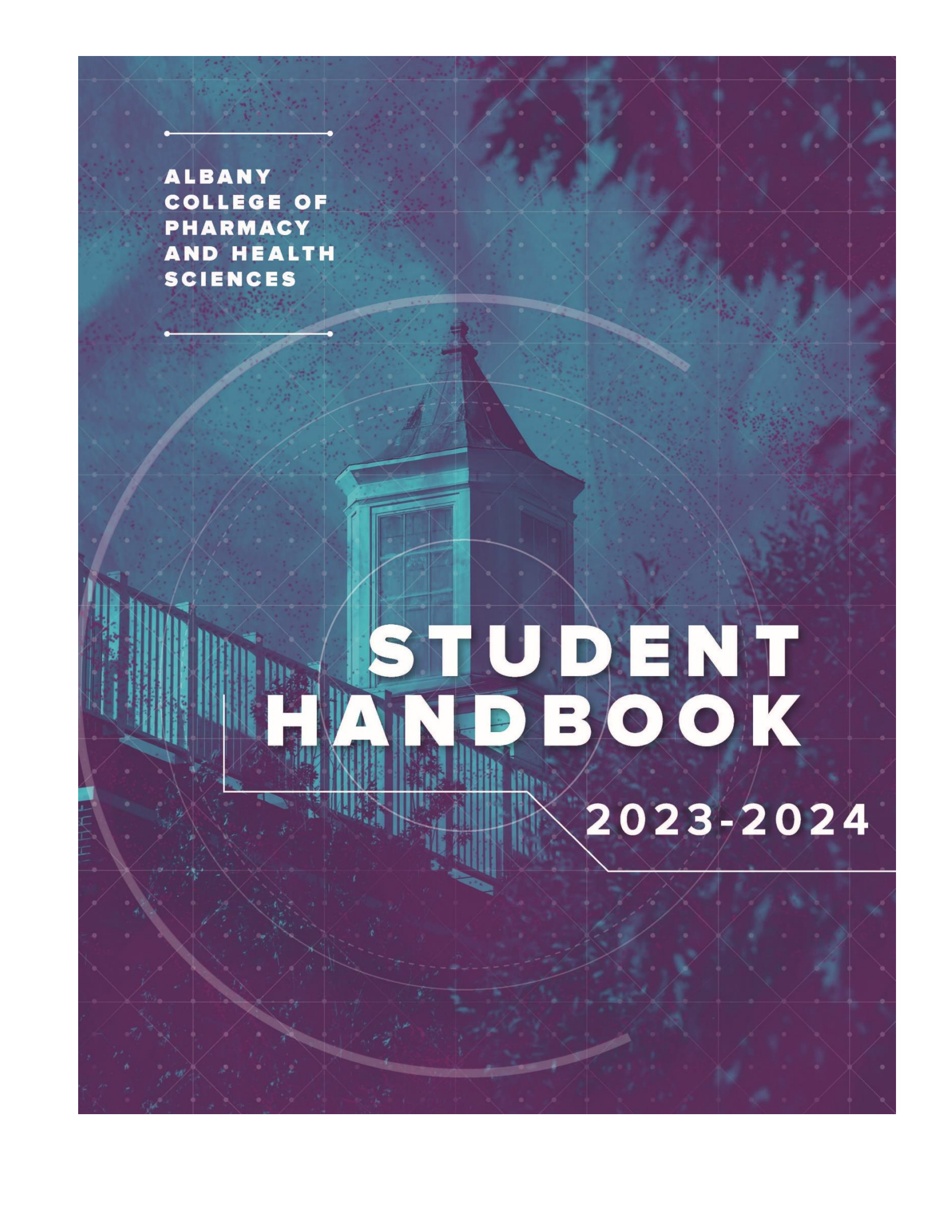

**ALBANY
COLLEGE OF
PHARMACY
AND HEALTH
SCIENCES**



STUDENT HANDBOOK

2023-2024

Table of Contents

ABOUT ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES	7
COLLEGE HISTORY.....	7
COLLEGE MISSION & VISION STATEMENT	7
MISSION STATEMENT	7
VISION STATEMENT	7
CORE VALUES.....	7
COLLEGE COLORS.....	8
COLLEGE MASCOT	8
THE DIVISION OF STUDENT AFFAIRS MISSION STATEMENT	8
CONTACT US.....	9
EMERGENCY	9
ABOUT THE STUDENT HANDBOOK.....	9
NOTICE OF NON-DISCRIMINATION	9
PRESIDENT’S WELCOME.....	10
STUDENT SERVICES.....	12
ATHLETICS, RECREATION, & INTRAMURALS.....	12
CENTER FOR STUDENT SUCCESS.....	12
CAREER AND EMPLOYER RELATIONS.....	12
ACADEMIC ADVISING.....	13
STUDENT SUPPORT SERVICES.....	14
COUNSELING AND WELLNESS	15
DINING SERVICES/MEAL PLANS	15
DISABILITY SERVICES	16
HEALTH INSURANCE REQUIREMENTS	16
HEALTH REQUIREMENTS:	16
COVID-19.....	ERROR! BOOKMARK NOT DEFINED.
STUDENTS ON CLINICAL ROTATION	16
ADDITIONAL ROTATION REQUIREMENTS.....	17
INTERNATIONAL STUDENTS.....	18
VETERANS	18

LIBRARY SERVICES	18
RESIDENCE LIFE.....	18
ON-CAMPUS STUDENT HOUSING GUIDELINES	19
STUDENT GOVERNMENT ASSOCIATION (SGA)	21
STUDENT CLUBS AND ORGANIZATIONS	21
STUDENT PROGRAMMING	22
STUDENT PARTICIPATION IN ACADEMIC COMMITTEES AND COUNCILS	22
CAMPUS INFORMATION	23
ADDRESS CHANGE	23
COMMON HOUR	23
EVENT AND FACILITIES SCHEDULING.....	23
IDENTIFICATION CARDS	23
LOST AND FOUND.....	23
MAILROOM	23
PARKING	24
PARKING POLICY	24
PERSONAL PROPERTY	24
SIGNS AND FLYERS.....	25
STUDENT COMPLAINTS.....	25
STUDENT E-MAIL	25
CAMPUS SAFETY AND SECURITY	27
AUTHORITY OF CAMPUS PUBLIC SAFETY OFFICERS	27
BIAS RELATED OFFENSES	27
CRISIS MANAGEMENT PLAN	35
DISCLOSING INFORMATION TO THE COMMUNITY	35
EMERGENCY NOTIFICATION SYSTEM “SENDWORDNOW”	36
FIRE SAFETY AND STATISTICS	36
LABORATORY SAFETY COMMITTEE	37
INSTITUTIONAL SECURITY POLICIES AND CAMPUS CRIME STATISTICS	37
PUBLIC SAFETY ADVISORY COMMITTEE	38
REPORTING CRIMINAL ACTIVITY, EMERGENCIES AND SUSPICIOUS BEHAVIOR	38
SAFETY AND CRIME PREVENTION PROGRAMMING.....	38

