taken into account but candidates have no right to determine the Associate Dean for Research and Graduate Studies' eventual nomination, and therefore have no right to veto any particular appointment.

The external examiner will be approached informally by the Associate Dean for Research and Graduate Studies to establish their willingness to participate. However, the Graduate and Research Committee has responsibility for the approval of all examiners. Any objection to the proposed examiners must be made to the Graduate and Research Committee in good time before the relevant assessment. Complete final lists of examiners are maintained by the Graduate and Research Committee.

No person who has held an appointment on the teaching or research faculty or has been a candidate or student of RUSVM, or who is an adjunct member of faculty at RUSVM, is eligible to act as an external examiner until a period of four years has elapsed since the termination of the appointment or the status.

Internal examiners are academic and/or honorary/adjunct faculty of RUSVM. Faculty who are, or who have been, a supervisor of the candidate cannot be an internal examiner for that candidate. Members of affiliated or associated institutions may be internal but not external examiners.

The Graduate and Research Administrator must inform the candidate of the names of his/her examiners when the examiners have been approved by the Graduate and Research Committee.

## 3. GRADUATE PROGRAMS (continued)

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If there is more than three months between the examiners being appointed and the candidate submitting the thesis, the Graduate and Research Administrator has responsibility for checking whether the commitments of any examiner have changed significantly so that consideration may be given to appointing an alternative examiner.

Each candidate is assessed by at least one external examiner and one internal examiner. In cases such as the examination of an interdisciplinary topic, a second external examiner may be appointed.

When the candidate is or has been a member of faculty/staff of RUSVM during his/her research degree there must be two external examiners and one internal examiner. There is no requirement for candidates who are or have been tutors or demonstrators (or have undertaken similar roles) to have two external examiners.

### **3.3.10.3 Examiners: Responsibilities**

Examiners must have the requisite experience to examine the graduate research degree programs at the level at which it is offered. They must have good knowledge of the expected outcomes and the grounds for awarding the degree and level they are examining; and comply with quality and standards requirements.

The Associate Dean for Research and Graduate Studies will specify responsibilities and requirements to examiners as well as provide access to relevant policies and guidelines.

It is the responsibility of the Graduate and Research Committee to ensure that the external examiner is competent to assess the degree. The external examiner is appointed for his/her specialist knowledge, whereas the internal examiner may be a generalist or an expert in only part of the subject matter of the thesis.

No member of the RUSVM faculty, internal examiner or external examiner shall be involved in any assessment or examination in which he/she has a personal interest, for example a current or previous personal, family or legal relationship with a candidate being assessed.

### **3.3.10.4 Conduct of Assessment**

It is a candidate's responsibility to be aware of the assessment practices and requirements for the degree program. The grounds for the award of research degrees are provided in Section 3.3.8.2 The Grounds for Award of the MSc by Research Degree, Section 3.3.9.4 The Grounds for Award of the PhD Degree, and 3.3.9.6 PhD by Research Publications Degree Program. It is a candidate's responsibility to meet his/her assessment deadlines, including thesis submission deadlines and oral examination times and location. It is a supervisor's responsibility to ensure that the candidate is informed of all assessment requirements.

Each research candidate is allocated a Progress Monitoring Committee (PMC) which comprises the RUSVM supervisors, external supervisors (if applicable) and one member of faculty not associated with the research project. The PMC is chaired by one of its members but not the Principal Supervisor. In practice, this is typically the member of RUSVM faculty not associated with the research project.

### **3.3.10.5 Research candidate milestones**

Research candidate progress monitoring is assessed at defined 'milestones': shortly after commencement; Confirmation of Candidature; annual reports; review by the PMC, intention to submit; and thesis submission, followed by examination by internal and external examiners.

These milestones will take place at different times according to the degree program and the mode of study:

- Study Plan completion and submission to the PMC. This comprises a Literature Review which typically is completed within the first semester. The study plan is completed in collaboration with the supervisors and must be submitted to PMC at least one week prior to Confirmation of Candidature;
- Confirmation of Candidature, carried out by the PMC;
- Decisions are based upon a candidate presentation and a meeting of the PMC, including a closed-door discussion with the candidate;



## 3. GRADUATE PROGRAMS (continued)

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- Annual reports (based upon the premise that the candidate and the supervisors have formally met at least twice a year). These reports (annually from the date of registration) are assessed by the Chair of the PMC in consultation with members of the PMC;
- Final review by the PMC/Intent to Submit Assessment (before the candidate's submission of their thesis); and
- Final assessment of the thesis is done by internal and external examiners and consists of:
  - Thesis review only for MSc by Research; and
  - Thesis review and a closed-door oral examination for PhD and PhD by Research Publications degree candidates.

