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**ROSS COLLEGE, HOPKINSVILLE**  
**ROSS COLLEGE, NORTH CANTON**  
**ROSS COLLEGE, QUAD CITIES**

**STUDENT GUIDELINES**  
**2019-2020**

Students will also receive program specific guidelines for the following programs:  
**Nursing, Veterinary Technology, and Occupational Therapy Assistant Programs**

Please call the campus for its hours of operation.  
You may also call 1-800-833-ROSS or visit our website at [www.rosseducation.edu](http://www.rosseducation.edu).

Auxiliary aids and services may be available upon request to individuals with disabilities.  
Dial TTY Number 7-1-1  
For more information about our graduation rates, the median debt of students who completed the program and other important information, visit our website at <http://rosseducation.edu/consumer-info>

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## **PURPOSE OF STUDENT GUIDELINES**

You are enrolled in school to have the opportunity to develop skills and knowledge that can help you pursue an entry-level position in your chosen field of study. A cooperative attitude while attending school will provide Ross the opportunity to better serve you in those educational pursuits; consequently, the enclosed student guidelines are provided to assist you in getting the most out of your educational experience at Ross!

# ACADEMICS

## ATTENDANCE

Ross College maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class. Students are expected to attend all scheduled activities that are part of the class, including those activities scheduled during the class time and those scheduled outside of class time. An individual course or program may have specific requirements (which in some cases may be more stringent than the general attendance requirements) as to the effect of attendance on grades, class meetings, course assignments, off-campus activities, externships, clinical and practicum activities, and other program requirements.

### ***Attendance Requirements - All Diploma Programs except Practical Nursing***

Students not meeting the 85% attendance requirement will be given either a Module Attendance Alert or an Attendance Warning, depending on the number of modules attended. Official Attendance Monitoring Period will be every other module for all diploma programs. "Alerts" are issued at the non-official attendance tracking periods and Warnings issued at the official attendance monitoring period. If the 85% attendance is not met at the end of a warning period, the student is subjected to dismissal from school.

### ***Attendance Requirements - Practical Nursing and Degree Programs***

Students who fail to attend a scheduled on-campus class session will not receive attendance credit for that session. When required to sign in for attendance, each student must sign in personally. Meeting with an instructor outside of class does not count as attending a class. A student who is not in attendance during the first week of a course will be administratively withdrawn from the course and may be administratively withdrawn from the College. A student who is consecutively absent for more than 25% of the scheduled class sessions of a course will be administratively withdrawn from the course and may be administratively withdrawn from the College. A course starts on Monday (or the first scheduled meeting date if Monday is a holiday) and ends on the last scheduled class session of the fourth week. Students may not receive attendance credit for activities completed before a course begins or after a course ends. **(Examples: A.** if a student is scheduled for 12 class meetings, the student would be withdrawn on the 4th consecutive day of absenteeism. **B.** if a student is scheduled for 8 class meetings days, the student would be withdrawn on the 3rd consecutive day of absenteeism. **C.** if a student is scheduled for 20 class meetings, the student would be withdrawn on the 6th consecutive day of absenteeism.)

The ability to make-up work missed due to absence is at the sole discretion of the instructor, and making up work does not count as attendance in the class missed. It is likewise solely the student's responsibility to maintain contact with the instructor to request the opportunity to engage in make-up work. Students are advised that withdrawals from courses will affect their course completion rate (see Ross College Undergraduate Satisfactory Academic Progress Policy" in the school catalog).

A Nursing student who is unable to meet the Attendance Requirements may be eligible to apply in advance for Active Non-Attending status. Please see the Campus Director at the North Canton Campus.

### **Attendance Make-Up Policy – *Diploma Programs***

Ross College students will be required to maintain a minimum of 85% attendance during classroom training, with makeup time allowance only granted by an approved attendance appeal.