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION	38
SEXUAL ASSAULT PREVENTION	39
EDUCATION AND TRAINING FOR STUDENTS AND EMPLOYEES	39
PUBLIC AWARENESS AND ADVOCACY EVENTS	39
SEXUAL HARASSMENT POLICIES & PROCEDURES	40
WHAT DO I DO IF I HAVE EXPERIENCED SEXUAL MISCONDUCT OR SEXUAL HARASSMENT?	40
DISCRIMINATION AND HARASSMENT	41
PROHIBITED CONDUCT	41
FILING A COMPLAINT: DESIGNATED OFFICIAL	42
FILING A COMPLAINT: TIME LIMITS.....	43
FILING A COMPLAINT: REQUIREMENTS OF A FORMAL COMPLAINT	43
APPEALS	44
ACPHS POLICY - MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE	45
STUDENT DISCIPLINARY CODE	46
JURISDICTION	46
DEFINITIONS.....	46
GENERAL RIGHTS AND RESPONSIBILITIES OF ACPHS COMMUNITY MEMBERS.....	48
STUDENT CONDUCT PROCESS.....	48
STUDENT CONDUCT COMMITTEE	48
STUDENT CONDUCT REFERRAL.....	49
RESPONDING INDIVIDUAL’S RIGHTS.....	49
STUDENT RIGHTS IN THE CONDUCT PROCESS	49
WELFARE OF THE COMMUNITY POLICY (AMNESTY POLICY).....	50
COLLEGE POLICIES	50
ACADEMIC INTEGRITY.....	50
ABUSE AND INTIMIDATION	51
ABUSE OF STUDENT CONDUCT SYSTEM.....	51
ACTS OF COMPLICITY	51
ALCOHOL.....	51
BUILDING ACCESS AND SECURITY.....	52
CELL PHONES	52
COLLEGE DOCUMENTS	52
COMPUTER ETHICS	53

COPYRIGHT AND P2P FILE SHARING	53
DAMAGE TO COLLEGE PROPERTY.....	53
DEMONSTRATIONS	53
DIGITAL/ELECTRONIC MISUSE	53
DISORDERLY CONDUCT	53
DRUGS	53
FAILURE TO COMPLY.....	54
FALSE REPORTING	54
FEDERAL/STATE/LOCAL LAWS	54
FIRE SAFETY.....	54
FURNISHING FALSE INFORMATION	55
GAMBLING	55
HARRASSMENT	55
HAZING.....	55
INFLICTION OR THREAT OF BODILY HARM	55
OBSTRUCTION OF MOVEMENT	56
SEXUAL HARASSMENT AND MISCONDUCT	56
SMOKING	56
STALKING	56
STUDENT ORGANIZATION SUSPENSIONS.....	56
TAMPERING WITH THE ELECTION	56
THEFT	56
UNAUTHORIZED POSSESSION.....	57
WEAPONS	57
ON-CAMPUS HOUSING POLICIES.....	57
JUDICIAL PROCEDURES	61
CHARGES AND HEARINGS	61
SANCTIONS	64
APPEALS	67
INTERPRETATION AND REVISION	69
GENERAL CAMPUS POLICIES	70
ALCOHOL AND DRUG-FREE WORKPLACE/SCHOOL POLICY	70
DEFINITIONS:	70

POLICY:	70
COMPUTER USE AND COMPUTING ETHICS POLICY.....	73
PRIVACY	73
ACPHS SECURITY	73
GENERAL SECURITY BEST PRACTICES	74
TRANSMISSION SECURITY.....	74
APPLICATION AND DATA SECURITY	75
USE OF SYSTEM RESOURCES – DO’S.....	75
USE OF SYSTEM RESOURCES - DON’TS	75
COPYRIGHT AND P2P FILE SHARING IN COMPLIANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA)	77
GENERAL STUDENT GRIEVANCE PROCEDURES	78
EMERGENCY AND THREAT INFORMATION DISSEMINATION POLICY.....	79
EMERGENCY NOTIFICATIONS	79
TIMELY WARNINGS.....	80
MISSING STUDENT/NOTIFICATION POLICY	81
DEFINITIONS:	81
CONSIDERATIONS:	81
DESIGNATED CONTACT PERSON:	82
WHEN A STUDENT IS REPORTED MISSING:	82
WHEN A STUDENT IS DETERMINED TO BE MISSING:	83
NOTIFICATION OF RIGHTS UNDER FERPA POLICY	83
PROFESSIONALISM POLICY	84
TOBACCO FREE POLICY	84
PURPOSE	84
DEFINITIONS	84
POLICY.....	85
PROCEDURES	85
COLLEGE DIRECTORY	86



**ALBANY COLLEGE
OF PHARMACY
AND HEALTH SCIENCES**

ABOUT ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES

COLLEGE HISTORY

In 1878, Dr. Willis G. Tucker, of the Albany Medical College faculty, and Mr. Gustavus Michaelis, of the Albany Pharmaceutical Company, called a meeting at which about twenty Albany pharmacists convened and started to plan the establishment of a school of pharmacy. It wasn't until 1880, however, when Dr. Tucker and Mr. Michaelis along with Archibald McClure, Esq., a wholesale druggist, Dr. Jacob S. Mosher, then Registrar and Professor at the Medical School, and Joseph W. Russell, from the Board of Trustees of Albany Medical College proposed to establish a Department of Pharmacy of Union University that things really got underway. A plan of organization was drawn up by Dr. Tucker and presented to Dr. E. N. Potter, then President of Union University. He excitedly approved the project, and at the annual meeting of the Board of Trustees held on June 21, 1881, Albany College of Pharmacy was created to constitute the Department of Pharmacy of Union University. A Board of Trustees was appointed, and the school was incorporated as the Albany College of Pharmacy, conforming to the laws of the state, August 27, 1881, from Union University. In 2008, to better reflect its expanding range of academic programs, the College officially changed its name to Albany College of Pharmacy and Health Sciences

COLLEGE MISSION & VISION STATEMENT

MISSION STATEMENT

We educate the next generation of leaders to improve the health of our society.

VISION STATEMENT

We will be a college offering preeminent degree programs in the health sciences while maintaining pharmacy at its core. These programs will feature the integration of the basic, clinical, and population health sciences.

We will be a small, independent college with high academic standards and will foster a physical and social environment that is student centric.

We will expand our scholarship endeavors to create new knowledge and enrich the student experience.

We will educate students to be global citizens and prepare them for careers in the health professions and life sciences industries.

