

Compendium of Student Policies for Faculty

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Anti-violence

PURPOSE: To ensure an environment of respect and safety that is free from intimidation, threats, and acts of violence.

POLICY: CMSRU does not tolerate threatening or violent behavior of any kind. Identification of early indicators of a potentially violent behavior as well as behaviors that are clearly violent will be acted on as necessary.

SCOPE: All individuals and activities on CMSRU property or on any property used for CMSRU activities or by CMSRU student groups.

DEFINITIONS:

Inappropriate Behaviors covered by this policy include but are not limited to:

- Name Calling
- Profanity
- Sexual Comments
- Obscene language or gestures
- Blatantly disregarding university and/or CMSRU policies and procedures
- Ethnic, racial, religious or gender epithets
- Stealing
- Making verbal threats or conveying threats by note/letter and/or electronically.
- Physical abuse or attack
- Inappropriate touching
- Destroying property or any vandalism, arson, or sabotage
- Throwing objects
- Possession of a weapon

Weapons : An instrument of offensive or defensive combat or something that is used to cause injury to an individual (including but not be limited to firearms, bows, arrows, swords, rockets, knives, sling shots, air guns, paint ball guns and martial arts devices).

PROCEDURE:

Any individual, who believes he/she has been subjected to, has observed or has knowledge of actual or potential violence should immediately notify the Security Office, Student Affairs dean or local police. Incident reports should be completed. Forms are available from Security and the Office of Student Affairs, Counseling and Psychological Services Center and the Student Health Center. If any imminent physical threat or danger exists, students should contact Security, or dial the emergency number 911. The university will respond promptly to threats or acts of violence. This response may include local law enforcement agencies if appropriate.

CMSRU students who commit threats or acts of violence will be subject to strong disciplinary action, up to and including academic dismissal.

The University will support criminal prosecution of those who threaten or commit violence against its employees, students, or visitors within its facilities, programs, and activities.

CMSRU will attempt to reduce the potential for internal violence through student wellness and educational programs. Individual counseling will be utilized as needed. CMSRU will work to positively affect the attitudes and the behavior of its students and faculty.

Possession, use or display of weapons, or ammunition is prohibited on property owned by or under the control of CMSRU.

Please refer to the Student Code of Conduct of Rowan University:

<http://www.rowan.edu/provost/policies/documents/StudentCodeofConduct2006.pdf>

Computer and Electronic Device Use

PURPOSE: To establish rules of responsible electronics use in the classroom.

POLICY: CMSRU recognizes the ubiquitous nature of electronic devices in universities. Ultimately the Course Director and teaching faculty members determine if the use of electronic devices is disruptive to the classroom environment, and may require the removal of such devices during instruction.

Cellular Phone Policy:

The use of cell phones is prohibited during classroom instruction. All cellular phones must be placed in silent mode before a student enters the classroom.

Laptop Computer Policy:

Generally the use of laptop computers to take notes during lectures, or perform other authorized tasks, is permitted in instructional settings. The instructor does retain the right to limit or refuse laptop use if the practice interferes with instruction. At no time should a laptop be used for entertainment purposes in classrooms. Entertainment purposes may include instant messaging, playing games, emailing, using social networking sites, online shopping, or any other activity deemed inappropriate by the instructor.

Electronic Academic Integrity Policy: At no time will students be allowed access to electronic devices during didactic exams, except as approved accommodations for students with disabilities. Proctors who observe the use of electronics during exams shall confiscate the device as evidence of cheating, and report the incident as outlined in the Student Handbook.

The general use of computers and campus technology is governed by the policies of Rowan University. The complete policy descriptions can be found here: <http://www.rowan.edu/toolbox/documentation/>, and refer to Digital Millennium Copyright Act, Privacy standards, network use, and computer lab resources.

SCOPE: This policy affects all future students of CMSRU, and commits CMSRU to providing support through the Office of Information Technology.

FERPA: Student Records

PURPOSE: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This policy outlines CMSRU procedures in support of FERPA.

POLICY: Cooper Medical School of Rowan University will comply with the Family Educational Rights and Privacy Act of 1974 and all subsequent amendments (FERPA) providing students with the right to review, inspect and challenge the accuracy of certain information contained in their educational records.

SCOPE: This policy applies to all CMSRU Medical Students, including active students, students on a leave of absence, and students experiencing any other gap in admission (e.g. suspension) from their initial registration until their death.

DEFINITIONS:

Enrolled Students – Any student granted acceptance to CMSRU and entered into the student registration system.

PROCEDURE:

- A. In accordance with the Family Educational Rights and Privacy Act of 1974 and its subsequent amendments (FERPA) CMSRU students have the right to review, inspect and challenge the accuracy of certain information kept in their educational records unless the student waives this right.
- B. CMSRU is required by FERPA regulations to provide students with annual notification of their FERPA rights (EXHIBIT A). CMSRU may promulgate, electronically or in a hard copy format, an annual notification in such publications as school bulletins or student handbooks, or in separate statements in registration or orientation packets, or on a web site.
- C. Access to Education Records
 1. Procedure to Inspect Education Records
 - a. Students may inspect and review their educational records upon request to the School. Students shall submit to the School a written request to the registrar that identifies as precisely as possible the record or records s/he wishes to inspect.
 - b. CMSRU will make the needed arrangements for timely access and notify the student of the time and place where the records may be inspected. Access must be given within 45 days from the receipt of the request.
 - c. When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her. Review of records may take place only under the supervision of the CMSRU registrar or an administrative representative from the Office of Student Affairs or the Office of Academic Affairs.
 2. Right of CMSRU to Refuse Access. CMSRU reserves the right to refuse to permit a student to inspect the following records:
 - a. the financial statement of the student's parents;
 - b. letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in a student file before January 1, 1975;
 - c. records which are part of a previous application to CMSRU if that application was unsuccessful and the student subsequently applies and is admitted;
 - d. those records that are excluded from the FERPA definition of education records.

3. Right to Obtain Copies of Education Records

- a. With the exceptions listed below, a student may obtain copies of his/her education records from the CMSRU registrar upon submission of a written request and payment of a standard fee to cover duplication, reasonable labor costs and postage, if applicable.
- b. CMSRU reserves the right to deny copies of transcripts or education records in the following situations:
 - the student has an unpaid financial obligation to CMSRU; or
 - there is an unresolved disciplinary action against the student.

D. Directory Information

CMSRU reserves the right to disclose directory information without prior written consent, unless notified in writing to the contrary by a student by the deadline date established by CMSRU. CMSRU has designated the following items as Directory Information: student name, CMSRU-issued identification number, addresses (including electronic), telephone number, date and place of birth, field(s) of study or program(s), participation in officially recognized activities, photographs, enrollment status, dates of attendance, degrees, awards and honors received, previous schools attended, and graduate medical/education placements.

E. Disclosure of Education Records

CMSRU may disclose information from a student's educational records only with the written consent of the student, except:

1. to those CMSRU officials who have a legitimate educational interest in the records;
2. upon request, to officials of non-CMSRU schools in which a student is enrolled or seeks or intends to enroll, or with which CMSRU has an academic or clinical affiliation. Such officials must have a legitimate educational interest;
3. to the Comptroller of the United States, the Secretary of the U.S. Department of Education, state and local educational authorities or to the Attorney General of the United States, when the Attorney General of the United States seeks disclosures in connection with the investigation or enforcement of federal legal requirements applicable to federally supported education programs;
4. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or condition of the financial aid or scholarship, or to enforce the terms and conditions of the aid or scholarship;
5. if required by a state law requiring disclosure that was adopted before November 19, 1974;
6. to organizations conducting certain studies for or on behalf of CMSRU;
7. to accrediting organizations to carry out their functions;
8. at the discretion of CMSRU officials, to parents of an eligible student who claim the student as a dependent for income tax purposes;
9. to comply with a judicial order or a lawfully issued subpoena, provided that CMSRU makes a reasonable effort to notify the student of the order or subpoena in advance of compliance, when the order or subpoena does not prohibit such notification;
10. to appropriate parties in a health or safety emergency;
11. to an alleged victim of any crime of violence or sex offense, the results (if the results were reached on or after October 7, 1998) of any University disciplinary proceeding against the alleged perpetrator with respect to that offense. Disclosure under this section shall include only final results of disciplinary proceedings within CMSRU, limited to the student's name, the violation committed and the sanction imposed. Disclosure of final results pursuant to this section may be made regardless of whether CMSRU determined that a violation has occurred. CMSRU may not disclose

the name of any other student, including a victim or witness, without the prior written consent of the other student;

12. to parents of students aged 18-21 who have been determined by CMSRU to have violated any CMSRU policy governing the use or possession of alcohol or a controlled substance, or who have violated federal, state or local law governing such use or possession;
13. to a court, with or without a court order or subpoena, education records that are relevant for the University to defend itself in legal action brought by a parent or student, or education records that are relevant for CMSRU to proceed with a legal action CMSRU initiated against a parent or student;
14. to a court when relevant for CMSRU to proceed with legal action which involves CMSRU and the student as parties.

F. Record of Requests for Disclosure of Education Records

The registrar at CMSRU will maintain a record of all requests for and/or disclosures of information from a student's education records made by individuals not associated with CMSRU. The record of requests for educational records will indicate the name of the party making the request and the legitimate interest the party had in requesting or obtaining the information. Such listing of those given access to a student's record may be reviewed by the eligible student.

G. Corrections/Challenges to Content of Education Records

1. A student has a right to a hearing to challenge education records which the student believes are inaccurate, incomplete, misleading or otherwise in violation of the privacy or other rights of the student, but a student does not have a right to a hearing on matters of academic judgment.
2. Following are the procedures for the correction of education records:
 - a. The student clearly identifies the part of the education record he/she wants changed and specifies his/her reasons why it is inaccurate or misleading.
 - b. If a satisfactory solution of an issue cannot be reached informally, CMSRU must hold a hearing within 60 days after receiving a student's written request for such a hearing. The hearing shall be before a University official, designated by the associate dean of student affairs and admissions.
 - c. A CMSRU official will prepare a written decision based solely on the evidence presented at the hearing within 21 days of such hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 - d. If CMSRU decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing that the record has been amended.
 - e. If CMSRU decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in his/her education record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision; the student's statement will be maintained as part of the student's education records as long as the contested portion is maintained. If CMSRU discloses the contested portion of the record, it must also disclose the student's statement.

H. Questions about FERPA and this policy concerning the release of student information should be directed to the Office of the Registrar.

- I. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by CMSRU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

REFERENCES:

Notice to Students Regarding Provisions of the Family Educational Rights and Privacy Act of 1974

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.rowan.edu/provost/registrar/ferpa.html>

Grading and Promotions

POLICY: Grading and Promotions Policy

PURPOSE:

The faculty and academic administrators of the CMSRU (CMSRU, School) recognize their responsibility to maximize the probability that graduates of the School are intellectually, clinically and ethically qualified and have the maturity and emotional stability to assume the professional responsibilities implicit in the receipt of the degree of Doctor of Medicine. Therefore, they have established these policies to guide themselves and medical student colleagues in pursuing a level of academic and professional excellence required for the conferral of that degree. Specific procedures have been established to provide uniformity and equity of process in all situations requiring administrative action.