Template forms for recording progress, rubrics and other guidance are available on the Canvas™ Postgraduate Pages.

### 3.3.10.5.1 Confirmation of Candidature

The Confirmation of Candidature consists of a public seminar delivered by the candidate to present his/her proposed thesis work and a substantive piece of writing related to his/her project.

Guidance relating to the timelines for Confirmation of Candidature are as follows:

- For MSc by Research degree program, Full-time: in first semester after commencement;
- For MSc by Research degree program, Part-time: by second semester after commencement;
- For PhD and PhD by Research Publications degree program, Full-time: before the end of second semester after commencement; and
- For PhD and PhD by Research Publications degree program, Part-time: before the end of third semester after commencement.

The PMC will meet with the candidate after the seminar to review his/her progress and to provide feedback on the project proposal, supervisory arrangements and resources available. The candidate and the PMC should complete the Confirmation of Candidature Report after the meeting.

### 3.3.10.5.2 Confirmation of Candidature Recommendation

The PMC will make one of the following recommendations after the Confirmation of Candidature to the Associate Dean for Research and Graduate Studies:

- confirmation of registration for the MSc by Research, PhD, or PhD by Research Publications degree program, as appropriate;
- repeat review must be undertaken and a plan of action completed before confirmation of registration; or
- registration for a lower degree such as MSc by Research degree program (for PhD and PhD by Research Publications degree program candidates only).

### 3.3.10.5.3 Repeat Confirmation of Candidature

If the Confirmation of Candidature indicates some concerns about a candidate's progress then a repeat review must be undertaken within one month for MSc by Research and three months for PhD or PhD by Research Publications candidates.

### 3.3.10.6 Annual Reviews (*applies only to degrees longer than one year*)

The PMC will undertake annual reviews on or around the anniversary of the candidate's registration date.

The PMC may will meet with the candidate on an ad hoc basis to discuss the research, completed training, further training needs, supervisory arrangements, resources available and any concerns that have arisen in the preceding months.





## 3. GRADUATE PROGRAMS (continued)

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The PMC will make one of the following recommendations after the Annual Review to the Associate Dean for Research and Graduate Studies:

- continuation of registration for MSc by Research, PhD, or PhD by Research Publications degree programs, as appropriate;
- Remedial plan of action to bring the candidate's progress to a satisfactory level and/or extension of the prescribed period of study;
- registration for a lower degree such as MSc by Research degree (for PhD or PhD by Research Publications degree candidates only); or
- candidature should be administratively withdrawn due to unsatisfactory progress.

### **3.3.10.7 Final Review/Intention to Submit**

The PMC will undertake a final review prior to the candidate notifying RUSVM of his/her intention to submit his/her thesis for examination. The PMC will meet with the candidate to discuss the research project and outcomes, completed training, exposure to the wider research community, dissemination of the research, proposed or submitted publications in peer-reviewed journals and the preparation of the thesis. The PMC will make one of the following recommendations after the review to the Associate Dean for Research and Graduate Studies:

- the candidate may proceed to submit his/her thesis (within three (3) months from the date of the Intent to Submit, or a timeframe specified by the PMC);
- remedial plan of action to bring the candidate's progress to a satisfactory level and/or extension of the prescribed period of study; or
- registration for a lower degree such as MSc by Research degree (for PhD or PhD by Research Publications degree candidates only).

### **3.3.10.8 Notification of intention to submit a thesis for examination**

Candidates must notify their supervisor(s) and the Graduate and Research Committee of their intention to submit their work for examination at least 1 month for a MSc by Research degree program and 2 months for a PhD or PhD by Research Publications degree program before the thesis is submitted.

### **3.3.10.9 Deadlines for the submission of a thesis**

Candidates must submit their thesis as soon as possible after the end of their prescribed period of study (excluding any periods of authorized interruption of studies). The thesis must be submitted within:

- a maximum period of four (4) months for MSc by Research degree programs (full/part-time) after the completion of the prescribed period of study, unless, in exceptional circumstances, an extension is granted by the Graduate and Research Committee;
- for all PhD degree program regardless of study mode, a maximum period of twelve (12) months after the completion of the prescribed period of study, unless, in exceptional circumstances, an extension is granted by the Graduate and Research Committee; or
- three to twelve (3-12) months of registration for PhD by Research Publications degree program.

One electronic copy of the thesis must be submitted to the Graduate and Research Committee.

Thesis formatting must follow the guidelines given and outlined in Sections 3.3.8.3 Length of Thesis, in addition to any stipulation by the PMC and RUSVM specific guidelines.

Upon receipt of the submitted thesis, the Graduate and Research Committee will transmit the thesis and the examination report forms to the examiners.