CORE VALUES

These are our core values and the characteristics embodied by each:

Student Centered - Mutual respect; positive and engaging interactions; efficient student services; quality mentoring and advising; access to faculty and staff; holistic co-curricular activities; support services for personal and academic

growth; first-class living and learning environment; career placement services; life-long connections and relationships.

Integrity - Honesty; trust; principles; accountability; responsibility; doing the right thing even when no one is looking; applies to on- and off-campus activities; we are all representatives of the college; always behaving in a way that reflects positively on yourself and the institution.

Respect - Recognition; provide environment with open channels for feedback; professional courtesy; demonstrating an appropriate level of behavior; exhibiting care, concern, and consideration of others.

Collaboration - Removing silos; institutional goals come first; openness; working harmoniously to strengthen and advance the college; incorporate a student focus; placing the institution first; trust; encouraging teamwork.

Community - Sense of belonging and purpose; inclusivity; shared sense of purpose; alignment; acceptance; sense of pride; affinity; identity; family; close-knit; spirit; care; compassion; empathy.

COLLEGE COLORS

The College colors are maroon and gray.

COLLEGE MASCOT

The College mascot is the black panther.

THE DIVISION OF STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs promotes positive transformative experiences that extend learning beyond the classroom.



**ALBANY COLLEGE
OF PHARMACY
AND HEALTH SCIENCES**

CONTACT US

Toll Free (888) 203-8010
Telephone:..... (518) 694-7200
Fax:..... (518) 694-7202
Website - www.acphs.edu

EMERGENCY

Fire and Emergency Services: 9-1-1
University Heights Association Public Safety (first call for all student emergencies) 518-244-3177
Albany Police and Fire Department (non-emergency) 518-438-4000
Albany County Mobile Crisis 518-447-9650
Suicide and Crisis Lifeline 988

ABOUT THE STUDENT HANDBOOK

This Student Handbook provides information about the Albany College of Pharmacy and Health Sciences’ (ACPHS) policies and procedures, as well as resources available to students. The College rules, regulations and guidelines pertain to all students, and it is each student’s responsibility to be familiar with the regulations and abide by them. Additional information about academic programs and requirements can be found in the College Catalog. Information in this handbook is subject to change at any time with little or advance notification. The college reserves the right to change or add any policies, rules, regulations, fees, or any other information. Consult the Vice President for Student Affairs Office or a particular office for the latest information. To the degree possible, substantive changes will only be made between academic years. Any changes will be updated on the ACPHS Intranet.

NOTICE OF NON-DISCRIMINATION

The Albany College of Health Sciences is committed to promoting a learning environment where discrimination is not tolerated. This policy shall apply regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status, or other basis identified in federal or state law.

Complaints under this policy, involving students will be addressed through the Student Code of Conduct. For further information on this notice of non-discrimination as related to federal laws from the U.S. Department of Education, Office for Civil Rights, please visit the Department of Education web page to find the address and phone number of the office that serves your area or call 1-800-421-3481.

PRESIDENT'S WELCOME

On behalf of the Board of Trustees, faculty, staff, and administration, I welcome you to the Albany College of Pharmacy and Health Sciences (ACPHS). You are joining an exceptional community of knowledgeable and dedicated students, faculty, and staff.

Founded in 1881, ACPHS is a private, independent institution with a long tradition of academic and research excellence. The College is committed to educating the next generation of leaders in the healthcare professions and advancing innovative research that translates scientific discoveries into therapies that benefit humankind. ACPHS serves approximately 1,000 students through five bachelor's degree programs, six master's degree programs, a Doctor of Pharmacy (Pharm.D.) program, as well as several dual degree programs, from our 39-acre campus in the heart of Albany's medical corridor.

At ACPHS, we prioritize the health, wellness, and safety of our community as we deliver the quality education that distinguishes our college. The College's 280 dedicated faculty, staff and administration are highly qualified, caring professionals who understand the needs and concerns of our students and are available to serve you on your journey. We will support your efforts to reach your academic and career goals by providing an enriching, challenging, and rewarding learning environment.

I would like to share just a few reasons why Albany College of Pharmacy and Health Sciences is truly special.

Our mission is **to educate the next generation of leaders to improve the health of our society**. This means we are committed to not just graduating health professionals but graduating leaders in our society.

We are deeply committed to the success of our students. ACPHS provides an outstanding educational experience by promoting a student-centered environment in which students thrive physically, socially, and intellectually. Our close-knit campus community is enhanced by a broad range of co-curricular activities that will help you to balance life inside and outside of the classroom.

Our passion for advancing humanity through science and medicine is unwavering. It's an enthusiasm that extends through every class, lab, club, and volunteer project at ACPHS.

ACPHS offers exceptional research and professional development opportunities. We combine the characteristics of a small college with the professional development opportunities of a large university. As a professionally focused school, you will have opportunities to participate in research experiences comparable to those found at major research universities.

ACPHS has repeatedly ranked as one of the best values in higher education nationwide. ACPHS was recognized by Georgetown University's Center on Education and the Workforce as the #2 college for return on investment out of 4,500 colleges and universities across the nation, and ACPHS has outranked many prestigious Ivy League institutions.

ACPHS is a small school, with big opportunities. We are focused on a unique student experience that features individual attention from faculty and staff. We are committed to your success and to improving the health of our society because the world needs ACPHS graduates now, more than ever.

Experiential learning opportunities are paramount at ACPHS. In addition to formal academic courses and lab offerings, we offer extensive experiential education programming and an unparalleled network of preceptors which provide diverse practice experience for students. You will have the opportunity to participate in many hands-on learning experiences outside the classroom, including at our two student-operated pharmacies and The

Collaboratory, our public health site, which offer the practical experience of working in medically underserved communities.

I am confident that you will not only find your place here, but you will thrive at ACPHS. I look forward to meeting you and your fellow classmates this semester and learning about your educational and career aspirations. My very best wishes for success as you launch your college career at ACPHS!

Sincerely,

A handwritten signature in cursive script that reads "Toyin Tofade".

Toyin Tofade, MS, PharmD, BCPS, CPCC, FFIP
President and Professor

STUDENT SERVICES

The College reserves the right to adjust health and safety requirements and conditions for events, programs, and activities.

ATHLETICS, RECREATION, & INTRAMURALS

All full-time students are eligible to participate in intercollegiate athletics at ACPHS. The College offers intercollegiate soccer, basketball, cross-country, and track and field, and club teams in tennis, golf, equestrian, hockey, and men's lacrosse. ACPHS teams compete in the Yankee Small College Conference (YSCCC) within the United States Collegiate Athletic Association (USCAA).