### **Attendance Appeal Policy**

A student that violates the attendance policy due to extenuating circumstances may appeal the determination that they are in violation of the Attendance Policy to avoid termination from school. The student must submit a written appeal to the Campus Director within three (3) calendar days of the end of the Official Attendance Monitoring Period. Student must also complete the Attendance Policy Appeal form and provide supporting documentation to substantiate the special circumstances for the appeal.

### **Attendance Probation**

Students who are notified of an approved Attendance Policy Appeal will be placed on Attendance Probation for the subsequent Official Attendance Monitoring Period. Diploma students may be required to make-up classroom hours in order to meet the 85% attendance requirement by the end of the probationary period. Students who do not meet the Attendance Policy requirements upon the end of the subsequent Attendance Monitoring period will be terminated from school. No additional appeal will be taken.

### **Attendance Termination Policy**

Regardless of notification, if a student is not in attendance for seven consecutive classroom training days from the last date of attendance, the student will automatically be terminated. A student's last day of attendance (LDA) is defined as the last day a student participated in lecture and/or clinical lab on-campus or externship. Students who notify the school prior to the seven days having elapsed will be withdrawn on the date of notification. The Campus Director has the discretion to waive the termination based upon extenuating circumstances. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to the school.

### **Student Withdrawals**

In the event that a student withdraws or is terminated from the program before the program

completion date, the refund policy will be applied to the total tuition and fees assessed. If it is determined that a tuition and fees obligation remains to be paid, payments are expected to continue according to the enrollment agreement until the remaining balance is paid in full/

### **Official Student Withdraws**

A student maintains the right to withdraw from a program any time after the cancellation period. The student must take the following steps to official withdrawal from school:

- Notify the Campus Director/Associate Director or school official in person or writing of the intent to withdrawal from school
  - Complete the Student Official Withdrawal form
  - If a student is receiving Financial Aid, he/she is advised to meet with the Financial Aid Student Services Representative on campus
- In the event the student fails to complete the Student Official Withdrawal form they will be considered an unofficial withdrawal.

### **Unofficial Withdrawal**

Regardless of notification, if a student is not in attendance for seven consecutive classroom training days (7 calendar days for WV and on-ground AAS programs) from the last date of attendance, the student will automatically be terminated.

Students who notify the school prior to seven days having elapsed will be withdrawn on the date of notification. In the event that a student withdraws or is terminated from the program before the program completion date, the refund policy will be applied to the total tuition and fees assessed. If it is determined that a tuition and fees obligation remains to be paid, payments are expected to continue according to the enrollment agreement until the remaining balance is paid in full.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

All students must maintain Satisfactory Academic Progress (SAP). In order to maintain Satisfactory Academic Progress, a student must meet minimum standards of cumulative grade point average (qualitative measurement) and cumulative rate of completion (quantitative measurement). Cumulative Rate of Completion is defined as credit hours earned versus credit hours attempted.

### **Course Repetition and Incompletes**

If a course must be repeated, all attempts will count as credits attempted in the credit completion percentage. All grades earned will be included in the calculation of the GPA. A student who receives an incomplete grade in any course will have 14 calendar days to complete the requirements of the course(s) with a passing grade. The student will receive a failing grade in the course if all course requirements are not satisfactorily completed by the end of the two-week period. The single course attempt will count as credits attempted in the credit

completion percentage calculation. The final grade, including a failing grade, will be included in the calculation of the CGPA.

### **Evaluation Points**

The school determines whether students are meeting the minimum Satisfactory Academic Progress requirements at evaluation points described below. The student receives academic, attendance and/or financial aid advising from the school, as the school deems necessary in its discretion. The student's Cumulative Grade Point Average (CGPA) and Cumulative Rate of Progression (CROP) will be evaluated after each payment period for Non-Term Programs during the program (at midpoint of the program/academic year). Evaluation periods for Term Programs (Nursing and Occupational Therapy Assistant), student will be after the end of each quarter. Please refer to the "Start Date" section of the catalog to determine when your program/academic year midpoint date will occur as based on your program start date.