SCOPE: Candidates for the Doctor of Medicine (MD) Degree

DEFINITIONS:

This document deals with those students who are candidates for the MD degree. For purposes of this Policy, the term “course” shall include educational experiences identified as “courses”, “blocks” and “clerkships”.

A. RESPONSIBILITY

Implementation

1. Faculty

The faculty is responsible for implementing grading policies, regulations and procedures. They may do so as members of a department that administers courses or as members of a curricular block. For the courses for which they are responsible, faculty members:

- a. establish standards to be met for attaining course credit and criteria for assigning specific grades, and
- b. assign final grades for course work.

2. The associate dean for academic affairs

The associate dean for academic affairs administers the grading and promotion policies, regulations and procedures.

3. Academic Standing Committee

The Academic Standing Committee, a standing committee of the School, in part appointed by the dean and in part elected by the faculty, makes recommendations to the dean about student promotions, and about student appeals and grievances regarding academic issues. If the Committee must meet at a time when it is impossible to convene a quorum, the dean may appoint alternate members to the Committee on an ad hoc basis.

4. Hearing Body for Student Rights

Hearing Body for Student Rights, a standing committee of the School, consists of six members and three alternates. Two members are elected from the faculty; two members are elected by the students; the president of student government shall serve as a member; and one member of the administration shall be appointed by the Dean. This committee will hear all matters of dispute regarding student behavior and professionalism.

B. COURSE REQUIREMENTS AND SEQUENCING

The curriculum of the School is divided into two phases (Phase I and Phase II) covering four distinct curricular years that must be satisfied in the prescribed sequence. All required courses of all four years, including the required number of approved elective courses in the fourth year, must be completed satisfactorily before a student can be recommended for graduation. A student may not repeat a course more than once, and no more than three distinct academic years may be utilized to fulfill the requirements of either Phase I or Phase II of the curriculum. Students who perform scholarly work or completion of dual degree programs (e.g., MD/PhD) may extend the degree completion limit from six distinct academic years to ten distinct academic years upon approval by the associate dean for academic affairs.

With the following two exceptions, all courses of a particular year must be successfully completed before a student may begin any course of the ensuing curricular year.

1. Transition from Phase I to Phase II

2. Extending the Third Year Clerkship Requirement

With approval of the associate dean for academic affairs the longitudinal clerkship of the third curricular year may be extended into the fourth curricular year. Such extension will be considered only when the student is in good academic standing, and when the curricular change poses no significant problem for affected departments, clinical services, or other students. Should a student fall out of good academic standing, any approved extension shall be rescinded.

Such changes to the usual curricular sequence shall not change in any way the graduation requirements of the school nor shorten or change in other ways the requirements of the deferred clerkship.

C. EVALUATION AND STANDING OF STUDENTS

1. Grading

All courses, whether required or elective, and all research experiences specifically approved as part of an individual student's curriculum must be graded according to the grading systems for Phase I

or Phase II. Final grades must be submitted to the registrar within three weeks of the completion of a course. If a course spans more than one year, a grade will be submitted at the conclusion of each academic term. If the final grade for a course is a **U** (unsatisfactory), the associate dean for academic affairs will be notified immediately.

The Standard Grading System

The grading system for Phase I is Pass and three levels of non-credit (Unsatisfactory, Incomplete and Withdrawn). The standard grading system for Phase II provides three levels of credit (Honors, High Pass and Pass) and three levels of non-credit (Unsatisfactory, Incomplete and Withdrawn).

Honors (H): a clearly superior performance that reflects comprehensive achievement of course objectives. (Recommended distribution: 10% \pm 5%.)

High Pass (HP): a performance well beyond minimum course requirements. (Recommended distribution: after Honors have been determined, the next 20% \pm 5%.)

Pass (P): a satisfactory performance that meets or exceeds basic course requirements.

Unsatisfactory (U): a performance below acceptable minimum standards.

- When an unsatisfactory performance (**U**) has been remedied through some method other than a repeat curricular year, the only possible grade of credit shall be **P**. In this case, both the original **U** and the subsequent **P** grade earned by course remediation will appear on the transcript.
- When a student repeats a course as part of the requirement to repeat a curricular year, the final grade recorded on the transcript for the course previously graded as unsatisfactory can be no higher than a **P**.
- When a student repeats a curricular year all grades for repeated courses taken other than the courses for which the student received a **U** grade will be graded as per the performance of the repeated year. All grades for both years will remain in the transcript.

Incomplete (I)

Grades of Incomplete are applied at the School as described below:

- A course director, following consultation with the associate dean for academic affairs, may assign the grade of **I** to indicate that a student has been unable to complete all of the course requirements for reason(s) beyond his/her control (e.g., death in the family, significant illness or injury, etc.).
- When the grade of **I** is assigned to a course, the student must complete the course requirement before the beginning of the next academic year unless the course director, with the concurrence of the associate dean for academic affairs, shall have provided a specific alternative time period, not to exceed one year from the completion date of the course.
- Once all course requirements have been attempted, the course director must assign a final grade of **H-HP-P-U** in place of the **I** grade. If the requirements for the incomplete course have not been met within the specified time limits, no agreement has been made to extend the time limit, and the student has not withdrawn from school, a final grade of **U** will be assigned.

Withdrawn (W)

If the student has withdrawn from school, the associate dean for academic affairs will assign a **W** (Withdrawn) grade to the student's record.

When written confirmation of a final grade for a fourth year course shall not have been received within three months following a student's graduation from the school, the Associate dean for academic affairs, acting at his/her own discretion, may assign and have duly recorded on the student's academic transcript a final grade of **P**.

2. Evaluation Intervals

a. Mid-course Evaluation

Frequent interim formative evaluative comments from the faculty directly to the student are required during all courses/clerkships, and students will share in the responsibility for seeing to it that such feedback occurs. A mid-course assessment must be given at the mid-point of each course/clerkship. Faculty are required to communicate to each student, any information concerning the student's performance to date and, as appropriate, recommendations for improvement. This mid-course assessment is submitted to the course/clerkship director and each student will meet with the course/clerkship director (or their designee) to discuss this assessment. The associate dean for academic affairs is notified immediately regarding any student receiving an unsatisfactory grade. Mid-course grades are not reported in the final transcript for a student. Mid-course grades are given to the student, the student's Advisory College Director and Mentor to promote academic counseling.

b. Final Written Report

Within five weeks of the conclusion of a course/clerkship, the department must submit to the associate dean for academic affairs a grade and a written narrative report for each student assigned to that course/clerkship. The narrative report must be signed by the course/clerkship director and should address that student's attributes, including his/her fund of knowledge, level of comprehension, clinical skills, interpersonal relationships and professional behavior. The associate dean for academic affairs will review all reports and, should (s)he deem the report(s) on a particular student to warrant such action, shall, following consultation with members of the dean's staff, take any appropriate action(s).

A single final grade and narrative must be submitted for each element of the longitudinal clerkship. If a student receives a "U" grade in one element of longitudinal clerkship and does not successfully remediate that grade, the student will repeat the entire longitudinal clerkship and the clerkship director will allow for emphasis in the specific area of deficiency during the repeated clerkship. Any remediated grade, cannot be higher than a "P" on the final transcript.

3. Statement on Fitness for Professional Responsibility

- a. Fitness to assume professional responsibility is demonstrated by maturity, emotional stability, honesty, integrity, showing respect for patient's dignity and rights, appropriate relationships to others, and the ability to accept and discharge the duties of the medical profession. Professionalism is evaluated in all four years of the curriculum and is a core competency. Accordingly, course and clerkship directors are required to evaluate each student's professional attitudes and behaviors, and to submit to the associate dean for academic affairs a written report describing a student's professionalism. In addition, any faculty member may submit a written report describing any incident that might reflect either an unprofessional attitude or behavior or exceptional professionalism. All such reports are placed in the student's official medical school file. A copy of the report form is appended to these policies.

Issues related to the competency within a course, such as professionalism, are entered into the narrative evaluation of the course and are submitted to the associate dean for academic affairs. All decisions regarding issues of professionalism or behavior, to include issues related to the Statement on Fitness for Professional Responsibility, that come before the associate dean for academic affairs and the associate dean for student affairs and admissions will be thoroughly

examined using all available resources. They will meet with the student. Should they feel further action is necessary the issue will be referred to the Hearing Body for Student Rights. This body may request further information, meet with the student and faculty, or decide upon an action, to include dismissal of the matter, mandatory counseling, a leave of absence or dismissal.

- b. If the student disagrees with any decision reached regarding issues related to **the Statement on Fitness for Professional Responsibility**, (s)he may within seven days of such notification submit a request for review in writing to the dean through the Hearing Body for Student Rights.
- c. Students who receive a commendation for exceptional professionalism are informed by the associate dean for academic affairs. Exemplary professionalism is identified in the student's Medical Student Performance Evaluation (MSPE).

4. Standing of Students

Students are placed into one of the following two categories based upon their academic performance:

a. In Good academic standing

The student:

- has completed satisfactorily the requirements of all courses of all previous years, and
- is passing all courses in which (s)he is enrolled, and
- has fulfilled the requirements surrounding the portfolio
- is not on probation for either academic or behavioral reasons, and
- has passed any *United States Medical Licensing Examination* (USMLE) examinations required to be taken.

b. Not in Good academic standing

The student:

- has not fulfilled the requirements of one or more courses of a previous year, or
- is not passing one or more courses in which (s)he is enrolled, or
- has not fulfilled the requirements surrounding the portfolio
- is on academic or behavioral probation, or
- has failed USMLE Step 1, Step 2CK or Step 2CS examinations and not subsequently passed those examinations.

D. THE PROMOTIONAL CREDIT SYSTEM

1. Phase I

All courses in the first two curricular years are assigned one credit point. First and second year electives receive no credit points and are not credited toward the requirements for graduation. Students are required to achieve grades of Pass in all courses in order to be promoted to the next academic year. All first and second year courses are graded on a Pass/Unsatisfactory, criterion-referenced basis.

- a. A student who fails 1 credit will be permitted to remediate the failing grade.
- b. A student who fails 2 credits must repeat the year, and will be placed on academic probation.
- c. A student who fails more than 2 credits will be dismissed.

2. Phase II

- a. For grading purposes each clinical specialty within the longitudinal clerkship is considered separately and will be given a grade and a narrative.
- b. Students are required to pass all clinical specialties and the Scholars Workshop course in Year Three to be promoted to Year Four.
- c. Students are required to pass all clinical clerkships, required and elective, in Year Four to be eligible for graduation.
- d. Students failing a single specialty must remediate that specialty prior to proceeding to the next academic year, or graduating, respectively.
- e. Students failing two specialties or one specialty and the Scholars Workshop course must repeat the entire academic year, and will be placed on academic probation.
- f. Students failing 3 or more clinical specialties or 2 clinical specialties and the Scholars Workshop course will be dismissed.
- g. Students failing the Scholars Workshop course only will be promoted to Year Four with contingency, and must remediate that course during Year Four.