ACPHS students are also involved in a variety of intramural activities, including karate, volleyball, Ultimate Frisbee, flag football and basketball. The Albany campus community also can enjoy the Albert M. White Gymnasium, running track and turf soccer field, as well as the ACPHS Fitness Center. The ACPHS fitness center offers free group fitness classes for all ACPHS students and has a wide array of cardio and strength equipment. Anyone interested in participating in intercollegiate, intramural, or recreational activities should contact the College's Director of Athletics and Recreation. For more information, please visit the Department of Athletics and Recreation website at www.acphsathletics.com.

CENTER FOR STUDENT SUCCESS

Office Location: Library Building, Suite 310

E-mail: career.services@acphs.edu

(518) 694-7291

The Center for Student Success (CSS) is comprised of three offices: Career and Employer Relations, Office of Advising, and Student Support Services. Working collaboratively, these offices provide support to students in achieving their academic and professional goals through various services and programs.

CAREER AND EMPLOYER RELATIONS

The Center for Student Success, in tandem with stakeholders, including academic departments, alumni and employers, offers ACPHS students' methods of career research to empower them to develop life-long career planning and job search skills.

SERVICES

- Building employer, community, and campus partnerships to create career opportunities.
- Offering high quality career counseling, resources, and technology to meet all the diverse and changing needs.
- Providing resources and assistance to students in the cultivation and enhancement of skills to explore career options, job search techniques and strategies, and how to research employment opportunities.
- Being integral to the ACPHS educational experience, student retention and life-long learning.
- Supporting and developing the student's ability to create personal satisfaction and fulfillment on their career path and to enhance their overall experience with ACPHS.

COMMITMENTS

- Career counseling and education on an individual, as needed basis either in person and/or through the use of current technologies.
- Continual development of resources and reference materials to assist students in identifying career goals and exploration of career options.
- Professional skill development training including resume writing, interviewing techniques, networking skills, etc.
- Offering opportunities for alumni and employers to network with students regarding internship and professional employment, including on-campus recruitment, networking programs, Alumni Career Awareness Roundtable Discussions, Career Fair, and Interview Day, using the ACPHS Alumni Outreach LinkedIn site and special events.
- Employment opportunity postings are available from the Career Services Office through current technologies.
- Enhancing visibility of employers by providing a connection with the ACPHS community (students, faculty, staff, alumni) through networking programs, information sessions, and recruiting opportunities.

ACADEMIC ADVISING

The Center for Student Success provides students with the opportunity to build a partnership with their advisors for the purpose of gaining assistance in planning their educational career, learning the skills needed for academic success, and learning how to access the resources, services, and opportunities that are available to them on our campus.

Advising at ACPHS is an on-going, intentional, collaborative process whereby students and their advisors can act as partners to promote student academic success. This advisor-advisee partnership requires participation and involvement of both the advisor and the student and is built over the advisee's entire educational experience at the College.

TRIANGLE OF SUCCESS

The Triangle of Success is a three-person advising group – Academic Class Advisor, Faculty Advisor, Program Director - that partners with each student to promote their success at ACPHS and beyond.

Academic Class Advisors

As members of the (CSS), these advising professionals work closely with faculty to monitor student progress and conduct outreach to students who are experiencing academic difficulties. Advisors develop various types of programs and events to provide an additional layer of support in connecting students to campus resources and promote student academic growth and success. Each Class Advisor oversees and follows specific class years as they progress through their program at ACPHS.

Academic class advisors connect students to resources supporting students in the areas critical to personal, professional, and academic success: time management, procrastination, motivation, goal setting, study strategies, learning styles, test-taking skills and more. Through live and online workshops, skill assessments and one-on-one coaching, students will benefit from learning techniques specifically geared toward their unique needs.

Faculty Advisors

The faculty advisor will provide direction on matters such as course selection, program requirements for curriculum, research, and leadership opportunities. Students in years one through five are required to meet with their faculty advisors at least once a semester. Details of this requirement are communicated to faculty and students at the

beginning of each semester. Failing to meet this requirement could result in a hold on your account, preventing class registration for the following semester.

Students can view who has been assigned to them as their Faculty Advisor through the CAMS Student Portal:

- Go to: <http://mycampus.acphs.edu>
- Click in the “Students” box
- Enter your username and password and then click the login button
- Click on the “My Advisor” link found in the menu on the left-hand side of the page

If you experience any difficulty accessing this information or contacting your faculty advisor, please contact your academic advisor for assistance.

Program Directors

Program directors guide students through their respective ACPHS journey, often signing off on major decisions and/or working with students whose situations fall outside of “the norm.” Program directors are experts in terms of curriculum, requirements, and expectations.

STUDENT SUPPORT SERVICES

The Center for Student Success offers support services which inspire confidence, increase student self-efficacy, and create self-reflective independent learners in a friendly, welcoming environment through the following comprehensive programs: the Peer Tutoring Program, the Science Assistance Center, Peer Mentor Programs, the Writing Center and individualized Academic Success Consultations. A variety of tutoring services, individualized assistance and resources ensures that every student’s learning needs are met.

PEER TUTORING PROGRAM

The Peer Tutoring Program provides academic assistance to all students enrolled in core science and math courses. The primary goal of the Peer Tutoring Program is to encourage, promote and foster students’ independent learning. This is accomplished through small group and individual tutoring sessions. Tutors are current ACPHS students who have been successful in their courses, have all received training and are academic leaders of their class. Tutors are available during walk-in hours, for group learning sessions, or by appointment. Students may schedule appointments with tutors and access additional resources through our online scheduling system, Upswing.

SCIENCE ASSISTANCE CENTER

The Science Assistance Center (SAC) is a professional tutoring center dedicated to maximizing student academic potential and building student confidence through a comfortable and collaborative learning environment. Assistance is provided by professional tutors with advanced degrees for first and second year (undergraduate) students in the basic science and math courses through one-on-one and small group tutoring. Tutors are available during daytime hours on a walk-in basis. Hours are posted on our website as well as outside our door, room 308 in the Library building on the Albany campus.

PEER MENTOR PROGRAM FOR FIRST-YEAR STUDENTS

The Peer Mentor Program partners upper-class ACPHS students with new, first-year students with the goal of creating a sense of community, cultivating support networks, and connecting students to important resources. With a Mentor, students experience improvements in their motivation, transition, and academic success at ACPHS. The Transfer Peer Mentor Program pairs students who transfer into the College (at the second year or later) with an experienced transfer student as a Peer Mentor. Transfer Peer Mentors are available to guide and support incoming transfer students as they enter the ACPHS community.