### **Grading System**

The grading scale is based on a 4.0 system. Students are expected to maintain satisfactory progress in each course. All tests and assignments are graded against a 100% scale which is assigned a letter grade and a grade point average according to the charts below:

#### **Medical Assistant, Medical Insurance Billing Office Administration, Dental Assistant, Veterinary Assistant and Business Management Programs**

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Grade Point</b>
90 - 100	A	4.0
85 - 89.99	B+	3.5
80 - 84.99	B	3.0
75 - 79.99	C+	2.5
70 - 74.99	C	2.0
65 - 69.99	D+	1.5
60 - 64.99	D	1.0
Below 60	F	0
Withdraw	W	0
Incomplete	I	0

In order to receive credit for any course, the student must earn a minimum of a D/1.0 and successfully complete all required proficiencies.



## Nursing, Occupational Therapy Assistant and Veterinary Technology Programs

Percentage Breakdown	Letter Grade	Quality Points per Credit Hour
95 - 100	A	4.0
90 - 94.99	A-	3.7
87 - 89.99	B+	3.3
83 - 86.99	B	3.0
80 - 82.99	B-	2.7
76 - 79.99	C+	2.3
70 - 75.99	C	2.0
65 - 69.99	D+	1.7
60 - 64.99	D	1.0
Below 60	F	0
Withdrawal	W	Not computed
Incomplete	I	Computed as F in GPA
Progress (for OTA Level II Fieldwork only)	P	Not computed
No Progress (for OTA Level II Fieldwork only)	NP	Not computed
In Progress (for all ATO Level Fieldwork Course Only)	IP	Not computed

### Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations at evaluation periods and upon graduation.

4.0

High Academic Honors

3.5-3.99

Academic Honors

### Maximum Time Frame

A student who enrolls in a program must complete the program no more than one-and-one-half times the normal published length of the program. That is, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. If the student cannot complete the program during the maximum time period, the student will be terminated from school and will be no longer eligible for Title IV funds.

### Minimum SAP Academic Achievement and Completion Requirements

At the progress report evaluations, a student must meet the following minimum cumulative

grade point average (CGPA) and cumulative completion rate by program (CROP).

**Non-Term Diploma Programs**

- *Medical Assistant, Medical Insurance Billing Office Administration, Dental Assistant, Veterinary Assistant*

<b>Progress Report Evaluation</b>	<b>Cumulative Grade Point Average (CGPA)</b>	<b>Cumulative Rate of Progression (CROP)</b>
End of Scheduled Payment Period #1 (Midpoint Date)	2.0	75%
End of Program	2.0	75%

**Non-Term Degree Programs**

- *Business Management, Veterinary Technology*

<b>Progress Report Evaluation</b>	<b>Cumulative Grade Point Average (CGPA)</b>	<b>Cumulative Rate of Progression (CROP)</b>
End of Scheduled Payment Period #1 (Midpoint Date)	2.0	75%
End of Scheduled Payment Period #2 (Academic Year #1 End Date)	2.0	75%
End of Scheduled Payment Period #3 (Academic Year #2 Midpoint)	2.0	75%
End of Scheduled Payment Period #4 (Academic Year #2 End Date)	2.0	75%
End of Scheduled Payment Period #5 (VTA only Academic Year #3 Midpoint)	2.0	75%
End of Scheduled Payment Period #6 (VTA only Academic Year #3 End Date)	2.0	75%

**Non-Term Diploma Programs**

- *Practical Nursing*

<b>Progress Report Evaluation</b>	<b>Cumulative Grade Point Average (CGPA)</b>	<b>Cumulative Rate of Progression (CROP)</b>	<b>Required Action</b>
End of Scheduled Payment Period #1 (Midpoint Date)	1.5	33.3%	Academic/Financial Aid Warning
End of Scheduled Payment Period #2 (Academic Year #1 End Date)	1.75	66.6%	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
End of Scheduled Payment Period #3 (Academic Year #2 Midpoint) & Every Quarter Thereafter	2.0	66.6%	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
At Any Time		Anytime in excess of 150% MTF	Academic/Financial Aid Dismissal
Nursing Concentration Courses	At Any Time	2x Unsuccessful Attempts in a Single Nursing Concentration Course or a Total of 3 Unsuccessful Attempt in any Combination of 3 Nursing Concentration Courses	Academic/Financial Aid Dismissal