## 3. GRADUATE PROGRAMS (continued)

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### **3.3.10.10 Early submission**

Any candidate wishing to submit his/her thesis earlier than three (3) months prior to the end of the prescribed period of study must have the permission of the Graduate and Research Committee.

The candidate must discuss early submission with his/her supervisor(s). The Associate Dean for Research and Graduate Studies are unlikely to approve early submission without the agreement of the Principal Supervisor.

### **3.3.10.11 Oral assessment**

Oral assessment will only be applicable to PhD or PhD by Research Publications degree program candidates. Only in exceptional circumstances, oral assessment will be conducted for the examination of MSc by Research degree program candidates.

The oral examination may be used to establish a candidate's knowledge of the field of his/her research, to establish the extent of any collaboration and to confirm that the work is the candidate's own. Through the oral examination, the examiners are assessing jointly whether the thesis, and the candidate's defense of the thesis, satisfy the requirements and regulations for the award of the degree.

Oral assessment may be conducted using technology such as video conferencing, enabling the candidate or an examiner to participate but not be physically present at RUSVM.

The internal examiner is responsible for ensuring that all the necessary arrangements for the oral examination are made. The arrangements, including the date and place of the oral examination, the chairing of it, and the names of all those participating in it, must be provided in advance to all those who are to be present.

If an examiner is unable to participate in the oral examination, it may be postponed to a later date. If postponement would be a serious hardship to the candidate, the Graduate and Research Committee will consider appointing an alternative examiner.

The supervisors may attend the oral examination as observers, providing the candidate and examiners consent to this. On such occasions supervisors will not comment. Supervisors must leave the examination room with the candidate. Supervisors are not entitled to participate in the discussion and decision of the examiners.

### **3.3.10.12 Failure to submit assessed work**

Candidates who fail to submit their assessed work by any specified deadline will be excluded for unsatisfactory academic progress.

### **3.3.10.13 Thesis Regulations (applies to all graduate research degree programs)**

#### **3.3.10.13.1 Anti-plagiarism software**

Candidates must provide evidence that their work has been checked through an anti-plagiarism software approved by RUSVM, such as Turnitin.

#### **3.3.10.13.2 Copyright**

The candidate holds copyright as author of all work submitted for examination. Each candidate grants RUSVM the right to publish the thesis, abstract or list of works, and/or to authorize its publication for any scholarly purpose with proper acknowledgment of authorship. During the examination the examiners must hold the thesis and the abstract in strict confidence.

#### **3.3.10.13.3 Thesis title**

The candidate must provide a thesis title with the Intention to Submit Form which will be the final title for the thesis.



## 3. GRADUATE PROGRAMS (continued)

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### 3.3.10.13.4 *Thesis length*

The thesis must not exceed 100,000 words for PhD degree programs and 30,000 words for MSc by Research degree programs.

In exceptional circumstances, on the recommendation of the Principal Supervisor, permission may be granted by the Graduate and Research Committee to exceed the stated length on the grounds that such extension is required for adequate treatment of the thesis topic.

The thesis must include a lay summary, which is not counted in the word count.

### 3.3.10.13.5 *Previously published material*

Where material to be included in a thesis has been published before the thesis is submitted, the candidate must acknowledge the fact of such publication. The portfolio of published work submitted for the PhD by Research Publications degree program must be accompanied by an abstract and also by a general critical review of all the submitted work.

This critical review must summarize the aims, objectives, methodology, results and conclusions covered by all the work submitted in the portfolio. It must also indicate how the publications form a coherent body of work, what contribution the candidate has made to this work, and how the work contributes significantly to the expansion of knowledge.

### 3.3.10.13.6 *Work previously submitted*

Candidates must not include in their work submitted for examination any work which has been submitted previously to gain a degree or professional qualification. Where work is resubmitted for a lower degree, the requirements of the relevant degree apply.

### 3.3.10.13.7 *Signed Declaration*

Every candidate must incorporate a signed declaration form in the thesis submitted for examination, stating:

- that the thesis has been composed by the candidate;
- either that the work is the candidate's own, or, if the candidate has been a member of a research group, that the candidate has made a substantial contribution to the work, such contribution being clearly indicated; and
- that the work has not been submitted for any other degree or professional qualification except as specified.

### 3.3.10.14 **Examiners' Reports**

The Graduate and Research Committee will send the thesis to the examiners who must each submit an independent, written report.

The examiners must not consult with each other in completing their preliminary report (Part I). After the oral examination (PhD and PhD by Research Publications degree program only) the examiners will submit a joint report (Part II).

MSc by Research degree program theses are normally examined through a one-stage process in which each examiner, acting independently, submits a report on the thesis as per Section 3.3.10.15 MSc by Research degree program: Thesis Examination.