THE WRITING CENTER

The Writing Center is a decentralized hub composed of a tight network of Peer Writing Tutors, a Professional Writing Tutor, and a Writing Director who all support written and oral communication development and implementation across disciplines. Writing Tutors work with students one-on-one, in small groups and in workshops to assist students to become confident, independent, impactful, and self-reflective writers and speakers. All members of the Writing Center strive to create nonjudgmental spaces wherein students feel comfortable seeking and receiving feedback on their writing and communication skills. The Writing Director, located in HAB 105, is available to discuss questions or concerns about writing tutoring. The Professional Writing Tutor, located in Library 306c, specializes in working with English Language Learners and graduate students. Peer Writing Tutors have been successful in their communication courses and are trained by the Writing Director to work effectively: online and in-person; with students of all different backgrounds and abilities; with English Language Learners; and with students in specialized courses. Writing Tutors are available during drop-in hours online or in-person in the Student Success Center and their schedule is available on Canvas in the Center for Student Success under Tutoring. Additionally, appointments outside of drop-in hours can be made on [Upswing](#).

COUNSELING AND WELLNESS

The Office of Counseling and Wellness at ACPHS is located on the second floor of the Student Center and offers wellness and mental health services to all students. Services include individual counseling for a variety of issues, including mood and anxiety disorders; adjustment and interpersonal problems; stress related difficulties; eating and substance use disorders; and many other concerns. These services are free, and all counseling, consultations and referrals are kept strictly confidential, in accordance with legal and professional guidelines. Full-time licensed clinicians are on staff and, when clinically warranted, can coordinate admission to a local, or a student's hometown, psychiatric center. Contact information can be obtained by visiting the [Office of Counseling and Wellness website on ACPHS Intranet](#).

DINING SERVICES/MEAL PLANS

ACPHS food service provider, Chartwells, offers four meal plans to students. Students are not charged tax for their meal plan purchases, which results in an 8 percent savings for the students. For specific information on meal plan options, go to www.dineoncampus.com/acphs/.

All resident students in South Hall are automatically enrolled in the Gold Plan. This is mandatory, as there are no cooking facilities in these two residence halls. Non-resident students and those residing in Holland/Princeton Suites have the option of a meal plan. Meal plan service consists of breakfast through dinner seven days a week. Should the College close due to inclement weather; the dining hall will operate according to weekend hours. All schedules are subject to change.

Each plan includes both "value meals" and "flex dollars." The meal plan works on a value meal/declining balance system. Each time the card is used the balance is reduced by either a value meal or the amount purchased in flex dollars. A designated percentage of the "flex dollars" can be used at off-campus locations (specific amounts for each meal plan can be found at www.dineoncampus.com/acphs/). Should a student's meal plan balance expire before the end of the semester, 10 additional value meals may be purchased, and flex dollars may be added directly with Chartwells management by check or cash. Value meals left over from the fall semester will not carry over into the spring semester. Flex dollars left over from the fall semester will carry over into the spring semester if you have a plan for the spring semester. Balances remaining at the conclusion of the spring semester are forfeited.

Non-resident students and residents of Holland/Princeton Suites who have opted for a meal plan will have only the first week of the fall semester to make changes to their meal plan. After the first week, all contracts are final, with the exception of extenuating circumstances, which the College and Chartwells management will evaluate on a case-

by-case basis. If a student (excluding South Hall residents) chooses not to participate in the spring semester meal plan, written notification must be sent to the Office of Student Accounts by December 1st. All balances remaining at the end of the fall semester will be forfeited. This policy will be strictly enforced. Meal plans are billed to the student's account. In order to use the meal plan, students must present their College ID card at the register at the time of purchase.

ACCESSIBILITY SERVICES

Students who seek "reasonable accommodation" under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act are responsible for notifying the Director of Counseling and Wellness of their disability. There is an established procedure to follow when seeking accommodations. This information can be found on the Office of Counseling and Wellness web page on the ACPHS Intranet. Students requesting accommodations are encouraged to read this before meeting with or submitting materials to the Director of Counseling and Wellness.

While a student can request a specific type of accommodation, it is the College that determines how to meet a particular need. Therefore, alternative accommodations may be provided other than those requested by the student seeking accommodation. Together with the request for accommodation, the student seeking accommodation must submit documentation of disability, which will be kept on file with the Director of Counseling and Wellness. Such documentation is subject to the provisions of the HIPAA Privacy and Security Rules (Health Insurance Portability and Accountability Act).

The documentation must support the accommodation request by demonstrating by competent qualified opinion that the student requesting accommodation has a physical, mental, or learning impairment that substantially limits a major life activity and sets forth the nature, manner and duration of that limitation. The College reserves the right to require further evaluation.

HEALTH INSURANCE REQUIREMENTS

ACPHS strives to provide the best possible academic experience for all of our students. As stewards of the school, the administration recognizes that the promotion of health and wellness is vital to academic success. ACPHS requires all full-time students to have health insurance, either through a family employee plan, a private insurer or the quality, low-cost sickness and accident plan offered by the College. The student health insurance policy is provided by MVP Healthcare. Students must demonstrate adequate health coverage, or they will be enrolled in and billed for the College plan. Those who wish to waive the College's plan must provide insurance information to the Office of Administrative Operations (insurance@acphs.edu) by August 1, or they will be billed for the school plan on their student account. Students will not be permitted to waive coverage after this date.

HEALTH REQUIREMENTS:

POLICIES AND PROCEDURES

All students are required to follow all vaccination, and health/safety requirements as detailed in college communications.

STUDENTS ON CLINICAL ROTATION

Clinical rotations are designed to build on students' academic base and provide them with a wide exposure to various pharmacy practice/clinical laboratory experiences in order for students to further develop skills in making independent judgments and integrating fundamental knowledge into clinical applications. The following is required for all students who will be participating in a clinical rotation as part of their college degree. Documentation must be

provided to the Office of Experiential Education annually, prior to starting the supervised clinical experience, and within the required timeframe.

ALL students who will be participating in clinical rotations must have the documentation below (TB screening and PE) completed within a specific timeframe prior to the academic year preceding the start of rotations (timeframe will be communicated to students at an appropriate time during the academic year). PharmD candidates will need to complete this documentation annually starting with the 1st professional year (P1/AP1) through the end of the didactic studies professional year (P3/AP2). Clinical Lab Sciences and Cytotechnology students will only need to complete the documentation once at the end of the academic year prior to starting rotations. Dates MUST be adhered to in order to ensure the documentation remains in effect through the duration of the ensuing rotation year. (TB screening and physical exam information must be current within one (1) calendar year of the rotation end date.)

TUBERCULOSIS (TB) INFECTION SCREENING (TST/MANTOUX OR IGRA):

- If the student's TB screening result is positive, they must receive a chest x-ray and provide the College with documentation of both the screening results and the x-ray report, as well as any follow-up treatment the student received.
- If the student has had a positive TB screening in the past, they need to provide a copy of those results, along with a copy of a negative chest x-ray report, and any follow-up treatment the student received.
- Students excluded from TB screening due to prior positive reaction or past disease must be evaluated during their annual physical exam for active signs of the disease.