**Term Degree Programs**

- *Nursing, Occupational Therapy Assistant*

<b>Progress Report Evaluation</b>	<b>Cumulative Grade Point Average (CGPA)</b>	<b>Cumulative Rate of Progression (CROP)</b>	<b>Required Action</b>
End of First Academic Year	1.25 OTA 2.0 Nursing	50.00% OTA 66.6% Nursing	Academic/Financial Aid Dismissal
End of Second Academic Year	2.0 OTA 2.5 Nursing	66.6% OTA 66.6% Nursing	Academic/Financial Aid Dismissal
End of Seventh Quarter and Thereafter	2.0 OTA 2.5 Nursing	66.6% OTA 66.6% Nursing	Academic/Financial Aid Warning (if 1st time)  Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
At Any Time	At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal
Nursing Concentration Courses	At Any Time	2x Unsuccessful Attempts in a Single Nursing Concentration Course or a Total of 3 Unsuccessful Attempts in any Combination of 3 Nursing Concentration Course	Academic/Financial Aid Dismissal

**Progress Reports**

Students will receive regular evaluations of their progress which will occur officially at the end of each scheduled payment period. A summary of the grades and pace for each phase of the program, as well as cumulatively, is given to each student. The appropriate instructor, Assistant Campus Director of Education, Campus Director will be available to discuss any concerns.

**Satisfactory Academic Progress (SAP) Warning**

If the minimum standards for CGPA or CROP are not met at the end of a scheduled evaluation points, a student may be placed on Financial Aid Warning. The Financial Aid Warning period will be one evaluation point period. Title IV funds may be disbursed during the Financial Aid Warning period. If a student is substantially below the CGPA or CROP standards on any progress report, the student may be dismissed without a Financial Aid Warning period. This may be done if, in the opinion of the Campus Director/Assistant campus Director of Education, the student cannot meet the minimum standards for Satisfactory Academic Progress during the Financial Aid Warning payment period. A student will be terminated at

the end of the Financial Aid Warning period if the minimum standards of Satisfactory Academic Progress are not met. In addition, students may be terminated after a single module/term within the Financial Aid Warning period if it is determined the student will be unable to meet the conditions of the warning. Students who satisfy the conditions of Satisfactory Academic Progress at the end of the Financial Aid Warning period will be considered to be meeting Satisfactory Academic Progress standards.

### **SAP Appeals (Degree Programs Only)**

Students who wish to appeal the determination that they are in violation of the SAP Policy must submit an appeal to the Campus Director. Appeals will be considered when extraordinary circumstances such as health, family, financial, transportation, childcare or other personal issues exist. The student's appeal must include why the student failed to meet SAP standards and what has changed. The letter must be postmarked within three calendar days of the end of the SAP evaluation point. The letter should describe any circumstances that the student feels deserve further consideration. An appeal decision will be made and the student notified accordingly.

### **SAP Probation (Degree Programs Only)**

Students who are notified of an approved appeal will be placed on Satisfactory Academic Progress (SAP) Probation for SAP evaluation period. While on SAP Probation, the student is eligible to receive financial aid. Students who do not meet SAP requirements or the requirements of an Academic Plan upon the end of the SAP Probation period will be terminated. No additional appeal may be taken.

### **Withdrawals**

Non-punitive grades for courses awarded by the school include: "W". Non-punitive grades are not included in the computation of a student's overall CGPA. The credit hours associated with any courses for which non-punitive grades are received by a student are included in the student's Maximum Time Frame and credit completion percentage as credits attempted.

## **GRADUATION**

### **Graduation Requirements**

To be eligible to graduate with a credential from Ross College the candidate for graduation must:

- Have successfully completed all courses required for the credential sought.
- Have earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program).
- Have a cumulative grade point average of at least 2.00. NOTE: In the case of nursing students seeking an associate degree credential, the cumulative grade point average is at least a 2.5.
- Degree students must have satisfied the College's residency requirement.