3. The Five Promotional Categories

Upon completion of a curricular year a student may be:

- a. promoted;
- b. promoted with contingency;
- c. required to remediate a course that just ended;
- d. required to repeat a curricular year; or
- e. dismissed.

4. Promotional Decisions

Most promotional decisions are based upon grades and narratives and are determined automatically and solely by the Promotional Credit System. The associate dean for academic affairs is responsible for assessing the academic performance of each student and informing the student of his/her status and for assessing the fulfillment or non-fulfillment of conditions arising from probationary status. Promotional decisions based upon criteria other than grades are made by the Hearing Body for Student Rights. The associate dean for academic affairs and the associate dean for student affairs and admissions will thoroughly review all related issues, meet with the student and the faculty and submit the issue to the Hearing Body for Student Rights for action.

5. Remediating a Failing Performance

No U grade may be remedied prior to final determination of a student's total promotional status for that academic year.

6. Methods of Remedy

A U grade is usually remedied (promotional regulations permitting) at the decision of the Course/clerkship director and designed based upon the overall performance of the student and the specific issues involved in the final grade of U. This will include reexamination, a repeat clerkship, a special project, a substitute clinical experience, or some other method determined to be

appropriate by the course/clerkship director in consultation with the associate dean for academic affairs.

Only one attempt is permitted to remedy by reexamination a U grade in any course. A student who fails a reexamination must repeat the course. During the period of a repeated course, the student will be on probation, as described below. A student who is eligible to take a re-examination, repeat clerkship or other requirement must take all reexaminations during the scheduled reexamination period.

7. Graduation

Final decisions regarding graduation are made by the dean upon the recommendation of the Student Academic Standing Committee, and affirmative vote of the faculty. Recommendations are based upon a comprehensive evaluation of each student's academic and professional performance and fitness for professional responsibility as determined by the Faculty and Administration of the School.

E. PROBATION

1. Academic

A student shall be placed on academic probation:

- a. when the student is required to repeat one or more courses or clerkships due to unsatisfactory academic performance
- b. when a student returns from a leave of absence which was entered with the student "not in good academic standing."

If a student successfully remediates courses/clerkships and performs at a P level for two consecutive course/clerkships, s/he will be removed from academic probation upon the decision of the Academic Standing Committee who will weigh all related information regarding that student including issues regarding the Statement on Fitness for Professional Responsibility. A student on academic probation may be dismissed if s/he is unsuccessful in remediating an unsatisfactory grade for any course or clerkship while matriculated at the school.

2. Non-Academic

When, in narrative comments evaluating a student, faculty members express concern about a student's fitness to assume professional responsibilities, the associate dean for academic affairs may, after discussion with the associate dean for student affairs and admissions, place a student on non-academic probation. All decisions regarding issues of professionalism or behavior, to include issues related to the Statement on Fitness for Professional Responsibility, that come before the associate dean for academic affairs and the associate dean for student affairs and admissions will be thoroughly examined using all available resources and directed to the Hearing Body for Student Rights for action. The Hearing Body for Student Rights will make recommendations to the dean regarding the terms and duration of the probation.

Grading and Promotions Appeal

PURPOSE: To define the mechanism whereby a student at CMSRU can submit an appeal of a grade or a promotional decision.

POLICY: Grading and Promotion Appeal Policy

SCOPE: Candidates for the Doctor of Medicine Degree

DEFINITIONS: Grade - means the final grade given for any course or clerkship. A promotional decision indicates the advancement from one year to another and to graduation.

NOTE: Please refer to the Grading and Promotions Policy

PROCEDURE:

Note: Prior to the submission of an Appeal efforts should be made by the student and the faculty member submitting the grade to resolve the issue. This includes a session with the student during which the faculty member reviews all the assessment data and any other relevant information for that student included in the formulation of the final grade.

A. Appeal of a Grade to a Course or Clerkship Director

1. Appeal to the Course/Clerkship Director

A student who believes that a course grade is unfair and unjustified must first submit an appeal of his/her grade in writing, stating the specific reason for the Appeal, to the Course or Clerkship Director within 14 calendar days of having been notified of the grade. The Course or Clerkship Director, in consultation with the Course Teaching Faculty, will review the grade and notify the student in writing of the decision within two weeks of the receipt of the appeal request.

2. Appeal of a Grade to the Assistant Dean

If the student is dissatisfied with the decision reached by the Course/Clerkship Director, s/he may submit an Appeal of that decision, in writing, to the Assistant Dean for Phase 1 for first and second year courses or the Assistant Dean for Phase 2 for third and fourth year clerkships.. The written Appeal must be made within seven calendar days of receiving notice of the decision from the Course/Clerkship Director. The assistant dean will facilitate a meeting between the student and the Course/Clerkship director to attempt to resolve the matter.. The meeting will take place within seven days of receiving the student's Appeal. The student and the Course/Clerkship director will bring all supporting documentation to the meeting. The assistant dean will provide written communication of the outcome of the meeting to the student and to the associate dean for academic affairs within seven days.

3. Appeal of a Grade to the Academic Standing Committee

If the student is dissatisfied with the decision of the assistant dean, s/he may submit an appeal of that decision, in writing, to the dean through the Academic Standing Committee. This appeal must be submitted within seven calendar days of receiving the decision from the assistant dean. The protocol for an appeal to the Academic Standing Committee is described below.

B. Appeal of Promotional Decisions

All information pertaining to a student's academic performance and professional attributes, including that contained in departmental files, may be utilized in the appeal process described below.

1. Appeal of decisions based on academic performance (including the promotional credit system)

Appeal to the Dean through the Academic Standing Committee

The Committee recognizes the promotional credit system as the basis of all promotional decisions based upon grades. In cases of procedural irregularity or extenuating circumstances, however, a student may submit an appeal of the application of the promotional credit system in the following circumstances:

Procedural Irregularity - documented error in, or divergence from, the prescribed or customary process of evaluating and grading students.

Extenuating Circumstances - severe and documented situations which were beyond the student's control and which prevented the student from performing in a manner truly reflective of his/her knowledge and skills.

Appeals will be acted upon favorably only when real, clear and convincing evidence is presented to suggest that application of the promotional system is inappropriate in particular circumstances.

2. Appeal of dismissal decisions when a student on probation has received one or more U (unsatisfactory) grades.

In accordance with the requirements of probation, when a student has been dismissed, the student may submit an appeal of this action to the dean through the Academic Standing Committee for procedural irregularity or because of extenuating circumstances as set forth above. The Academic Standing Committee will hear the student's appeal and make recommendation to the dean. The decision of the dean will be communicated to the student in writing and this decision will be final.

C. Process for an Appeal

1. A student must notify the Academic Standing Committee, in writing, of his/her intent to submit an appeal. This notification must be received by the committee (c/o the associate dean for academic affairs):
 - within seven calendar days after the letter notifying a student of a promotional action has been mailed.
 - within seven calendar days of grade decision made by the assistant dean within the above sequence of the appeal in a grade decision
 - The notification of intent must state clearly the basis for the appeal.
2. The Committee shall hear the appeal within seven calendar days of receiving written notice of intent to have the matter reviewed.
 - a. The student will be given at least 72 hours notice of the time and place of the committee's hearing.

- b. At the discretion of the student submitting the appeal, one individual may accompany him/her at the hearing in the capacity of advisor and/or advocate. All other advocacy efforts must be in the form of written communications to the committee, and must be received by the committee no later than 24 hours preceding the time scheduled for the start of the appeals hearing.
 - The recommendation of the Committee will be communicated verbally and in writing to the dean and the student within seven calendar days.
- c. The dean may resolve the issue related to the appeal solely on the basis of the student's letter submitted as the appeal and the committee's recommendation, or after meeting with the student, or after referring the matter back to the Academic Standing Committee. The decision of the dean will be communicated promptly to the student in writing within seven calendar days and is final.

D. Request for review of decisions based on performance other than grades.

All decisions regarding issues of professionalism or behavior, to include issues related to the Statement on Fitness for Professional Responsibility, that come before the associate dean for academic affairs and the associate dean for student affairs and admissions will be thoroughly examined using all available resources and directed to the Hearing Body for Student Rights for action.

If the student disagrees with a promotional decision or a course of action decided upon by the Hearing Body for Student Rights (s)he may, within seven days of such notification, submit a request for review in writing to the dean through the Hearing Body for Student Rights.

Process for a request for review:

- A student wishing to file a request for review of a disciplinary action or a promotional decision based upon factors other than grades must submit a written request for review to the Hearing Body for Student Rights within 14 calendar days of notification of the action.
- The Hearing Body for Student Rights will review the matter formally within seven calendar days of receiving the written request for review.
- The student may elect to have one representative present for the formal review.
- The Hearing Body for Student Rights will submit a written decision to the dean within seven calendar days of the formal review.
- The dean may accept the results of the Hearing Body, meet with the student, or refer the issue back to the Hearing Body for further review
- The decision of the dean will be given to the student in writing within seven calendar days and is final.

Honor Code

PURPOSE: This code of behavior is designed to assist in the personal, intellectual and professional development of the medical student on the journey to becoming a physician and member of the medical community. All members of the medical community must be accountable to themselves and others.

POLICY: Honor Code

SCOPE: This policy applies to all CMSRU medical students and visiting medical students.

DEFINITIONS: The objective of the Honor Code is to foster an environment of trust, responsibility, and professionalism among students and between students and faculty. Its fundamental goals are to promote ethical behavior, to ensure the integrity of the academic enterprise, and to develop in students a sense of responsibility to maintain the honor of the medical profession.

PROCEDURE: Students will abide by Cooper Medical School of Rowan University Honor Code which aims to foster an atmosphere of ethical and responsible behavior and to reinforce the importance of honesty and integrity in the examination process and throughout the medical school experience.

Student Responsibilities

Students will not:

- Give or receive aid during an examination.
- Give or receive unpermitted aid in assignments.
- Plagiarize any source in the preparation of academic papers or clinical presentations.
- Falsify any clinical report or experimental results.
- Infringe upon the rights of any other students to fair and equal access to educational materials.
- Violate any other commonly understood principles of academic honesty.
- Lie

No code can explicitly enumerate all conceivable instances of prohibited conduct. In situations where the boundaries of proper conduct are unclear, the student has the responsibility to seek clarification from the Office of Student Affairs and or the Office of Academic Affairs.

Each student has the responsibility to participate in the enforcement of this Code. Failure to take appropriate action is in itself a violation of the Code.

The student must agree to participate in the enforcement of this Honor Code, and prior to matriculation, must sign a statement agreeing to uphold its principles while enrolled at Cooper Medical School of Rowan University.

Needle Sticks and Bodily Fluid Exposures

PURPOSE: To provide post-exposure procedure to be followed for needle sticks and bodily fluid exposure including, but not limited to needle sticks, sharps, splashes and related events. Please also refer to Student Healthcare Services Policy.