PHYSICAL EXAM: An annual physical exam, valid for a 12-month period, is required.

SEASONAL INFLUENZA VACCINATION: A seasonal flu vaccination is required annually in the Fall (vaccinations are typically available starting in August each season) for all Clinical Lab Sciences students, Cytotechnology students and students in their professional years of the PharmD curriculum.

ADDITIONAL ROTATION REQUIREMENTS

Some rotation sites have additional requirements that must be documented prior to starting that specific rotation (e.g., antibody titer, as opposed to proof of vaccination; drug screen; background check). These additional requirements would be documented in the ELMS system, as well as communicated to the appropriate students in advance by Experiential Education staff.

It is the student's responsibility to ensure the requirements are met prior to commencement of rotation and will also be at the student's expense (except when facilitated by the rotation site). If the additional requirements are not met prior to the start of their experience, the student will not be allowed to begin the rotation until they have been fulfilled. Failure to provide sufficient documentation prior to rotations puts a student at risk for being removed from a rotation. If a student is removed for this reason, they will be rescheduled for a later rotation and placed at any available rotation site (not necessarily the choice of the student). This reschedule will incur a \$250 fee at the student's expense.

HIPAA AND BLOODBORNE PATHOGENS TRAININGS

Students participating in experiential education leading to a career as a pharmacist must complete an **Information Privacy Security (IPS)/Health Insurance Portability and Accountability Act (HIPAA) Training and a Clerkship Bloodborne Pathogen Training** during their P1/AP1 year and annually thereafter. Students will complete the online training through *The Collaborative Institutional Training Initiative (CITI Program)*, and this training is provided free of charge to students. If a student does not complete one of the above requirements initially, they will not receive their

assignments for IPPE rotations; in successive years, if the 2 trainings are not completed by the deadline set, students will not be allowed to start their rotations.

CPR OR BASIC LIFE SUPPORT CERTIFICATION

All pharmacy students are required to obtain CPR (Cardiopulmonary Resuscitation) or BLS (Basic Life Support) certification before starting clinical rotations. Students must have valid CPR or BLS certification before the end of their 1st professional (P1/AP1) year and will be required to keep their certification valid throughout the duration of their 4th professional (P4/AP3) year. All certifications MUST include a hands-on skills portion (training cannot be done online only).

INTERNATIONAL STUDENTS

The Registrar's Office serves as the Primary Designated School Official (PDSO). Services provided by the P/DSO's include issuing Form I-20s, advising students in matters related to their F-1 status, responding to questions related to program extensions, travel policies, curricular practical training (CPT), optional practical training (OPT), transfer requests, obtaining a driver's license, on-campus employment, and maintaining F-1 student status.

VETERANS

In accordance with Title 38 US Code 3679 subsection (e), ACPHS adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. ACPHS will not:

- Prevent nor delay the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities

LIBRARY SERVICES

The library provides high quality resources, services, and educational experiences to meet students' information needs. We support educational and research activities through access to quality resources in a variety of formats. The library provides ample hours of service throughout the year as well as comfortable and engaging study spaces. Professional librarians are readily available to provide one-on-one research assistance to students via video conferencing phone, email, and instant messaging. For more information visit our website, <https://libraryservices.acphs.edu> or send email to library@acphs.edu.

RESIDENCE LIFE

ACPHS has a variety of residence halls to meet the needs of students.

South Hall has rooms in that are two-, three-, and four-person occupancy with private bathrooms, heating and air conditioning. Each room is furnished with a bed, dresser, desk, and desk chair for each student. In addition, the rooms in South Hall are equipped with refrigerators and microwave ovens.

Holland and Princeton Suites are located at the entrance to the campus and consist of 73 fully furnished apartments that house 300 students. They include two-, four- and five-bedroom apartments. Holland and Princeton Suites apartments are for students in years three through six based on availability and space. Each of the College's residence halls provide wireless and hard-wired internet service, cable television and laundry (all are included in the room cost).

The Residence Life staff consists of the Director of Residence Life, Assistant Director, 2 Resident Directors (RDs) and 21 Resident Assistants (RAs). They help to ensure resident safety, enforce rules and regulations, offer advice and assistance to resident students, and assist in broadening the college experience for resident students with community-building and educational programming. Each residence hall has an RA scheduled to be “on duty” monitoring the building, checking in visitors and ready to assist in cases of emergency. RAs are on duty 4:30pm to 8:30am daily and all day during the weekend.

South Hall is closed during Thanksgiving, inter-semester, and spring breaks. Students are not permitted to remain in any residence hall without prior permission from their Resident Director. All residence facilities are secured with fob access doors and 24-hour monitored security. They are also equipped with closed-circuit television cameras at all entries, exits, and parking lots around the facility. Emergency Blue Light telephone systems are located throughout the campus.

Note: Occupancy in College-owned or operated residence halls is required for all traditional-aged, first- and second-year students, unless they are commuting from their permanent home address, where they live with a parent/guardian and that needs to be within a 30-mile radius from ACPHS.

ON-CAMPUS STUDENT HOUSING GUIDELINES

ASSIGNMENTS AND OCCUPANCY

The College makes all assignments without regard to race, color, religion, national or ethnic origin, and/or sexual orientation. The College rejects all requests for changes of assignment based upon reasons of race, color, religion, national or ethnic origin, and sexual orientation.

The College cannot guarantee a student a particular kind of housing (to avoid confusion with an “accommodation” of a disability). Assignments to specific rooms/suites/apartments will be made as space allows. Though they cannot be guaranteed, mutual requests for assignment with a specific roommate may be granted.

SAFETY AND SECURITY

Personal Safety Procedures

Residents must lock their room/suite/apartment door and carry their keys and access fob with them whenever they leave their room/suite/apartment. Residents should not leave their personal property or anything of value visible, unattended, or unsecured. The College cannot be responsible for theft of such items.

Residents are not permitted to duplicate or copy keys that are issued to them by Albany College of Pharmacy and Health Sciences (ACPHS). Residents who lose their room/suite/apartment key should see a member of the Residence Life professional staff to report the missing key and get the key replaced. When a key is lost, a lock change will be made. There is a \$140-\$300 charge to re-key a door depending on location and which key (room/apartment/suite) is lost. There is also a \$50 charge to re-key a mailbox.

Students should report any suspicious activity to a college official or Public Safety immediately.