PhD or PhD by Research Publications degree program theses are examined through a two-stage process in which each examiner, acting independently, submits an initial report on the thesis before the oral examination is held to the Graduate and Research Committee, as per Section 3.3.10.16 PhD or PhD by Research Publications degree programs: Thesis Examination. Following the oral examination, the examiners are asked to submit a joint report on the thesis. Examiners submit their own Part I reports and the internal examiner is responsible for sending the Part II report to the Graduate and Research Committee. The forms are available online.

The expectation is that examiners will complete their Part I report within two to three (2-3) months of receipt of the thesis. The Part II report should be completed directly after the oral examination and sent to the Graduate and Research Committee within two (2) weeks of the oral examination.

In the unlikely event of examiners failing to reach agreement, separate recommendations may be made and will be subject to arbitration by the Graduate and Research Committee.



## 3. GRADUATE PROGRAMS (continued)

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### **3.3.10.15 MSc by Research degree program: Thesis Examination**

The examiners must report on the candidate's thesis to the Graduate and Research Committee and provide separate recommendations on the prescribed form.

The Graduate and Research Committee must either confirm the examiners' or for stated reasons make a different recommendation to the Dean, including, where appropriate, examination by different examiners.

The Graduate and Research Committee will consider recommendations made by the candidates' Supervisory Committee and Examiners to award the MSc by Research degree 'with Distinction'.

The Graduate and Research Committee, on receipt of a recommendation by the examiners, must consider whether it appears to be adequately justified in the light of the full reports by the examiners, and may make further inquiry of the examiners and the candidate's supervisor(s).

If the Graduate and Research Committee receives reports by the examiners indicating disagreement as to the appropriate recommendation, it may recommend to the Dean that the recommendation of one of the examiners be accepted in preference to that of the other. The Graduate and Research Committee may require that a further report on the thesis be obtained from some other examiner or examiners, or that the examination of the thesis be conducted from the beginning by different examiners.

Minor (editorial) revisions are allowed and may be reviewed only by the internal examiner in agreement with the external examiner. Major revisions of the thesis with re-submission are not permitted in the case of the MSc by Research degree program unless approved by the Graduate and Research Committee.

### **3.3.10.16 PhD or PhD by Research Publications degree programs: Thesis Examination**

The examiners will hold an oral examination to assess a PhD or PhD by Research Publications degree program thesis.

At the end of the oral examination, the examiners may, if they have agreed on a recommendation, indicate their recommendation to the candidate. The examiners must stress, however, that their recommendation is not final but will form the basis of the Part II report.

### **3.3.10.17 PhD: Examiners' report following oral examination**

After the oral examination, the examiners must make one (1) of the following recommendations to the Graduate and Research Committee:

- **Minor Corrections.** The thesis satisfies the requirements for the award of the degree except that editorial corrections are required or stated minor deficiencies in the thesis must be remedied. In the opinion of the examiners, the candidate will be able to remedy these without further supervision and without undertaking any further original research. The corrections must be completed within three months and are subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded;
- **Deficiencies in Oral Examination.** The thesis satisfies the requirements for the degree, or satisfies the requirements except for stated minor deficiencies, but the doctoral candidate's oral defense of the thesis has been deficient in specified respects. The candidate is required to undergo further examination, written, oral or practical, and make any corrections to the thesis within a specified period of not more than four months. The degree is awarded subject to the candidate achieving a satisfactory standard in the further examination and subject to certification of the corrections by the internal examiner(s), and by the external examiner (where the examiner so requests);
- **Deficiencies in Thesis.** No Oral Re-Examination needed. The thesis is significantly deficient in one or more of the requirements for the doctoral degree, but the candidate appears capable of revising the thesis to satisfy the requirements. The revised thesis must be completed within a further specified period of study of no more than twelve (12) months and is subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded;
- **Major Deficiencies.** Resubmission for Doctoral degree. The thesis is substantially deficient in one or more of the requirements for the doctoral degree, but the candidate appears capable of revising the thesis to satisfy the requirements. The candidate should be invited to resubmit the thesis for oral examination in a substantially revised form as indicated by the examiners within a specified period of study of no more than twenty-four (24) months;



## 3. GRADUATE PROGRAMS (continued)

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- **Award MSc by Research degree.** The thesis is substantially deficient in one or more of the requirements for the doctoral degree and cannot be revised to satisfy these requirements, but the thesis satisfies the requirements for the Master of Science by Research degree;
- **Award MSc by Research degree following minor corrections.** No thesis resubmission is necessary. The thesis is substantially deficient in one or more of the requirements for the doctoral degree and cannot be revised to satisfy these requirements. However, the thesis satisfies the requirements for the MSc by Research degree except for stated minor deficiencies in the thesis. The candidate should be invited to carry out the specified minor corrections as indicated by the examiners. The corrections must be completed within three months and are subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded;
- **Major Deficiencies.** Resubmission for MSc by Research degree. The thesis is substantially deficient in one or more of the requirements for the doctoral degree and cannot be revised to satisfy these requirements. However, the thesis may satisfy the requirements for the MSc by Research degree if stated deficiencies in the thesis are rectified. Accordingly, the candidate should be invited to resubmit the thesis in a substantially revised form as indicated by the examiners for the MSc by Research degree. The revisions should be completed within a further period which must not exceed twelve (12) months; or
- **Fail.** The thesis is substantially deficient in respect of all or any of the requirements for the doctoral degree and cannot be revised to satisfy these or any other research degree requirements.