POLICY: Access to immediate assessment, counseling and treatment will be available to students incurring exposure to potentially infectious bodily fluids or blood via needle sticks or other accidental contact.

SCOPE: All CMSRU students and visiting medical students.

DEFINITIONS: Prophylaxis- intervention used to preserve health and prevent spread of disease.

PROCEDURE: Drug prophylaxis following a high-risk exposure is time sensitive, therefore it is important to follow appropriate procedure to determine need for initiation of prophylaxis. Any medical student who sustains a needle stick or other wound resulting in exposure to blood or bodily fluids should follow the following protocol.

- Immediately wash the affected area with soap and water and cover the area with a dressing if possible.
- For an ocular exposure, flush thoroughly with water.
- Inform the supervising resident or physician.
- Obtain source patient information if known (name and medical record number).
- Go directly to the Student Health Center.
- If the Student Health Center is closed, report to the Emergency Department at CUH.
- Identify yourself as a medical student who has just sustained an exposure.
- You will see health care provider who is trained in assessing the risk of the exposure. You will receive post-exposure counseling and drug treatment/ prophylaxis, if appropriate. If indicated, you will be given a starter pack of the prophylactic drugs which are recommended in accordance with the current guidelines of the Centers for Disease Control and Prevention.
- Base-line blood tests will be performed on you as appropriate.
- The physician at the Student Health Center or the Emergency Department will contact the attending physician of the source patient to expedite the process of getting consent to test the source patient.
- You will be given a schedule as to when to return to the Student Health Center for follow-up testing.

Professional Appearance

PURPOSE: This policy is part of the overall emphasis on the importance of professionalism and defines appropriate attire and appearance within that context.

POLICY: Professional Appearance

SCOPE: This policy applies to all CMSRU medical students and visiting medical students.

PROCEDURE: This policy is based upon safety, concern for the patient, respect for others, an awareness of cultural competence, and the central importance of professionalism in medicine. Recent trends in clothing, body art, and body piercing may not be generally accepted by your patients, and should not be worn by medical students. Clothing should be clean and neatly pressed. Note that CMSRU ID badges are worn at all times.

The following will outline the expectations of CMSRU in matters of professional appearance:

Phase I - During most of the first two years of the curriculum, students will spend their time in lectures and small group activities where attire should be comfortable, neat and not detracting. When in clinical areas students are expected to dress professionally as outlined below. Dress or attire that could be perceived as offensive to others should be avoided.

Phase II - During the last two years, the following attire is required by the CMSRU unless a specific clinical activity dictates specific attire.

Rules of Attire:

- Male students are expected to wear dress pants (khakis are acceptable). Collared dress shirts are required and a tie is optional. Sneakers, sandals, and flip-flops are not acceptable footwear.
- Female students are urged to wear dress pants that are conservative. Skirts should be conservative and at a length no higher than two inches above the knee. The blouse or shirt should be conservatively cut and made of opaque material. Sneakers, sandals, and flip-flops are not acceptable footwear. Closed-toe shoes should be worn in the clinical setting for safety purposes.

Other Rules:

- Jewelry selection: Two earrings per ear maximum may be worn and must be appropriate for patient care areas. Nose piercings should be limited to one small stud. Bangle bracelets are not recommended.
- Makeup should project a professional image.
- Hair must be clean and styled in such a manner as to prevent inadvertent contamination during patient care and other professional duties. Unusual and unprofessional hair styles or color are not allowed. Long hair should be controlled in the back and unable to fall forward during laboratory and clinical activities. Facial hair must be neatly groomed or clean-shaven.
- Headgear that is not worn for religious purposes is not allowed. Fingernails should be clean and maintained at a reasonable length of ¼” or less. Acrylic nails are not allowed due to health risks.
- Body art/tattoos should not be visible.

Students not meeting expectations may be asked to remove themselves from a given setting and will be required to meet with the associate dean of student affairs and admissions.

Professional Conduct

PURPOSE: This policy is applied to student conduct relating to professional behavior in all areas and at all times while the student is enrolled at CMSRU. It is expected that every student will follow the tenets of professional behavior both in and out of the classroom. Professionalism is one of the CMSRU Core Competencies for our students. It is also expected to be a code of behavior.

POLICY: Professional Conduct Policy

SCOPE: Candidates for the Doctor of Medicine degree

DEFINITIONS:

Professionalism is broadly defined. It is expected that this will be applied beyond the elements of the curriculum. It is expected to be a way of life for the health care professional. Student behavior and actions that are considered unethical, unprofessional, or illegal will be considered by CMSRU in the overall evaluation and promotion of a student.

Core Competency: Professionalism: (as addressed and assessed within the curriculum) Students will demonstrate a commitment to the profession of medicine and its ethical principles.

- Demonstrate humanism, compassion, integrity, and respect for others
- Demonstrate a respect for patient confidentiality and autonomy
- Show responsiveness and personal accountability to patients, society and the practice of medicine
- Demonstrate the ability to respond to patient needs superseding self-interest
- Demonstrate sensitivity to broadly diverse patient populations
- Demonstrate the ability to recognize personal limitations and biases, know when and how to ask for help and do so effectively
- Demonstrate the ability to effectively advocate for the health and the needs of the patient
- Show an understanding of the principles of medical ethics
- Demonstrate the ability to recognize and address disparities in health care

Statement on Fitness for Professional Responsibility

Fitness to assume professional responsibility is demonstrated by maturity, emotional stability, honesty, integrity, showing respect for patient's dignity and rights, appropriate relationships to others, and the ability to accept and discharge the duties of the medical profession. Professionalism is evaluated in all four years of the curriculum. Accordingly, course and clerkship directors will evaluate each student's professional attitudes and behaviors, and to submit to the associate dean for academic affairs a written report describing a student's professionalism. In addition, any faculty member may submit a written report describing any incident that might reflect either an unprofessional attitude or behavior or exceptional professionalism. All such reports are placed in the student's official medical school file. A copy of the report form is appended to these policies.

Hearing Body for Student Rights

Hearing Body for Student Rights, a standing committee of the School, consists of six members and three alternates. Two members are elected from the faculty; two members are elected by the students; the president of student government shall serve as a member; and one member of the administration shall be appointed by the Dean. This committee will hear all matters of dispute regarding student behavior and professionalism.

PROCEDURE:

- By enrolling in CMSRU, a student accepts the professional standards of the school at all times.
- Each student must demonstrate appropriate standards of professional and ethical conduct, attitudes, and moral and personal attributes deemed necessary for the practice of medicine.
- These behavior traits include, but are not limited to: honesty; integrity; willingness to assume responsibility; strong interpersonal skills; compassion; good judgment; the absence of chemical dependency; and appropriate social, moral and personal behavior.
- Failure to meet these standards and requirements may cause CMSRU to impose sanctions that may include, but are not limited to mandatory counseling, expulsion, disciplinary dismissal, disciplinary suspension, or lesser sanctions.
- Students face disciplinary action by CMSRU if they abuse alcohol or drugs, consume illegal substances, or possess, distribute or sell illegal substances.
- Students involved in criminal matters before local, state, or federal courts may be found to be unfit for the medical profession and be expelled by CMSRU or face lesser disciplinary sanctions.
- Students are expected to comply with the laws of the United States, the State of New Jersey, county and city ordinances and the lawful direction and orders of the officers, faculty and staff of CMSRU who are charged with the administration of institutional affairs.

- Any issues related to the Statement on Fitness for Professional Responsibility are reviewed by both the Associate Dean for Academic Affairs who will then meet and review the matter with the Associate Dean for Student Affairs and Admissions.
- Any reports of a breach in professional behavior are submitted to the Associate Dean for Student Affairs and Admissions.
- Any adverse decision made by the deans will be referred to the Hearing Body for Student Rights for final review and action.

Note: The associate dean for student affairs and admissions or the associate dean for academic affairs can place a student on immediate leave for an issue related to professional behavior. The issue, and any decision made by these deans, will be referred to the Hearing Body for Student Rights as soon as possible.

Request for Review:

- A student wishing to file a request for review of a disciplinary action or a promotional decision based upon factors other than grades must submit a written request for review to the Hearing Body for Student Rights within 14 calendar days of notification of the action.
- The Hearing Body for Student Rights will review the matter formally within 7 calendar days of receiving the written request for review.
- The student may elect to have one representative present for the formal review.
- The Hearing Body for Student Rights will submit a written decision to the dean within 7 calendar days of the formal review.
- The dean may accept the results of the Hearing Body, meet with the student, or refer the issue back to the Hearing Body for further review
- The decision of the dean will be given to the student in writing within 7 calendar days and is final.

Religious Observances

PURPOSE: CMSRU respects the right of all members of the community to observe religious days of obligation and/or holidays.

POLICY: Religious Observances

SCOPE: This policy applies to all CMSRU medical students and visiting medical students.

DEFINITIONS: Observance in this policy means being absent from a CMSRU activity to be present as part of the student's chosen religion's function.

PROCEDURE:

CMSRU recognizes that the members of its community, including students, observe a variety of religious faiths and practices. CMSRU recognizes and respects the religious beliefs and practices of its students and seeks to accommodate them reasonably within the requirements of the academic schedule. As a result, CMSRU will not penalize a student who must be absent from a class, examination, study or work requirement for a religious observance. Students who anticipate being absent because of a religious observance must, as early as possible and in advance of an anticipated absence of a day, days or portion of a day, inform their faculty and the associate dean for student affairs and admissions.

Whenever feasible, faculty should avoid scheduling examinations and assignment deadlines on religious holidays. A student absent from a class because of religious observance shall not be penalized for any class, examination, or assignment deadline missed on that day or days and a reasonable accommodation shall be made.

In the event an examination or assignment deadline is scheduled on a day of religious observance, a student unable to attend class shall be permitted to make up an examination or to extend any assignment deadline missed. No fees of any kind shall be charged by the CMSRU for making available an opportunity to make up an examination or assignment.

No adverse or prejudicial effect shall result to any student who takes advantage of the provisions of this policy. If a student believes that he or she is not being granted the full benefits of the policy, and has not been successful resolving the matter with the course director, the student may confer with the associate dean of student affairs.

Student Sexual Misconduct and Harassment Policy

PURPOSE: CMSRU students have the right to access and benefit from the educational and other programs and services of the University free from any form of sexual violence, harassment or exploitation. CMSRU does not tolerate sexual misconduct or harassment of any kind. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

POLICY: Student Sexual Misconduct and Harassment Policy

SCOPE: This policy affects all students of CMSRU.

PROCEDURE: When an allegation of a violation of this policy is brought to the attention of the University, the University will investigate the violation to the best of its ability. The University will also take steps to bring the behavior that is in violation to an end, prevent further violations by the perpetrator(s), and, to the best of its ability, remedy any adverse impact of the violation.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct or harassment in order to protect students' rights and the personal safety of members of the community. Such measures include, but are not limited to, modification of living arrangements or suspension of housing privileges, interim suspension from campus pending a hearing, and reporting to police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from official warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of sexual misconduct or harassment.