Quiet/Courtesy hours

Quiet/Courtesy hours are necessary for healthy functioning of the residence hall community. It is required that they are observed. Quiet hours are in effect from 10 p.m. through 10 a.m. Sunday through Thursday. Weekend hours are Friday and Saturday night, beginning at 12 a.m. and ending at 10 a.m. All other hours are “courtesy hours.” This means that if another resident student or staff member asks for reduced noise, the request must be honored. When quiet hours are not in effect, noise levels must be maintained to a degree where other residents are not disturbed, as determined in the discretion of Residence Life Staff.

One week prior to exam week, quiet hours are in effect 24 hours per day.

With the approval of Residence Life staff, students may elect to establish additional quiet hours which are to be posted on the wing or floor and to be adhered to by all residents and guests.

Guest Policy

Guests are subject to the same regulations as the residents. Each resident is responsible for the conduct of their guest(s). Visitation times are between the hours of 10 a.m. and 1 a.m. Sunday through Thursday and 10 a.m. and 3 a.m. on Friday and Saturday.

Alcohol Policy

Possession and/or consumption of alcoholic beverages or containers are prohibited in South Hall, regardless of age. Alcohol is permitted for resident students 21 years of age or older living in the Holland/Princeton Suites.

Community Standards

Refusal to cooperate with the request of any College official (including but not limited to RAs) is prohibited. Uncooperative behavior includes, but is not limited to lying, being disrespectful, non-compliance, not opening the door when staff members knock and identify themselves, using abusive, inappropriate, or lewd language or behavior, failure to follow health and safety requirements etc.

Behavior that disregards the rights of individuals or the community, interferes with the normal functioning or safety of the community, or causes physical damage to property is prohibited.

Enforcement/Sanctions

If suspension or revocation of housing privileges is imposed, no refunds will be given. Monies received through the collection of fines generally go into the Residence Hall Activity Fund for resident students, except when used to repair damages or for other associated costs resulting from the violation.

Housing Charges

Each resident of college housing is liable for payment, in full, for the entire academic year. Students whose housing privileges are revoked by the College will not receive a refund.

General

- Housing provided to students by the College are not pursuant to a lease and do not give residents rights similar to that of a tenant. A resident's occupancy may be terminated at any time by ACPHS.
- Students are not permitted to lease, or rent, or otherwise provide their assigned spaces to anyone else.
- For residents of Holland/Princeton Suites, occupancy of rooms/apartments is limited to the term that students have signed up for. The Suites do not close during typical holiday and semester break periods.
- For Residence Hall Closing, residents who do not follow check out procedures and do not vacate the halls at the appropriate time will be subject to fines.
- For residents of South Hall, occupancy of rooms is limited to the periods when the College is in session. When the College is closed during holiday periods and between semesters, special arrangements may be requested through Residence Life professional staff and may or may not be granted. These facilities are closed during the following breaks: Thanksgiving, winter, and spring breaks.
- For residents of Holland/Princeton Suites, withdrawing from housing prior to move-in will result in a loss of the \$400 housing deposit. If you withdraw from housing prior to fulfilling the period you submitted, you will be charged housing fees for the remainder of that period.

- The housing deposit is only refundable if a student completes their year in housing. If a student withdraws, transfers, is dismissed, or loses housing privileges in a disciplinary proceeding, the housing deposit will not be refunded.
- The College is not responsible for damage or loss of any personal property of a resident, either in the residence halls or on its grounds. It is suggested that each student have their parents contact their Homeowner's Insurance carrier to make sure that belongings are insured.
- The cost of replacement of missing items, unusual cleaning charges, and/or damage not caused by normal wear and tear will be deducted from the residents' housing deposit(s), unless the resident has already paid such costs through fines. If the responsible student(s) cannot be identified, all residents, except for Residential Staff, will be equally billed for the costs.
- Any fines imposed due to violation of the Housing Regulations, as well as costs imposed for missing items or damages, must be paid in full.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is the student-led organization that oversees all class officers, student clubs, student chapters of professional organizations, and class programming at ACPHS. Executive Board officers and Senate members are elected annually. The SGA Executive Board is advised by the Office of Student Engagement and Wellness.

- SGA Senate members attend regular meetings to participate in discussions on events and news, to vote on important matters affecting students, and to report all information back to their class constituents.
- Leaders of student clubs attend the governing body called Clubs Congress, to learn and discuss information and to vote on important matters related to the leadership of clubs.
- Leaders of student chapters of professional organizations attend the governing body called Professional Organizations Council, to learn and discuss information and to vote on important matters related to the leadership and professional organizations.
- The Senate also include At-Large positions to ensure the voices of transfer students, international students and student athletes are represented and heard.
- Two Programming Representatives are elected from each class (Y1, Y2, Y3/P1, Y4/P2, P3, plus one P4 representative). These Programming Representatives help to develop and run activities specific to their class (such as Half-Way, All-the-Way, and Graduation Week).

Students, staff, and faculty are welcome to attend any of the open SGA meetings and are encouraged to participate in any of the forums for open discussion. To become involved in SGA, or to find out more information, please contact SGA@acphs.edu, or see the Director or Assistant Director of Student Engagement and Wellness.

STUDENT CLUBS AND ORGANIZATIONS

Clubs are overseen by the Student Government Association (SGA) and Clubs Congress to provide opportunities centered around social, cultural, recreational, and special interest themes. All clubs are co-educational and open to all students who are interested. Please use the contact information provided for more information or specific meeting times and locations. If there is interest in starting a unique club that does not share the same interests as those listed, please contact clubs@acphs.edu.

Professional Organizations are college chapters of national pharmacy, health care, service, and academic honor organizations. Overseen by the SGA (Student Government Association) and the POC, these organizations work closely with their faculty advisors providing specialized opportunities to develop connections with national organizations, including specialized education, mentorship, service, and outreach in their respective fields. Membership and participation in some organizations is based on academic achievement and application. For more information, email [POC Albany@acphs.edu](mailto:POC_Albany@acphs.edu).

For the Fall 2022 all clubs and organizations must follow the colleges health and safety requirements. This may include, but is not limited to, complying with limitations of participants and frequency of in-person events, meetings, etc. established by the Director of Student Engagement and Wellness.

STUDENT PROGRAMMING

The Campus Activity Programming Board (CAPB) is a group of students responsible for designing, planning, advertising, and hosting large-scale events and programs. Some all-school events include Stress Relief Weeks, Spring Fest and more. Students are always welcome to attend and contribute ideas or volunteer at events. The CAPB is advised by the Director and Assistant Director of Student Engagement and Wellness.

In addition to CAPB, two Programming Representatives are elected from each class (Y1, Y2, Y3/P1, Y4/P2, P3, plus one P4 representative). These Programming Representatives help to develop and run activities specific to their class (such as Half-Way, All-the-Way, and Senior Week).