In addition, the student must satisfy his/her financial obligations to Ross College in order to receive his/her transcript. It is the student's responsibility to maintain their credentialing documents, such as diploma.

**Graduation Celebration**

Ross College holds an annual graduation celebration the last Friday in April. All students who graduated between April 1 and March 31 for the year are invited to attend. Details will come directly from the campus.

## GENERAL ADMINISTRATIVE INFORMATION

### BREAK TIME

Students may be allowed to eat and drink in designated areas during scheduled breaks only (depending upon the Ross facility they are attending). All Ross campuses are located in non-smoking facilities.

### CONDUCT

Students should maintain a professional and positive attitude toward their schoolwork, the faculty and other classmates. Disruptiveness and disrespect on campus and on public property (which is in the same reasonably contiguous geographic area of the campus) will be considered cause for dismissal. Substance abuse, theft, cheating or plagiarism will also be causes for dismissal. Students who disregard the rules and regulations will be subject to dismissal. In most cases, students will be warned and then dismissed if the misconduct continues. The Campus Director makes all determinations regarding conduct.

### DRESS CODE

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. Ross College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

The dress code requirement for students enrolled in allied health programs at Ross College follow the protocol found in most medical facilities. Students are required to wear a school issued uniform or comparable style as determined by the Campus Director during their classroom training. Comparable style is determined to include scrubs, lab jackets only and polo shirts for OTA students. Additionally, hooded sweatshirts and similar apparel is considered unacceptable classroom attire. The Campus Director makes all determinations regarding professional attire.

All degreed Allied Health Students (except OTA) will be issued two sets of uniform scrubs and one lab coat. The first will be a set of Ross scrubs, ordered during the student's first term. The second set of scrubs and lab coat will be ordered after 90-days of attendance.

Occupational Therapy Assistant Students will be issued two Ross polo shirts to wear with business casual pants or skirt during classroom training. The first polo shirt, ordered during the student's first term. The second polo will be issued, after 90-days of attendance.

All students are required to wear their uniform and name tag during all classroom, externship and clinical activities. Professionalism and safety should be practiced at all times while on campus. All shoes must be closed toes, no sandals.

## **ELECTRONIC DEVICES**

### **Classroom Computers**

The computers at Ross are for educational purposes only. The programs on the computers cannot be changed in appearance or format, nor can programs or software be installed. The computers cannot be personalized in any way (i.e., screen savers, etc.). Computer disks and any external storage devices from outside Ross cannot be used in the computers. Any computer/hardware abnormalities must be reported to the instructor immediately. Ross provides and maintains computers and internet access for students while actively enrolled in a Ross program. All costs associated with these tools, including use of eBooks and supporting hardware, are included in the cost of tuition. However, damage or loss to related materials may result in additional costs to the student. Computer usage is intended for use relative to classroom assignments, eBooks and placement initiatives only. It is not intended for personal or non-school related use, Internet access is not to be used to send or receive copyrighted, offensive, illegal, pornographic, religious, racially explicit or political material. The electronic mail system is the sole property of Ross Education LLC.

### **EBook devices, Personal Laptop and PDA Usage**

In order to prepare students for allied health careers, a variety of tools are available for program instruction. Delivery of the course material will be done using multiple platforms including, but not limited to, classroom textbooks, eBooks, computer web-based simulations, field trips and community guest speakers. Ross provides and maintains internet access for Ross computers and student issued eBook devices only. Connection of other devices to Ross internet access is strictly prohibited. All eBook devices, Personal Laptops and PDA's must be turned off and put away while any test or evaluation is in progress. No personal usage of USB flash drives or similar devices will be permitted. In addition, usage of any personal email account, ftp site or file sharing site is strictly prohibited.