Candidates may not be invited to resubmit the thesis more than once.

The Graduate and Research Committee is responsible for ensuring that the candidate receives a written statement of any revisions to be made to the thesis. The Principal Supervisor must confirm with the candidate his/her understanding of any revisions to be made.

Where a lower degree is awarded then the original word limits for the lower degree are set aside.

### **3.3.10.18 PhD by Research Publications degree program: Examiners' report following oral examination**

After the oral examination, the examiners must make one (1) of the following recommendations to the Graduate and Research Committee:

- **Award the doctoral degree.** The thesis satisfies the requirements for the award of the PhD by Research Publications degree as described in the Graduate Degree Regulations and the degree should accordingly be awarded;
- **Minor Corrections.** The thesis satisfies the requirements for the award of the degree except that editorial corrections are required or stated minor deficiencies in the thesis must be remedied. In the opinion of the examiners, the candidate will be able to remedy these without further supervision and without undertaking any further original research. The corrections must be completed within three months and are subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded;
- **Deficiencies in Oral Examination.** The thesis satisfies the requirements for the degree, or satisfies the requirements except for stated minor deficiencies, but the candidate's oral defense of the thesis has been deficient in specified respects. The candidate is required to undergo further examination, written, oral or practical, and make any corrections to the thesis within a specified period of not more than four months. The degree is awarded subject to the candidate achieving a satisfactory standard in the further examination and subject to certification of the corrections by the internal examiner(s), and by the external examiner (where the examiner so requests);
- **Deficiencies in Thesis.** No Oral Re-Examination needed. The thesis is significantly deficient in one or more of the requirements for the PhD by Research Publications degree, but the candidate appears capable of revising the thesis to satisfy the requirements. The revised thesis must be completed within a further specified period of study of no more than twelve (12) months and is subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded;



## 3. GRADUATE PROGRAMS (continued)

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- **Major Deficiencies.** Resubmission for PhD by Research Publications degree. The thesis is substantially deficient in one or more of the requirements for the PhD by Research Publications degree, but the candidate appears capable of revising the thesis to satisfy the requirements. The candidate should be invited to resubmit the thesis for oral examination in a substantially revised form as indicated by the examiners within a specified period of study of no more than twenty- four (24) months; or
- **Fail.** The thesis is substantially deficient in respect of all or any of the requirements for the PhD by Research Publications degree and cannot be revised to satisfy these or any other research degree.

The Graduate and Research Committee is responsible for ensuring that the candidate receives a written statement of any revisions to be made to the thesis. The Principal Supervisor must confirm with the candidate his/her understanding of any revisions to be made.

### ***3.3.10.19 Final version of the thesis***

A candidate cannot graduate until he/she has submitted the final version of his/her thesis to the Graduate and Research Committee. Candidates may not be invited to resubmit the thesis more than once.

### ***3.3.10.20 Security of assessment***

Assessed work must be handled, transported, recorded and stored securely. RUSVM has responsibility for the security of arrangements. In practice, the operation of this may be delegated to the Graduate and Research Committee and Adtalem Global Education as the holder of the candidate records.

Security arrangements must also include correspondence about assessment, which may be by email.

#### ***3.3.10.20.1 Approval of assessment decisions***

The Graduate and Research Committee discusses the examiners' reports and decides whether or not to approve the recommendations made by the examiners.

Prior to the meeting of the Graduate and Research Committee, examiners' recommendations are provisional until approved or modified by the Graduate and Research Committee. The examiners for individual candidates do not participate in any assessment decisions regarding these candidates in the relevant meeting of the Graduate and Research Committee.

The minutes of the Graduate and Research Committee meeting is a confidential document although information on a particular candidate may need to be disclosed to that candidate under Family Educational Rights and Privacy Act (FERPA) and generic information may need to be disclosed under other regulatory requirements.

The assessment results that are submitted to the Office of the Registrar for RUSVM are the official results.

#### ***3.3.10.20.2 Quorum for assessment decisions***

Provided reasonable notice of a meeting has been given, a meeting is properly constituted and empowered to act if at least three academic members (including the Chair) are present.