Any of the following forms of behavior will be considered a violation of this policy:

Non-Consensual Sexual Contact- any intentional sexual touching, however slight, with any body part or any object, without consent.

Non-Consensual Sexual Intercourse or Penetration – any sexual intercourse or penetration (vaginal, anal or oral), however slight, with any body part or any object, without consent.

Sexual Exploitation – behavior that takes non-consensual sexual advantage of any person to benefit any other person when the behavior does not otherwise constitute a sexual misconduct violation. Examples of sexual exploitation include, but are not limited to:

prostituting another person;
non-consensual video or audio-recording of sexual activity, or transmitting or distributing video or audio-recordings without permission;
voyeurism or spying on persons where they have a reasonable expectation of privacy;
knowingly transmitting a sexually transmitted infection or HIV to another person;
stalking with a sexual component. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature sexual misconduct has occurred.

Other Sexual Misconduct- inappropriate sexual behaviors not covered previously in this section. Examples include but are not limited to sexual activity in public places.

Sexual Harassment Offenses

Any gender based verbal or physical conduct that unreasonably interferes with or deprives others of their right to access and benefit from the educational and other programs and services of the University is a violation of this policy. Sexual harassment offenses fall into two general categories.

Hostile Environment- harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it substantially interferes with the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

The determination of whether an environment is “hostile” will be based on all of the circumstances. These circumstances could include but are not limited to:

the frequency of the conduct;
the nature and severity of the conduct;
whether the conduct was physically threatening;
whether the conduct was humiliating;
whether the conduct was directed at a specific individual or more than one person;
whether the conduct arose in the context of other discriminatory conduct;
whether the conduct unreasonably interfered with the alleged victim's educational or work performance; or
whether the statement is an utterance of an epithet which offends an employee or student, or offends by discourtesy or rudeness;
whether the speech or conduct is excluded from the protections of free speech or academic freedom.

Quid-pro-Quo - A violation of this type exists when there are:
unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
submission to or rejection of such conduct results in adverse educational access or employment action.

Consent

In order for individuals to engage in sexual contact of any kind, there must be clear consent between the individuals involved.

The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the who, what, when, where and how of the sexual contact they are consenting to.
Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.
Consent for one form of sexual contact does not imply consent to other forms.
Past consent does not constitute consent for future sexual activity. Use of violence, threats, coercion, or intimidation invalidates any consent given.
Persons who are incapacitated due to the use of drugs or alcohol cannot give consent.
Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake, and then that person becomes unconscious or falls asleep, consent terminates at that point.
Persons, who are unable to give valid consent under the law, will be considered unable to give consent under this policy.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Other Relevant Laws

Sex discrimination includes sexual harassment and sexual assault and may violate the New Jersey Law Against Discrimination, N.J.S.A 10:5-1 et seq.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Rowan University. While compliance with the law is everyone's responsibility at Rowan, listed below are the staff members who have primary responsibility for Title IX compliance. Rowan University has designated the Director of Equity and Diversity as the Title IX Coordinator for all matters related to sexual discrimination at the University and to coordinate the efforts of the University to comply with the Title IX law.

Title IX Coordinator
For Faculty, Staff and Visitors
Dr. Johanna Velez-Yelin
Director of Equity and Diversity/
Chief Equity Compliance Officer
Diversity and Equity Office, 124 Linden Hall
856-256-5440
velez-yelin@rowan.edu

Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community. The Director should be contacted for all complaints against faculty, staff and visitors, including those complaints filed by students. Develop and participate in activities to raise awareness regarding sex/gender issues and related institutional policies.

Title IX Deputy Coordinators

For Students:

Penny McPherson-Barnes

Associate Dean for Academic Enrichment/Director of EOF/MAP

EOF/MAP Office, 345 Savitz Hall

856-256-4086

barnesp@rowan.edu

Joseph Mulligan

Associate Dean for Civic Involvement

Student Center 2nd floor

856-256-4242

mulligan@rowan.edu

Travis Douglas

Director Residential Learning and University Housing

Savitz Ground Floor

856-256-4266

douglast@rowan.edu

Responsibilities: Compliance for matters involving students, including training, education, communication, and administration of grievance procedure for all complaints against students.

For Athletics:

Dan Gilmore

Interim Athletic Director

Athletics Office, Esby Gym

856-256-4686

gilmore@rowan.edu

Responsibilities: Compliance for matters involving complaints about gender equity and sexual misconduct in Rowan athletic programs.

Reporting Options

Students and those who have knowledge of sexual misconduct or harassment are strongly encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the University and law enforcement to provide support resources to victims and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offences, delays in reporting may reduce the ability of the University and law enforcement to investigate and respond to incidents.

Where criminal behavior is involved, the University encourages reporting to law enforcement. However, reporting to law enforcement is not required for students to report an incident to the University. A student may choose to report to the University even before they have made a decision about whether or not to report to law enforcement. A student's choice not to pursue a criminal complaint with law enforcement will not limit their rights or options under this policy.

Complaints of sexual misconduct or harassment may be reported to any of the following University administrators:

Dr. Johanna Velez-Yelin- Director of Equity and Diversity and Title IX Coordinator (856-256-5440)
Penny McPherson-Barnes- Associate Dean for Academic Enrichment/Director of EOF/MAP-Title IX Deputy Coordinator
(856-256-4086)

Joe Mulligan- Associate Dean for Civic Involvement and Title IX Deputy Coordinator (856-256-4242)
Travis Douglas- Director of Residential Learning and University Housing and Title IX Deputy Coordinator (856-256-4266)

Dan Gilmore, Interim Athletic Director and Title IX Deputy Coordinator (856-256-4686)

The complaint should contain a concise statement of the alleged violations of the Student Sexual Misconduct and Harassment Policy and a detailed statement of the facts supporting the alleged violations. When a designated administrator receives a complaint of a violation, the administrator will provide information about options and resources available to the student(s) involved. The administrator will collect basic information from the reporting party and will refer the complaint to a designated University administrator for further investigation.

Where criminal behavior is involved, complaints may be filed with the law enforcement agency that has jurisdiction in the place where the crime took place. For offenses that occur on the University campus, that agency is Rowan Public Safety, 856-256-4911. Rowan Public Safety can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus.

For complaints in which an employee is involved, students have the right to file a complaint with the New Jersey Division of Civil Rights or the U.S. Equal Employment Opportunity Commission. A copy of the New Jersey Policy Prohibiting Discrimination in the Workplace and the corresponding Model Procedures is available in the Office of Equity and Diversity or at the website: www.rowan.edu/equity.

Retaliation

Any harassment or adverse employment or educational action taken against a person because of that person's participation in a complaint or investigation of discrimination or sexual misconduct is a violation of this policy, and will result in immediate action by the University to stop the retaliatory behavior, prevent further violations by the perpetrator(s), and remedy any adverse impact of the violation.

Confidentiality

When the University is made aware of a report or allegation of sexual misconduct or harassment, the University will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The University will balance the needs of the individuals involved (victim and accused) with its obligation to fully investigate allegations and to protect the safety and wellbeing of the community at large. In all cases, the University and its employees will respect the dignity and rights of all individuals involved.

When consulting campus resources, victims should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct and harassment. These include but are not limited to, Public Safety Police and Security Officers, managers and supervisors, coaches, club and organization advisors, faculty, Deans, and Residential Learning staff (RAs, RDs, and RLCs).

If you wish to speak to employees of the University confidentially, ask them about their ability to maintain confidentiality. Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the University.

Confidential Resources

Students who desire that details of an incident be kept confidential can receive confidential services through the Counseling & Psychological Services Center (856-256-4222). There are counselors available with specialized training to support victims of sexual violence. Counselors are available to help you free of charge, and can be seen on an emergency basis. The Student Health Center (856-256-4333) can also provide confidential consultation with victims and may offer treatment to prevent sexually transmitted infections or pregnancy. In circumstances where the health center is unable to offer these services, they will provide a referral to an appropriate medical resource. In addition, you may speak on and off campus with members of the clergy, who will also keep reports made to them confidential.

When speaking with these resources, your right to confidentiality is legally protected. However, there are limits to this protection in specific situations. If you disclose that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat or danger to the safety of another person (particularly children or the elderly), these resources may be required to report the incident to police.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, etc.- with addresses withheld), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters include: Student Life managers or supervisors, campus law enforcement, local police, coaches, athletic directors, Resident Assistants and Resident Directors, student activities staff, human resources staff, advisors to student organizations and any other staff members with significant responsibility for student and campus activities.

Federal Timely Warning Obligations

Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the community. The University 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 decisions related to their safety in light of the danger. The individuals required to report for timely warning purposes are exactly the same as detailed at the end of the previous paragraph.

Rights of Complainants and Accused Students

The right to request a Campus No Contact Directive against another student who has engaged in or threatens to engage in an act of sexual misconduct or harassment which presents a danger to the welfare of the complainant or others.

The right to request a No Contact directive against another student involved in a complaint.

The right to a reasonable investigation and appropriate resolution of all credible formal complaints.

The right to have a hearing.

The right to have a support person (Advisor) of their choosing accompany and assist them throughout the Student Disciplinary Process. The Advisor may not speak or take part directly in the hearing itself, though the student may request a recess to confer with their respective Advisor.

The right to consult with an attorney at their own expense outside the Student Disciplinary Process. An attorney may not speak or take part directly in the hearing itself but is permitted to serve as an Advisor.

The right to have the University compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.

The right to petition that any Administrative Hearing Officer / Sexual Misconduct & Harassment Hearing Board member be removed on the basis of bias.

The right to be present for all information given and evidence presented at a hearing.

The right to present relevant witnesses at a hearing, including expert witnesses.

The right to submit a written Impact Statement at the conclusion of the hearing and to have that statement considered by the Administrative Hearing Officer / Sexual Misconduct & Harassment Hearing Board in determining its sanction if it has been determined that the accused violated the Student Sexual Misconduct and Harassment Policy.

The right to receive written notice of the outcome and sanction(s) of the hearing.

The right to appeal the finding and sanction of the Administrative Hearing Officer / Sexual Misconduct & Harassment Hearing Board in accordance with the provisions of the Student Sexual Misconduct and Harassment Policy.

The right to be informed in advance of any public release of information regarding the formal complaint to the extent possible and as allowed by law.

The right to be free from retaliation.

Procedures

Voluntary Resolution Procedures

Some complaints of sexual misconduct can be resolved through voluntary problem resolution processes between parties. The Title IX Coordinator or appropriate administrator may arrange for/or facilitate mediation between the involved parties or coordinate other voluntary problem resolution.

The University reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.

Once a report of sexual misconduct has been made, voluntary resolution procedures will be initiated within seven calendar days. Details of the complaint will be given to the accused during the first investigatory interview.

Voluntary Resolution Procedures are optional and may be used when the University determines that it is appropriate. Voluntary procedures are never applied in cases involving violence or nonconsensual sexual intercourse or penetration.