### **Ross Email Accounts**

Students will be issued a Ross email account during orientation and also access to the Student Portal to facilitate distribution of documents electronically. Students may not sign up for or access other personal email accounts or instant messaging programs on Ross computers or internet access lines.



## FIELD TRIPS

Students, who will be participating in a mandatory, class wide offsite learning activity (field trip), must complete the Release and Waiver of Liability Assumption or Risk, and Indemnity Agreement prior to participation. Students are expected to provide their own transportation to and from field trip locations and assume responsibility for all risks associated with the travel. Because field trips are scheduled during classroom training hours, students who do not participate will be considered absent for the class session and are subject to the terms of the current attendance policy. Students who are unable to participate in a scheduled field trip must contact his/her instructor prior to the date of the field trip to inquire as to the possibility of completing an alternative assignment in lieu of field trip participation.

## RESPONSIBLE USE OF SOCIAL MEDIA

Students using sponsored Ross Education L.L.C. social media sites, such as pages in Facebook, and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with Ross Medical Education Center or Ross College and/or use their Ross email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Ross does not typically provide editorial review of the content of social media sites used by its students, Ross does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

## STUDENT SAFETY

### **Anti-Drug Policy**

In compliance with the federal government's 1990 Drug-Free Schools and Campuses Act, each student receives a Ross anti-drug packet. The student should read the contents carefully; paying special attention to the institutional sanctions which will be imposed should the student fail to adhere to the school's explicit policy.

### **Anti-Crime Policy**

In compliance with the federal government's Campus Crime and Campus Security Act of 1990, Ross prepares, publishes, and distributes the annual Campus Crime and Safety Report to all current students and employees. This report includes information regarding campus security policies and campus crime. The Campus Crime and Safety Report and other informative information on crime and safety are also available for review to all prospective students and prospective employees.

As in any public facility, Ross urges you to be aware of conditions that could potentially jeopardize your safety, e.g., park in a lighted area, lock your car, keep your purse and other belongings with you, and report any suspicious occurrences or behaviors to your instructor or the Campus Director.

Ross encourages you to take advantage of community anti-crime programs. See your campus director for further information. You are also invited to peruse the crime awareness folder kept in your director's office. Information on self-defense, crime reporting, citizens' rights, home security, rape prevention, etc., is included.

### **Smoke-Free and Tobacco-Free Policy**

All Ross campuses are smoke-free and tobacco free (including e-cigarettes and vaping). Smoking is not allowed in the building or in front of the building. It is against the law to smoke within 20 feet of a public building. Local governments can choose to enact stricter laws if desired.

### **Bloodborne Pathogens and Infectious Diseases**

All health care professionals working with sharps (needles, lancets, etc.) and body fluids must be gloved. Gloving is the number one protective measure to curb the spread of infectious diseases, specifically AIDS and Hepatitis B. Engineering controls and work practice controls are utilized to eliminate or minimize student exposure to bloodborne pathogens at Ross campuses. Where exposure remains after institution of these controls, the following personal protective equipment shall also be utilized by students:

1. Spill Kits
2. Sharps Containers
3. Gloves — in order to protect hands
4. Face Shields/Eye Wear— in order to protect eyes, nose, mouth and face
5. Long Sleeves or Impervious Gowns — in order to protect skin and clothing
6. Eyewash Stations

### **Campus Closures**

Like other postsecondary institutions (*and unlike grade school or high school*), Ross does not build "snow days" into published program schedules. Consequently, in the event of a school closing due to inclement weather or other unforeseen situations that will prevent the campus from opening, students will be notified of such closings via the Ross website at [www.rosseducation.edu/weather](http://www.rosseducation.edu/weather). In addition, every attempt will be made to also post the closing on a local television station. In the event of these closings, please note that all cancelled classes will be rescheduled in addition to and outside of regularly scheduled class hours.

### **Clean-up**

Students are responsible for keeping their work areas and other school premises clean at all times.