The Chair of the Graduate and Research Committee may, at their discretion, invite any person who has been involved in the assessment of the work under consideration by the Graduate and Research Committee to be present 'in attendance' but without voting rights.

### ***3.3.10.21 Confidentiality***

All discussion about the assessment of an individual candidate at a Graduate and Research Committee meeting is confidential. The Graduate and Research Committee must reach a collective decision. The decision does not need to be unanimous.

The views of a particular Graduate and Research Committee member should not be made known to a candidate. If a candidate makes a request, comments should be anonymized, e.g. assigned to Member 1, Member 2.



## 3. GRADUATE PROGRAMS (continued)

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### **3.3.10.22 Award of Degrees**

Degrees are awarded by the Dean on the basis of recommendations of the Graduate and Research Committee.

### **3.3.10.23 Return of Decision**

Decisions and awards recommended by the examiners and confirmed by the Graduate and Research Committee must be recorded on the Student Information System (Banner) as the final official results of RUSVM.

MSc by Research degree program candidates receive notification of the outcome of their thesis examination after the meeting of the Graduate and Research Committee.

PhD and PhD by Research Publications degree program candidates receive notification of decision after the meeting of the Graduate and Research Committee.

The decisions of the Graduate and Research Committee must be provided to the Graduate and Research Administrator as soon as possible and certainly no later than twenty-one (21) days before the date of graduation.

Notification of final results and the award of qualification to candidates, following the meeting of the Graduate and Research Committee, is the responsibility of the Graduate and Research Committee.

Because of the nature of graduate research degree programs, transcripts for such degrees are not generally issued by RUSVM.

### **3.3.10.24 Status of Decisions**

Decisions by the Graduate and Research Committee, once certified in writing, are final.

### **3.3.10.25 Appeal**

Candidates have the right of appeal against the decisions of the Graduate and Research Committee on specific grounds. Appeals may be submitted as per the procedure outlined in Section 1.15 Complaints Regarding the University.



## 3. GRADUATE PROGRAMS (continued)

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### 3.4 GRADUATE CERTIFICATE IN ONE HEALTH PROGRAM REGULATIONS

#### 3.4.1 PROGRAM DESCRIPTION

The course-based Graduate Certificate in One Health is designed to equip the participant with an interdisciplinary understanding of the principles of, and issues associated with, One Health. Through coursework, participants will explore the global complex interplay of altered environments and infectious diseases as an increasing threat to agriculture, public health and endangered/threatened species.

The course selection ensures students obtain skills in key One Health disciplines while enabling a focus on areas most relevant to the participant's interests including zoonoses, conservation medicine, food safety, animal health program management, vector-borne diseases, and agriculture.

#### 3.4.2 PRESCRIBED PERIOD OF STUDY

The Graduate Certificate in One Health program may be studied on a part-time basis. The period of study for the Graduate Certificate in One Health program on a part-time continuous basis will be a maximum of three (3) years/nine (9) semesters. This period may be extended only in exceptional circumstances.

Registration will begin in the January (Spring), May (Summer), and September (Fall) terms, unless RUSVM decides to start course delivery at another time of the year. No candidate will be admitted to the Graduate Certificate in One Health program after the commencement date without the express permission of the Dean, acting on the advice of the Program Director.

##### 3.4.1.1 *Program of Study*

Requirements for progression throughout the Graduate Certificate in One Health program are shown in the relevant program curriculum. All programs of study are subject to regulations which have been approved by the Graduate and Research Committee.

The Graduate Certificate in One Health program has defined parameters, such as:

- The certificate to which it leads;
- The planned duration and mode of study of the program;
- The aims and learning outcomes of the program;
- The curriculum and structure of the program of study; and
- The regulations on the assessment of candidates.

##### 3.4.1.2 *Cancellation of Courses*

RUSVM's curriculum is designed so classes are meant to be taken in a specific order, to bolster students' knowledge and skills incrementally. As such, the general policy at RUSVM is that it may not cancel graduate courses, except elective courses.



## 3. GRADUATE PROGRAMS (continued)

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### 3.4.3 EXAMINATION

Regulations relating to examination and assessment (including progression and awards) are detailed in the syllabus.

Coursework should be completed as per the timetable defined in the syllabus. For degrees studied on a part-time continuous basis, coursework should be completed within three (3) years/nine (9) semesters. This period may be extended only in exceptional circumstances.

The Graduate Certificate in One Health may be awarded with distinction (for overall grades of 80 percent or above). The grounds for award of the certificate are:

- The certified completion of online coursework, examinations, class and threaded discussions, and assignments, including practicals, with academic honesty and professional demeanor
- In order to confer the degree, students must have satisfied all academic and financial obligations to the RUSVM. RUSVM reserves the right to hold issuance of the certificate if the student has outstanding obligations to RUSVM.