An investigation into the report will be conducted by the Title IX Coordinator or appropriate administrator. For reports involving allegations against University employees, the Title IX Coordinator and Director of Human Resources may jointly conduct the investigation and resolve the issue according to employee policy.

Once the Voluntary Resolution Procedure is complete, written notification to both parties will be given by the Title IX Coordinator or appropriate administrator.

If either party is unsatisfied with the outcome of the voluntary resolution procedure, the formal resolution procedure may be pursued.

Formal Resolution Procedures

The formal resolution procedure will be followed when the University determines it is necessary.

The University reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.

Once a report of sexual misconduct has been made, an investigation into the report will be initiated by the Title IX Coordinator or appropriate administrator within seven calendar days. For reports involving allegations against University employees, the Title IX Coordinator and Director of Human Resources may jointly conduct the investigation and resolve the issue according to employee policy.

The investigation may include any of the following: interviews of the parties involved, including witnesses, review of written statements, and the gathering of other relevant information.

For reports in which the accused is a student, the complainant may initiate charges through the Student Disciplinary Process which is found in Section F of the Student Code of Conduct.

Once the accused has been notified of the formal written complaint, the complainant and the accused will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint. Details of the complaint will be given to the accused during the first investigatory interview. Findings will be based on a "Preponderance of the Evidence" standard which means whether "It is more likely than not" that a violation of the Sexual Misconduct and Harassment Policy occurred.

The Student Disciplinary Process will be confidential to the extent possible and as allowed by law.

For complaints that will be adjudicated by the Student Disciplinary Process, the appropriate adjudicator will be determined as follows:

- *Administrative Hearing Officer* - If the alleged violation is one for which the accused student could not be suspended or expelled from the University, the complaint will be heard by an Administrative Hearing Officer.

- *Sexual Misconduct & Harassment Hearing Board* - If the alleged violation is one for which the accused student could likely be suspended or expelled from the University, the complaint will be heard by the Sexual Misconduct & Harassment Hearing Board.

The accused and complainant will be informed in writing of the date and time of the hearing before the Sexual Misconduct & Harassment Hearing Board or appropriate Administrative Hearing Officer.

The accused and complainant will have the opportunity to make a request to the Associate Dean for Civic Involvement for witnesses to participate in the hearing on their behalf. Witnesses will be approved based on the relevance of the information that they are expected to provide.

The accused and complainant must notify the Associate Dean of any advisors and witnesses attending the hearing 5 business days prior to the hearing.

Any additional scheduling requests must be directed to the Associate Dean to be determined.

If a sexual misconduct or harassment case based on the same alleged incident(s) is also being heard by a civil or criminal court, the University retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (such as No Contact Directives, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension) to maintain the safety of the parties involved and the campus.

The University will attempt to schedule a hearing within 20 business days after the accused has received the formal complaint.

Modifications to Sexual Misconduct & Harassment Hearing Board procedures for sexual misconduct and harassment complaints

The Associate Dean for Civic Involvement (or designee) will assemble a Sexual Misconduct & Harassment Hearing Board of at least three trained staff members to hear sexual misconduct and harassment cases and will serve as the Chair. Each Sexual Misconduct & Harassment Hearing Board will be composed of representatives of both genders.

All hearings will be closed to the public.

Each Board member must indicate to the Associate Dean within 3 days prior to the hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to recuse themselves if their participation might compromise the integrity of the hearing process.

All hearings will be audio-recorded. A digital file will be made available to the complainant and/or accused student in the event a request for an appeal is filed.

Board members will be provided with access to written information and evidence at least 24 hours prior to the hearing.

The accused student and complainant may each be accompanied by an Advisor. The Advisors are present to support the accused student and complainant, and to provide advice on procedural matters. The Advisors do not have speaking privileges during the hearing. A hearing will not be cancelled or postponed in the event an Advisor does not attend. If the Advisor is not able to attend, the accused student or complainant should arrange for a substitute.

If the accused student or complainant fails to appear at the hearing, the matter will be resolved in their absence.

Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend.

Written statements of witnesses not in attendance due to extraordinary circumstances may be considered by the Sexual Misconduct & Harassment Hearing Board, if approved by the Chair.

In making its determination the Sexual Misconduct & Harassment Hearing Board will consider only the evidence admitted at the hearing and the admission of evidence will be within the discretion of the Chair.

At the start of the hearing, the Chair will ask the accused student if they have received the formal complaint, and if they understand the nature of the formal complaint.

The designated administrator will present the formal complaint along with the information obtained through the investigative process to the Sexual Misconduct & Harassment Hearing Board. Only the information and evidence related to the alleged violations set forth in the formal complaint will be considered.

The remainder of the hearing will customarily proceed in the following order:

- (1) Opening statement from complainant.
- (2) Opening statement from accused student.
- (3) Complainant and accused student questioning of witnesses (each witness will be questioned separately).
- (4) Board questioning of witnesses (each witness will be questioned separately then excused).
- (5) Board questioning of complainant and accused student.
- (6) Accused student's responding statement.
- (7) Complainant's responding statement.
- (8) Final questions from Board
- (9) Accused student's closing statement.
- (10) Complainant's closing statement.

The Sexual Misconduct & Harassment Hearing Board will deliberate in private and make an appropriate determination based on the information presented during the hearing.

The Sexual Misconduct & Harassment Hearing Board by a majority decision will determine whether or not the accused student violated the Sexual Misconduct and Harassment Policy as alleged in the formal complaint by finding either: "In violation" or "Not in violation" of the Sexual Misconduct and Harassment

Policy. The Sexual Misconduct & Harassment Hearing Board's determination will be based on a "Preponderance of the Evidence" standard which means whether "It is more likely than not" that a violation of the Sexual Misconduct and Harassment Policy occurred.

If a determination of "In violation", is rendered the Sexual Misconduct & Harassment Hearing Board will determine an appropriate sanction(s) consistent with those specified in the Rowan University Student Code of Conduct, Section G5. "Standard Sanctions for Sexual Misconduct and Harassment Violations"

The Sexual Misconduct & Harassment Hearing Board will have up to ten days to render a decision.

The Associate Dean will notify both the complainant and accused student in writing of the decision.

Both the complainant and the accused student may file a written appeal of the decision in accordance with established procedures (See Section VIII of the Student Sexual Misconduct and Harassment Policy)

Appeals

1. Upon receiving notification of the outcome of a case, the accused student, complainant, or the victim may file an appeal under the following circumstances:

- a. The specified procedural error(s) or error(s) in the interpretation of University regulations is so substantial as to effectively deny the participant a fair hearing.
- b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
- c. A belief that the sanction is inappropriate in light of the violation
- d. The facts of the case were insufficient to establish that a violation occurred.

If information is brought to the Vice President/Dean of Students that merits an appeal under any of the reasons stated above, the Vice President or his designee can also file an appeal request.

2. All appeals must be made within five (5) business days of the date on the letter informing the parties of the decision. Appeals must be submitted in writing to the Associate Dean for Civic Involvement and should explain in detail the basis of the request, including any supporting documentation.

3. Upon receipt of the written appeal, the Associate Dean for Civic Involvement will defer the imposition of the sanction(s) pending the decision on the appeal. Note: Interim Suspension as well as any other prior restrictions will remain in effect during the appeal process.

4. Cases adjudicated by the Sexual Misconduct & Harassment Hearing Board will be forwarded to the Sexual Misconduct & Harassment Appeals Board. All other cases will be forwarded to the Vice President for Student Life/Dean of Students or designee.

5. An appeal will be responded to within 15 days and a final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.

6. The Sexual Misconduct & Harassment Appeals Board:

- a. The Associate Dean for Civic Involvement convenes the Sexual Misconduct & Harassment Appeals Board. The Board is comprised of three members of the University's Administration (appointed by the Office of the President). Designees may be used in any of the positions. Each member must be in attendance for a quorum.
- b. The Sexual Misconduct & Harassment Appeals Board will review the written appeal and all documentation contained in the case file in a closed meeting. The decision to deny or uphold the appeal will be made by a simple majority vote. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the Sexual Misconduct & Harassment Hearing Board for re-opening of the hearing.
If an appeal is upheld based on disproportionate sanction or lack of sufficient information (reasons c or d above), the Sexual Misconduct & Harassment Appeals Board will render the appropriate determination and/or sanction.
- c. Normally, all Sexual Misconduct & Harassment Appeals Board decisions are final and will be forwarded to the Office of Community Standards and Commuter Services for immediate implementation. For cases involving an expulsion of a student, the accused student, complainant,

victim or the Vice President for Student Life/Dean of Students or designee (in Sexual Misconduct & Harassment Hearing Board cases) may request that the President of the University review the decision of the Sexual Misconduct & Harassment Appeals Board.

d. A request for review by the President must be made within two (2) business days of the date on the letter informing the parties of the Sexual Misconduct & Harassment Appeals Board decision. The request must be submitted in writing to the Office of Community Standards and Commuter Services and must include clear and convincing reasons to change the decision of the Sexual Misconduct & Harassment Appeals Board. The President may or may not elect to review a decision. The request for review will be responded to within 15 days by the Office of the President.

7. When it is not possible for the Sexual Misconduct & Harassment Appeals Board to meet within the established a time, an appeal from Sexual Misconduct & Harassment Hearing Board cases may be reviewed by the Vice President for Student Life/Dean of Students for final disposition.

8. The appeals process described will be the final step in the discipline process and constitutes final agency action.

Consequences

An Administrative Hearing Officer/ Sexual Misconduct & Harassment Hearing Board will determine the most appropriate sanction in each specific case, taking into consideration the severity of the conduct represented in the complaint as well as any mitigating circumstances. Neither the Administrative Hearing Officer, Sexual Misconduct & Harassment Hearing Board nor any appeals body or officer will deviate from the range of standard sanctions unless compelling justification exists to do so.

Standard Sanctions for Sexual Misconduct and Harassment Violations

Any violation involving the use, attempted use; or threat of use of a weapon or other dangerous, illegal, or hazardous, object; or, the use or attempted use of a drug or intoxicant to incapacitate a person.

University Expulsion, Notification of Parent/Guardian

Any form of non-consensual sexual intercourse or penetration

University Expulsion, University Suspension, Notification of Parent/Guardian

Non-consensual Sexual Contact without use of a weapon, drug or intoxicant; Sexual Exploitation or Sexual Harassment

Disciplinary probation, University Suspension, or Expulsion; Suspension of Campus Housing Privileges (if the student is not Suspended from the University and lives in Campus Housing), educational sanctions, Notification of Parent/Guardian

The University will take reasonable steps to remedy the discriminatory effects on the victim(s) and others. Examples of such remedies may include: No Contact Directives, change of on-campus student housing assignment, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, etc.

The University will take reasonable steps to prevent the recurrence of sexual misconduct in any form. If recurrence takes place, those responsible for such behavior may be subject to additional disciplinary action. The University prohibits retaliation against any individual who in good faith reports sexual misconduct or harassment or participates in any investigation of such complaints. Retaliation is a serious violation of this policy and, like the harassment itself, will be subject to disciplinary action.