### **Emergency Management Plan**

All Ross campuses have an Emergency Management Plan which is designed as a comprehensive reference to assist Ross campuses in providing a safe learning environment. This plan includes risk assessment, evacuation procedures, lockdown procedures, communication to interested parties, designated media spokesperson, and training of staff and students. During Orientation, these significant points from the plan are reviewed to inform students of procedures in the event of an emergency. Practice drills are held randomly throughout the year. The detailed Emergency Management Plan is available for review by contacting the Campus Director.

### **Exposure to Radiation**

Most Ross campuses contain radiation equipment for exposing and processing x-rays as part of the Dental Assistant Program. Faculty members and students in the Dental Assistant Program will engage in classroom training using the radiation equipment. The radiation equipment, as well as the room in which the equipment is contained, have been approved by and meet the radiation safety standards set by the State for dental radiology teaching or training programs.

While risk of radiation exposure during the Dental Assistant Program is minimal, all students have the potential to be exposed to radiation while in the campus and on externship. Individuals that have any health concerns are pregnant or of reproductive age, are undergoing radiation therapy or engaging in other activity that may expose them to higher than normal levels of radiation, are advised to consult with a medical professional regarding any recommended precautions relative to radiation exposure.

### **Firearms and Weapons**

Ross Education, LLC does not tolerate any type of violence committed by or against students, staff or faculty including physical and/or verbal threats. Students are prohibited from making threats for engaging in violent activities. Possession of firearms or weapons of any sort on Ross property or grounds by anyone other than sworn police officer authorized to possess firearms is absolutely prohibited. Ross Education, LLC maintains a no tolerance violence policy, and violations of this policy constitute grave misconduct and may lead to disciplinary action including student termination and notification to local law enforcement. For the safety of students and staff, all Ross campuses are monitored by video surveillance.

### **Hazardous Materials**

A hazardous material is a substance (gas, solid, or liquid) capable of harming people, property and the environment, as a result of use, handling, storage or disposal. Ross' policy is to assure safe use, handling and storage of hazardous materials through proper labeling, provision of material safety data sheets (MSDS) and training. The use of sharps collectors is mandatory. All contaminated materials, i.e., needles, syringes, etc., must be disposed of in these containers. Under no circumstances are sharps collectors allowed to be disposed of by students.

## TELEPHONES

### Cell Phones

During school hours, excluding scheduled break times; cell phones must be stored with personal belongings and turned off or on silent mode as to not disrupt the flow of classroom instruction. Usage is limited to before class, after class or during break time. Cell phone usage is also limited to the student lounge area or outside the facility.

### School Phones

The school phones are not for student use. A student receiving an emergency call will be notified immediately. Calls of a non-emergency nature will not be relayed to the student. Cellular phone use is not allowed in the classrooms and is permitted in the break area only – before and after class, and during scheduled break times.

## SUGGESTIONS AND CONCERNS

We encourage any suggestions or concerns students may have. Please offer these suggestions or voice concerns to the appropriate staff member. If the concern has not been resolved after meeting with the Campus Director, please adhere to the following procedure:

*Contact in writing the Concern Resolution Department of Ross Education, LLC:  
Ross Education, LLC, Concern Resolution Department  
22800 Hall Road, Suite 800, Clinton Township, MI 48036  
Or email: [RossStudentConcerns@rosseducation.edu](mailto:RossStudentConcerns@rosseducation.edu)*

The Concern Resolution Department will forward the concern to the appropriate corporate supervisor and a written concern will be acknowledged within three (3) working days. A response in writing will follow within ten (10) working days. Any and all parties regarding the complaint in question are aware of the progress of the complaint as it escalates and have the opportunity to speak on their own behalf when it comes to the complaint. If the response does not rectify the situation, contact the Ross Student Resolution Department at (810) 637-6100 Extension 20050, or if at any time a student cannot resolve the complaint in question at the institutional location level, he/she is not obligated to go straight to corporate but has the opportunity to go to the state instead of going to corporate first. A meeting will be arranged for the concerned principals as needed.

***Failure to adhere to the student guideline regulations will be cause for disciplinary action, up to and including dismissal from the program and school.***