#### 3.4.3.1 *Learning Outcomes*

The Graduate Certificate in One Health is designed to provide working knowledge of One Health concepts that can be used to enhance careers in a broad range of environments. Participants will employ intellectual skills in scientific assessment as well as practical skills in communication, organization and scientific writing. Upon successful completion of the certificate, participants will have gained knowledge in the disciplines relevant to the broad field of One Health and be able to employ a systems approach to addressing issues within human, animal and environmental health.

Upon completing the Graduate Certificate in One Health, students should be confident leaders and advocates of One Health in their current and future positions. Core focus areas and the respective competencies within the program include:

1. Use of a systems approach to address complex health issues with the ability to
  - a. Recognize when a One Health concern or issue exists
  - b. Identify, compile and apply relevant and appropriate sources of information, including community assets and resources
  - c. Analyze information to determine uses, gaps and limitations within an ethical, political, scientific, socio-cultural and economic context
  - d. Be able to evaluate the impact of interventions and research from a systems perspective
2. Understanding the role of advocacy, leadership and communication within One Health with the ability to
  - a. Recognize the vision and mission of an organization (public or private)
  - b. Contribute to developing key values and a shared vision in planning and implementing One Health programs and policies in a community
  - c. Utilize One Health ethics to manage self, others, information and resources
  - d. Demonstrate an ability to build community capacity by sharing knowledge, tools, expertise and experience
  - e. Use different platforms for communicating and educating on One Health issues
  - f. Ability to develop communications (e.g., presentations, posters, media pieces) targeting different audiences

## 3. GRADUATE PROGRAMS (continued)

3. Understanding the transdisciplinary One Health sciences with the ability to
  - a. Describe disease transmission routes and characterize the etiology of infectious disease agents particularly those of zoonotic importance;
  - b. Characterize the interaction of conservation medicine/ecosystem health with human and domestic animal health;
  - c. Explain the role of food safety and delivery of veterinary services (disaster management and animal health program delivery) within a One Health context;
  - d. Describe interventions that can prevent disease spread and improve animal, human and environmental health;
  - e. Identify cultural and socioeconomic factors that can increase or decrease the spread of diseases and impact of interventions;
  - f. Explain primary principles in epidemiology to characterize health issues that overlap between animals, humans and the environment and intervening in animal, human and environmental health issues
  - g. Describe the use of biosurveillance, diagnostics, and therapeutics in assessing and intervening in animal, human and environmental health issues

### 3.4.3.2 Delivery

The Graduate Certificate in One Health requires 13 credits, obtained through coursework. The program of study is characterized by a well-designed set of core courses and a flexible choice of elective courses to meet the demands of the field and the goals of the students. The taught component will be instructed by distance learning via Canvas™, RUSVM's Virtual Learning Environment. Candidates will be taught by RUSVM faculty and specialist modules may be delivered by RUSVM's partner institutions.

### 3.4.3.3 Assessment

Assessment will be conducted through traditional and novel methods suited to an online delivery mode and will include, for example, essays, critical review of peer-reviewed articles, online tests and quizzes, blog writing, research proposal writing, research/fieldwork journal development, group discussions, group project work and social media interactions.

### 3.4.3.4 Grading

For the Graduate Certificate in One Health, the grading system is as follows:

GRADE	GRADE RANGE
A	93% or higher
A-	90% - 92.9%
B+	87% - 89.9%
B	83% - 86.9%
B-	80% - 82.9%
C+	77% - 79.9%
C	73% - 76.9%
C-	70% - 72.9%
D+	67% - 69.9%
D	63% - 66.9%
D-	60% - 62.9%
F	Below 60%



## 3. GRADUATE PROGRAMS (continued)

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Candidates are evaluated based on the following criteria:

- Examinations;
- Completion of assignments, including practical activities;
- Class and threaded discussion participation;
- Academic honesty and professional demeanor; and
- Professionalism and the ability to effectively work with others in a team environment.

### 3.4.4 ATTENDANCE

Attendance is directly tied to academic performance; therefore, regular attendance is required. Instructors may choose to include class attendance and/or participation as criteria for computing student grades. Thus, students who do not attend class regularly risk earning lower or failing grades. Absenteeism may also result in warning, advising or dismissal. Students may be dismissed (withdrawn) from RUSVM.

Attendance is taken throughout the session (or semester). Attendance is recorded daily based on each academic event to ensure the last date of attendance is available for the purpose of determining the timeframe of attendance.

Understanding the attendance policy is especially important for candidates, because it is directly tied to academic performance and is recorded daily throughout the session.