Special Provisions

Alternative Testimony Options

For complainants, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, providing testimony from another room via video or other options that provide a safe space for participation while not depriving the accused student of their rights in the process. While alternative testimony options are intended to help make the complainant more comfortable, they are not intended to work to the disadvantage of the accused student.

Attempted Violations

In most circumstances, the University will treat attempts to commit any of the violations described in this policy as if those attempts had been completed, and students will be subject to disciplinary action accordingly.

False Reports

The University does not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Immunity from Disciplinary Action

The welfare of students in our community is of paramount importance. It is in the best interests of this community that as many victims as possible choose to report incidents involving sexual misconduct or harassment. The University encourages the reporting of sexual misconduct and harassment violations. The University also encourages students to offer help and assistance to others in need. This is true even when the student who has a complaint or a witness may have a concern that his or her own actions, including drug or alcohol use, may have violated university policies.

Under the Good Samaritan Practice, the University will not pursue disciplinary action for drug or alcohol violations, or most other violations of the Code of Student Conduct, against a victim or witness who comes forward in good faith to report sexual misconduct or harassment. While violations cannot always be completely overlooked, the university will provide educational options rather than punishment, in such cases. This limited immunity does not extend to the perpetrator(s) of the sexual misconduct or harassment, crimes of violence, or other serious criminal behavior.

Notification of Outcomes

The outcome of a campus disciplinary hearing is part of the education record of the accused student and is protected from release under FERPA. However the University observes the exceptions as follows:

Victims of incidents charged under the Sexual Misconduct and Harassment Policy have a right to be informed of the outcome and sanctions of the hearing, in writing. Victims are also permitted to submit an appeal.

Students who bring a complaint against faculty or staff under the Sexual Misconduct and Harassment Policy may be informed of the outcome and sanction.

The University may release publicly the name, nature of the offense and sanction for any student who is found in violation of a University policy that is a sex offense or crime of violence (refer to Student Code of Conduct, Sections A & K)

Parents or guardians of the accused student may be notified for cases involving sex offenses or crimes of violence (refer to Student Code of Conduct, Sections A & K)

Past Sexual History/Character

The past sexual history or sexual character of a student will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the

hearing by the Associate Dean. If, in the past, the accused student was found to have violated the Student Sexual Misconduct and Harassment Policy, the information related to that past violation may be considered in the hearing if:

- (a) The previous violation was substantially similar to the present complaint; and
- (b) The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

University as Complainant

As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate campus disciplinary proceedings without a formal complaint by the victim of sexual misconduct or harassment.

New Jersey Sexual Assault Victim's Bill of Rights

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights: to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy; to have any allegations of sexual assault treated seriously; the right to be treated with dignity; to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any pressure from campus personnel to: report crimes if the victim does not wish to do so, report crimes as lesser offenses than the victim perceives the crime to be, refrain from reporting crimes, refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus: to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities; to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling; to be informed of and assisted in exercising: any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights: to be afforded the same access to legal assistance as the accused; to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights: to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; to receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights: to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants; to be notified of the options for and provide assistance in changing academic and living situations if such changes are reasonably available.

Social Networking

PURPOSE: This policy is designed to guide students in terms of what is the appropriate use of social networking in medical school and as a medical professional.

POLICY: Social Network Policy

SCOPE: Candidates for the Doctor of Medicine degree

DEFINITIONS: Social Network: A social network service is an online service, platform, or site that focuses on building and reflecting on social networks or social relations among people who share interests and/or activities. In a broader sense, a social network service usually means an individual-centered service whereas online community services are group-centered. Social networking sites include Facebook and Twitter, among others.

NOTE: Assume that anything posted online can be viewable immediately and indefinitely by everyone.

PROCEDURE: All students must observe the following rules when accessing social network sites:

- Access of these sites is not permitted during class time
- Per HIPAA regulations, you must maintain patient privacy. For example, do not discuss a particular patient's health information or details of their experience here – even casual references, such as the fact that you were their medical student, is a *Health Insurance Portability and Accountability Act* (HIPAA) violation since it acknowledges that the individual was or is hospitalized. These rules apply even if the patient was specially profiled on (or if the patient directly posted a comment on) a social network site.
- Wherever your connection to CMSRU is apparent, write in first person to make it clear that you are speaking for yourself and not on behalf of the medical school.
- If you have a personal blog or social networking profile, add language that you are not speaking for CMSRU.
- Use a personal e-mail address (not your CMSRU address) as your primary means of registering for entry into social media platforms.

The following actions are strictly forbidden:

- In your professional role as a care-giver, you may not present the personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of

evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.

- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for CMSRU.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.
- You may not utilize websites and/or applications in a manner that interferes with your official work commitments. That is, do not tie up a hospital or clinic computer with personal business when others need access to the computer for patient-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.
- Do not display vulgar language or potentially offensive language.
- Do not display language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Do not present personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not post potentially inflammatory or unflattering material on another individual's website, e.g. on the "wall" of that individual's Facebook site.
- Do not post any pictures or activities related to CMSRU.

Safety Tips for Using Social Networking Sites

- Did I set my privacy setting to help control who can look at my profile, my information and photos? You may be able to limit access somewhat, but not completely, and you have no control over what someone else may share.
- How much information do I want people who I don't know to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions (such as my CD collection) how might they use it? With whom will they share it? Not everyone will respect my person or physical space. Always be mindful of sharing your personal information- it only takes a little bit of information to steal someone's identity.
- Would I post this material on a roadside billboard or to the exterior of the door to my residence? Posting something on the internet is akin to posting the same information in these locations.
- Is the image I'm projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to potential faculty members/advisors, future graduate school/internship interviewers, potential employers, neighbors, family, parents? Which doors am I opening? Which am I closing?
- What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult and posted material remains accessible on the internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines. It is also possible that someone else copied the item and posted it elsewhere online; in the absence of a legal argument (e.g., copyright), that person is not obligated to remove the item.
- Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to a libel or copyright lawsuit? Am I violating network use policy? Could I be subject to a judiciary hearing or a lawsuit?

Note: The associate dean for student affairs and admissions or the associate dean for academic affairs can place a student on immediate leave for an issue related to professional behavior. A breach of this policy will be considered such an issue. Such a breach will be reviewed by the Hearing Body for Student Rights.

Student Attendance

POLICY: Attendance Policy

PURPOSE: An excellent and comprehensive medical education requires in-person, active engagement among students and faculty. It is important to provide unambiguous expectations for active student participation in the educational program in a manner that is respectful of and adaptable to unexpected events, and allows students to plan their schedules responsibly.

SCOPE: This policy applies to students at CMSRU in all four years.

DEFINITIONS: “Attendance” is defined as presence during the entire scheduled activity

PROCEDURE:

Responsibilities of the student:

Students are expected to be present at every class, small group function and clinical activity. Students are responsible for knowing the instructor’s syllabus. Students are expected to be prepared, and to be on time.

The student must inform their instructor with official or written documentation before the fact in cases of religious observances, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather (see policy). Students should consult with their instructor regarding acceptable documentation.

Responsibilities of the Faculty:

Attendance requirements must be part of the syllabus provided to students. Faculty must make reasonable accommodation to provide students with absences for the above reasons the opportunity to make up their work, tests, or other assignments at the earliest possible convenient time.

Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above. However, faculty are encouraged to consider accommodations for rare and compelling circumstances.

If a student develops a pattern of excessive and/or unexplained absences, the faculty should advise the student to request assistance from the associate dean for student affairs and admissions.

Phase I

The lecture, laboratory and small group sessions associated with each of the courses in Year 1 and Year 2 are valuable components of the medical school learning experience. Students must attend all sessions. All clinic and small group sessions are required unless designated otherwise by course directors. Students should contact their instructor regarding any requests for being excused from a scheduled session.

Phase II

Students are expected to participate in all clerkship activities. Students must obtain prior approval from the clerkship director for all absences from clerkship activities, and directors will report absences to the associate dean for student affairs and admissions where the absences will be recorded.

Student Health Providers

PURPOSE: This policy mandates a mechanism whereby anyone who provides medical or psychological care to a student of CMSRU will not be in a position to evaluate or grade that student.

POLICY: Student Health Provider Policy

SCOPE: Candidates for the Doctor of Medicine degree

DEFINITIONS: Student Health Provider: Anyone in the healthcare field who interfaces with a CMSRU student in the role of care giver, including those who provide psychological counseling.

PROCEDURE: The following rules must be followed at all times by all who provide health care to CMSRU students.

- A provider of health services to a CMSRU student will not be permitted to grade or evaluate that student.
- All psychological care and counseling of CMSRU students will be delivered at a site removed from the medical school campus and the providers have no role in the grading and evaluation of student performance, promotion or graduation.
- An Advisory College Director cannot be a health care provider to a student in their College.
- A Mentor cannot be a health care provider to the student they are mentoring.
- Should a faculty member serve on the Academic Standing Committee or the Hearing Body for Student Rights, and a student they have provided care for at any time during that student's matriculation to CMSRU comes before that group, they must recuse themselves from the meeting.
- Those who care for students in the Student Health Center may lecture in a large group setting at CMSRU, but cannot academically evaluate any student. They cannot be a small group facilitator, Mentor or Advisory College Director.
- A physician who encounters a student of CMSRU in the Emergency Room as a patient will attempt to avoid being in a capacity to evaluate that student when they are present as a student in that department for a clinical rotation. If this is unavoidable, they will make the potential conflict clear to the clerkship director and delegate any evaluations to the clerkship director.
- A physician who encounters a student of CMSRU in an outpatient setting as a patient will attempt to avoid being in a capacity to evaluate that student when they are present as a student in that course or clerkship. If this is unavoidable, they will make the potential conflict clear to the clerkship director and delegate any evaluations to the clerkship director.

- A physician who encounters a student of CMSRU in an inpatient setting as a patient will attempt to avoid being in a capacity to evaluate that student when they are present as a student in that course or clerkship. If this is unavoidable, they will make the potential conflict clear to the clerkship director and delegate any evaluations to the clerkship director.
- Inpatient psychiatric care for CMSRU students will be delivered at a facility removed from the CMSRU campus and the providers will not be faculty of CMSRU.
- Reports of care regarding CMSRU students via the Rowan Counseling Center or the Student Health Center will be provided to the Office of Student Affairs in aggregate by numbers and events, and not with student names.
- Required reporting to the Office of Student Affairs in cases of immunizations and exposure related event will be provided within the mandates of HIPAA.

Student Mistreatment

PURPOSE: To establish procedural guidelines for CMSRU faculty and students in the event of alleged mistreatment in the course of the teacher-learner relationship.

POLICY: CMSRU is committed to promoting student success in an atmosphere dependent upon mutual respect, collegiality, fairness and trust within its respective community. CMSRU student mistreatment, abuse, or harassment will not be tolerated. If a student alleges mistreatment or becomes aware of an incident of mistreatment by a member of the CMSRU community, they are encouraged to follow this policy.