Students who do not complete any of the academic requirements during the first two weeks of the session are dismissed for nonattendance. Students dismissed from all courses because of non-attendance should note that they will be withdrawn for the entire program.

Grading criteria include requirements for class participation in online discussions and in synchronously-delivered lectures and/or webinars and the extent to which work missed due to non-participation can be made up.

Students who anticipate missing one or more synchronous classes/tutorials/webinars should contact their instructor as soon as possible and should seek academic advice.

Students in an online course who anticipate missing more than a seven-consecutive-calendar-day period of online class attendance should contact their instructor as soon as possible and should seek academic advice. Online class attendance includes submitting class assignments, participating in threaded discussions, completing quizzes and exams, completing tutorials and participating in computer-assisted instruction.

### 3.4.5 THREADED DISCUSSIONS

Key to the learning process in an online educational environment is the interactions among students, the interaction between faculty and students, and the collaboration in learning that results from these interactions. In the Graduate Certificate in One Health program, the primary way this is accomplished is through the use of threaded discussions.

Threaded discussions are critical to the success of a top-quality online course, because they mirror the discussions that take place in a site-based classroom. Online discussions take place asynchronously with each student posting or commenting by logging on to the class at different times. Students initiate discussions, ask questions, react to other students, respond to ideas shared by others in the class, and become more creative in their own learning process. This interaction not only allows students to grow cognitively but collegially. Threaded discussions provide for the formation of learning communities, communities where knowledge is imparted and meaning is co-created, thereby setting the stage for the accomplishment of learning outcomes.

## 3. GRADUATE PROGRAMS (continued)

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To gain maximum benefit from threaded discussions and to ensure a common understanding of student and faculty expectations, the following policies, standards, and guidelines apply:

- Students are expected to log on and participate in weekly threaded discussion activity at least every other day. In the majority of courses, participation at least every other day is necessary if students are to meaningfully interact on discussion issues presented in class. In other courses, it is necessary for students to complete readings and problem assignments prior to meaningful participation and thus the “every other day” requirement may be appropriately interpreted as three days per week;
- Students are expected to fully participate in the discussion. This means that, in addition to posting a response to the thread topics presented, students are expected to respond to comments and questions from the instructor and/or other students;
- Courses will include anywhere from one to three threaded discussion topics per week plus a wrap-up thread. The number of posts per thread topic may vary with the type of course (qualitative vs. quantitative in nature) and the percentage weight given to the threaded discussions in calculating the final course grade. The number of posts per thread topic and the percentage weight will be left up to the discretion of the faculty members;
- Quality indicators for threaded discussion posts will be detailed out in the course syllabi under the grading policy of the threaded discussions;
- A threaded discussion is a conversation and not a bulletin board or “chat room”. The instructor is expected to facilitate discussions between student and instructor, student and student, and groups of students. The role of the instructor is not to answer every comment or question but to frame issues and extend the discussions through leading and directed questions;
- Threaded discussions give students the opportunity to accomplish one of the Graduate Certificate in One Health program’s objectives: to strengthen students’ ability to communicate effectively both orally and in writing. Keeping this educational objective in mind, both students and instructors are expected to post “threads” that are well thought out, well written, and apply the principles of effective communication;
- Students and instructors are expected to conduct themselves professionally when interacting with one another in threaded discussions. To this end, they are expected to follow the “Net Etiquette” guidelines that can be found on eCollege® in the Policies section of all online courses.

If students have any questions or need further clarification of the above, they should contact the Graduate and Research Administrator at [postgrad@rossvet.edu.kn](mailto:postgrad@rossvet.edu.kn).

### 3.4.6 EXTENSIONS

Extensions for an assignment or for discussions are granted for limited reasons, such as a verifiable medical or other personal emergency. Other situations are considered on a case by case basis. To obtain an extension, contact both the Course Instructor and the One Health Program Coordinator(s). A decision on the extension time to be granted and new due dates will be determined in conjunction with the course coordinator and communicated to the student. Extensions and any deduction of points will be as follows:

1. Pre-approved excused absence/extension: full credit if completed within the new due date timeframe.
2. Retrospective approved excused absence/extension (unplanned event): full credit if submitted within 7 days of the original due date.
3. If submitted after the due dates above, 20% dock in points for each 7 day period thereafter. For example, if due on the 1st and submitted between the 2nd and 8th, 20% docked. If submitted between the 9th and 15th, 40% docked.

### 3.4.7 TURNITIN®

In accordance with our Code of Conduct (Section 1.6), candidates are required to submit their work through an anti-plagiarism software through Dropbox submission. Candidates must provide evidence that their work has been checked through an antiplagiarism software approved by RUSVM, such as Turnitin.

### 3.4.8 LATE ASSIGNMENTS

The late assignments procedure is outlined in the syllabus of the Graduate Certificate in One Health.