SCOPE: This policy applies to all CMSRU medical students and those who serve as teacher and/or mentor to them in all years and areas of the educational experience.

DEFINITIONS: Inappropriate behavior or situations the student deems unacceptable include:

- Unwelcome physical contact, including any physical mistreatment or assaults such as hitting, slapping, kicking, or threats of the same nature;
- Verbal abuse (attack in words, to speak insultingly, harshly, and unjustly);
- Inappropriate or unprofessional criticism to belittle, embarrass, or humiliate a student;
- Requiring a student to perform menial tasks intended to humiliate, control, or intimidate the student;
- Unreasonable requests for a student to perform personal services;
- Grading or assigning tasks used to punish a student rather than to evaluate or improve performance;
- Sexual assault (refer to Sexual Assault Policy);
- Sexual harassment (refer to Sexual Harassment Policy);
- Discrimination based on race, religion, ethnicity, sex, age, sexual orientation, and physical disabilities or any other protected class.

PROCEDURE: Allegations of student mistreatment should be reported to the associate dean for student affairs and admissions or the CMSRU ombudsperson at any time. The associate dean for student affairs and admissions or the CMSRU ombudsman may discuss the allegation with the consent of the accuser, among all involved parties in an attempt to reach a resolution. The mediation of the matter may involve

contacting the chairperson of the relevant department, administrator, course director, clerkship director or residency/fellowship program director. If the allegation is in the form of a letter, the individual receiving the complaint will provide e-mail or written confirmation of receipt of the complaint and provide a copy of the complaint procedure.

Student Complaint Procedure

A. Departmental Level

1. The student and faculty/professional staff member will meet to attempt resolution of the complaint.
2. If the matter is not resolved, the student and the faculty/professional staff member will then meet with the departmental chairperson/supervisor, who will act as a facilitator, to determine if resolution is possible.
3. If the faculty/professional staff member is not accessible for any reason (e.g., prolonged illness, on leave, refuses to meet with student), or if the student fears reprisal, the student may initiate the process by first meeting with the departmental chairperson/supervisor.
4. In any case, if the matter is not resolved, the student must notify (in writing) the faculty/professional staff member or departmental chairperson/supervisor within twenty (20) calendar days from the date the student knew or should reasonably have known about the matter.
5. If the above named people are not available or cannot be contacted, the student must submit in writing his/her intention to pursue the process at the departmental level. The written statement must be sent to the departmental chairperson/supervisor within the same twenty (20) days noted above.
6. If the student wishes to pursue the matter immediately, the departmental chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within ten (10) working days after being contacted by the student and it must be held within fifteen (15) days of such contact. The student and faculty/professional staff member will be informed in writing by the departmental chairperson/supervisor of the outcome of the meeting.
7. If the student wishes to delay pursuing the matter until the course/clerkship is over, the departmental chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within twenty (20) working days of the conclusion of the course. The student and faculty/professional staff member will be informed in writing by the departmental chairperson/supervisor of the outcome of the meeting.
8. If the grievance is against the departmental chairperson/supervisor, the student may begin the complaint process at the medical school level.

B. Medical School Level

If the issue is not resolved at the departmental level, within fifteen (15) working days of the departmental level meeting, the student will schedule a meeting with the associate dean for student affairs and admissions and will provide, in writing, the rationale for the complaint.

The associate dean for student affairs and admissions will convene a meeting to attempt to effect reconciliation between the two parties within fifteen (15) calendar days of receiving the student's written rationale for the grievance. Pertinent documentation provided by the faculty/professional staff member and/or the student shall form the basis of discussion at this stage. The faculty/professional staff member and the student may be assisted in the meeting by advisors. The advisors must be from within the medical school community and cannot speak for the faculty/professional staff member or the student. The advisors can only advise the parties they represent.

The associate dean for student affairs and admissions will render a written decision within fifteen (15) working days of the medical school level meeting.

Notes:

1. This process does not apply to the students' personal preferences regarding the faculty/professional staff members' physical appearance, personal values, sexual orientation, or the right to academic freedom or the freedom of expression.
2. In all grievance matters, to the extent possible, the student will be responsible for documentation of his/her allegations.
3. To ensure the protection of the parties' privacy, the process and all documentation will be completely confidential.
4. The faculty/professional staff member being complained about is expected to attend all meetings set up to resolve the complaint.
5. All students, faculty, professional staff, department chairs, supervisors, and deans are expected to follow the steps in this policy.
6. If a departmental chair/supervisor, dean/division head, the provost, or the president of the university receives a letter of complaint about a faculty or professional staff member from a student, he/she will forward the letter to the individual being complained about and inform the student that the complaint process must begin with an attempt to resolve the problem with the faculty/professional staff member, and that the above complaint procedure must be followed.

Note: Please refer to the **Student Sexual Misconduct and Harassment Policy**

Teacher-Learner Interaction

PURPOSE: To establish guidelines for interactions between medical students and CMSRU faculty and instructors.

POLICY: CMSRU acknowledges that the profession of medicine is a moral enterprise in which practicing physicians engender the development of virtues, integrity, sense of duty, and ethical framework in medical students. CMSRU faculty, residents, fellows, teaching staff and students will abide by the following compact which serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

SCOPE: Candidates for the Doctor of Medicine Degree and all those who act in the role of teacher for these students at CMSRU.

DEFINITIONS: Teacher - any individual serving in a capacity as teacher or mentor that a student will interact with in a classroom, small group or clinical setting over all four years.

GUIDING PRINCIPLES: (AAMC's *Compact Between Teachers and Learners of Medicine*)

DUTY - Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.

INTEGRITY - The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT - Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

COMMITMENTS OF FACULTY

- “We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' and residents' well being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence. We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.”

COMMITMENTS OF STUDENTS AND RESIDENTS

- “We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.”

Technical Standards

PURPOSE: Graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates for the Medical Degree must have observation, communication, motor, conceptual, integrative, quantitative, behavioral and social abilities and skills which are essential to complete the educational program.

POLICY: Qualified and accepted applicants to Cooper Medical School of Rowan University must be able to complete all requirements inherent in and leading to the Doctor of Medicine degree. CMSRU will not discriminate against individuals with disabilities, and shall provide reasonable accommodation and support to qualified disabled individuals. Technological compensation can be made for some handicaps in certain areas but a candidate must be able to perform in a reasonably independent manner. CMSRU will attempt to maximize the opportunity for success of every applicant and student while maintaining the integrity of the educational program and the ability of the program to accommodate the individual's particular disability and/or handicap. CMSRU will provide an equal opportunity for an individual with a disability to participate in the application process and be considered for enrollment. Decisions to offer acceptance to the medical school will include the ability of the applicant to meet all of the technical standards for the MD degree.

SCOPE: This policy applies to all applicants and medical students at CMSRU.

DEFINITIONS:

Discrimination includes: adversely limiting, segregating, or classifying an applicant or student because of a disability; utilizing standards, criteria, or methods of administration that result in discrimination on the basis of disability; denying equal educational benefits or opportunities because the applicant or student has a relationship or association with an individual with a known disability; the employer not making reasonable accommodations.

PROCEDURE:

CMSRU is committed to making reasonable accommodations for its students with disabilities who are capable of completing all requirements and fulfilling all responsibilities leading to the Medical Degree. CMSRU will comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and will adhere to AAMC Technical Standards. All students that are invited for an interview will be sent a copy of the technical standards for the admission of applicants.

Upon receipt of an offer of acceptance, each successful applicant will be required to file an affidavit with the CMSRU that attests to meeting these standards or successfully meeting them with reasonable accommodations.

A. Technical Standards

1. Summary

The Association of American Medical College's Advisory Panel on Technical Standards notes candidates for the MD degree must have the functional use of the senses of vision and hearing. Candidates' diagnostic skills will be lessened without the functional use of the senses of equilibrium and smell. Candidates must have sufficient exteroceptive sense (touch, pain and temperature), and sufficient motor functions to permit them to carry out the activities described in the sections that follow. They must be able to integrate consistently, quickly and accurately all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze and synthesize data.

A candidate for the MD degree must have abilities and skills including: observation; communication; motor; intellectual-conceptual, integrative and quantitative; and behavioral and social. Technological compensation can be made for some handicaps in certain of these areas but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's powers of selection and observation, and is not acceptable.

2. Required Abilities and Skills

a. Observation: The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of micro-organisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision. It is enhanced by the functional use of the sense of smell.

b. Communication: A candidate should be able to speak, to hear and to observe patients in order to elicit both verbal and non-verbal information, and must be able to communicate effectively and sensitively with and about patients. Communication therefore includes speech, reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with the patient, the patient's family, and all members of the health care team.

c. Motor: Candidates should have sufficient motor function to carry out basic laboratory techniques and to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Candidates must be able to perform anatomical dissections. They must have sufficient motor ability to use a microscope. A candidate should have the motor skills which will allow him/her to do basic laboratory tests (urinalysis, gram stain, preparation of a blood smear, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), perform and read EKGs and read x-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple, general gynecologic procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

d. Intellectual-Conceptual, Integrative and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem-solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

e. Behavioral and Social Attributes: A candidate must possess the physical and emotional health required for full utilization of his/her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive and effective relationships with patients. Candidates must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, ability to work within a team, interest, and motivation are all personal qualities that are assessed during the admission and education process.

B. Accommodation Requests

Any applicant or student who believes that he/she has a disability or handicap which requires a reasonable accommodation with respect to his/her duties and responsibilities should make a request for an accommodation with the Office of Student Affairs by completing a Verification of Medical

Documentation for Disability Services form. Requests for accommodations from accepted students will be considered by the Student Needs Committee, in accordance with the Americans with Disabilities Act, prior to the applicant's matriculation into the class, or as a visiting student enrolling in an elective at CMSRU. Applicants or admitted students may be required to submit to a medical examination regarding the request and/or fitness for duty. An individual must at all times be able to perform the essential functions. A request for an accommodation must not, in the opinion of the Office of Student Affairs and/or Clerkship or Course Director, fundamentally alter the academic program involved.

Additionally, should the student have or acquire an infectious disease or other condition that could put patients or the public at risk through exposure to the student's blood or other bodily fluids (e.g. hepatitis, syphilis, tuberculosis, HIV), he or she should notify the Office of Student Affairs immediately.

REFERENCES:

Recommendations of the AAMC Special Advisory Panel on Technical Standards for Medical School Admission (Memorandum #79-4), approved by the AAMC Executive Council on January 18, 1979

Americans with Disabilities Act of 1990 [ADA], including changes made by the ADA Amendments Act of 2008 (P.L. 110-325)

Section 504 of the Rehabilitative Act of 1973 (PL 93-112)

Attestation

I have read, understand, and agree to comply with the policies in the Compendium of Student Policies for Faculty.

Name: _____

Signature: _____

Date: _____

Please complete and return to Deanne Conners at conners@rowan.edu.