STUDENT PARTICIPATION IN ACADEMIC COMMITTEES AND COUNCILS

Student participation in ACPHS Committees and Councils is strongly encouraged and organized through the Student Government Association. Students may participate in the following committees:

Academic Integrity Committee
Campus Safety Advisory Committee
Dining Services Committee
Educational Resources Committee
Health Services Committee

Initiative for Substance Abuse Prevention (ISAP)
Pharmacy Experiential Education Committee
Residency and Fellowship Committee
Student Conduct Appellate Committee
Student Conduct Committee

CAMPUS INFORMATION

ADDRESS CHANGE

The registrar should be notified immediately of any changes of address, either local or permanent. Students may e-mail change of address information to the registrar at registrar@acphs.edu.

COMMON HOUR

Common Hour is a specific time during the week free of formal academic events such as classes, examinations, reviews, and formal office hours. The intent of the common hour is to provide times when faculty and students are available to hold meetings or other non-academic events.

EVENT AND FACILITIES SCHEDULING

ACPHS students and student organizations have access to a variety of facilities on campus. These facilities include – but are not limited to – recreational, social, dining, and academic spaces. Most of these facilities may be reserved for student usage.

Students must work with their faculty advisor and student organizations with the Club Congress of POC Chairs to reserve space. Athletic and recreational facilities are reserved by contacting the Director of Athletics and Recreation. Student gathering spaces can be reserved through the Office of Student Engagement and Wellness. Classrooms, lecture halls, student study space, etc. are all reserved through Outlook Calendar. Students and/or organizations are required to make all necessary arrangements through the Events Office for special needs related to their activities/events such as tables and chairs, Information Technology assistance, parking, and food service.

IDENTIFICATION CARDS

All students are issued a Student Identification Card (ID card) during or immediately following Orientation. Students, faculty, and staff must have their photo taken in the ITS Office in SC 212 to receive their card. All students, faculty and staff are required to have their ID card with them at all times on campus, and they must present the card, if requested by a college official or Public Safety Officer. For students enrolled in a College Meal Plan, the ID card also serves as their Meal Card. ID Cards are also required for participation/registration of most student activities on campus. Lost cards can be replaced in the Student Support Center. There is a \$10 replacement fee.

LOST AND FOUND

If an item is found anywhere on campus, the item needs to go immediately to Public Safety. Students will be notified when the item is found if it is identifiable.

MAILROOM

A central mailroom for resident students is located in the lobby of Holland/Princeton Suites (84 Holland Avenue). The mailroom is open from 9:00 a.m. to 4:00 p.m., Monday through Friday and 9:00 a.m. to 1:00 p.m. Saturday during fall and spring semesters, and 8:30 a.m. to 1:00 p.m., Monday through Friday during intercessions and summer. Mailroom and services are closed Sundays and weekends over the summer, holidays, and days of school closings. All resident students are assigned a mailbox, which they will keep the entire time that they remain a resident student at ACPHS. Mailboxes are accessible from 7:00 a.m. until 11:00 p.m. for non-Holland/Princeton Suites residents. HS/PS students can access mailboxes 24 hours a day.

Students who receive packages, which do not fit in their mailbox, will be notified via email from mailroom@acphs.edu that they have a package ready for pick up. Packages may be picked up during the above stated times. Students must present their ACPHS Student ID to retrieve packages.

Incoming and outgoing US Postal Service mail will be received and delivered daily. Letters/packages requiring a signature will be accepted as well. A limited amount of USPS stamps may be purchased from the mailroom during hours of operation. FedEx and UPS overnight, second day, etc. shipping services are available. Students must complete a shipping form, which requires a credit card number for billing purposes. FedEx and UPS outgoing packages must be received in the mailroom by 2:00 p.m. for packaging and labeling. FedEx and UPS supplies are available in the mailroom. For FedEx and UPS, shipper must provide name, address, city, state, zip and phone number of the recipient. FedEx and UPS do not deliver to PO boxes. For more information, contact the Mailroom at mailroom@acphs.edu.

PARKING

Student parking permit registration and payment is coordinated by the Office of Administrative Operations. Parking permits are distributed during Orientation and during the first three days of classes or during the academic year, as needed. Parking regulations are posted, distributed, and enforced. Fines are levied by the Office of Public Safety. Fines are charged to student accounts through ACPHS Office of Student Accounts. Continuous and/or multiple violations of parking regulations will result in the towing of vehicles and the withdrawal of the parking permit. Students residing in the independently owned and operated University Heights College Suites (UHCS) facility are required to park in designated University Heights College Suites parking lots. Students residing in UHCS are prohibited from parking in ACPHS parking lots. UHCS parking information is available from the College Suites management office.

PARKING POLICY

Students with vehicles must purchase a valid parking permit from the Office of Administrative Operations, as well as register their vehicle. They are to park only in the student designated residence hall parking lots. Parking in a Visitor, Handicap, Fire Lane, or Faculty, Administration, Staff lot/space is a violation of the parking regulations of the College. Students are required to follow all College parking regulations.

Due to inclement weather and maintenance requirements, vehicles sometimes need to be moved to alternate parking lots. Students who do not comply with these requests, when made, may have their vehicle towed at the discretion of the College. The College is not responsible for any damages, fines, fees, etc., incurred due to or during the towing process.

ACPHS has a number of parking lots available for resident and commuter students. These lots include the Student Center and BRB for commuter students, as well as South Hall, BRB and Holland/Princeton Suites lots for resident students.

PERSONAL PROPERTY

ACPHS is not responsible for the loss of personal property. This includes, but is not limited to, personal property in residence halls, vehicles parked on campus and at rotation sites. Students are cautioned to keep valuable possessions in their sight or in properly safeguarded containers and should seek personal property insurance coverage. Students are encouraged to contact their homeowner's insurance carrier to ensure the student's belongings are covered by renter's insurance while they live on or off campus.

SIGNS AND FLYERS

A sign is any non-permanent written or graphic material on paper, cardboard, chalkboard, cloth or other, placed on public display for the purpose of advertising or information dissemination. A flyer is considered a sign, as defined above, except distributed individually, i.e., through the student mailboxes. Signs or flyers must not contain anything of a nature directly maligning any group or person or pictures associated with alcohol, drugs, tobacco products, sexual exploitation, etc. ACPHS reserves the right to remove signs deemed to be in poor taste, in unsightly condition, conveying inaccurate information or in violation of this policy.

All signs and flyers must have the name of the person or group posting the sign or flyer, as well as the date of posting. The sign or flyer also must include the date of event.

Before posting, all club and organization signs and flyers must be approved by the Director of Student Engagement and Wellness and be submitted no later than one week prior to the advertised. Approved signs/flyers should be posted in an area designated (one sign per event, per bulletin board). Signs remaining on bulletin boards must be removed by the groups that posted them within one school day following the event.

Signs placed in ACPHS residence halls are at the discretion of the building Resident Director and must comply with these rules.

STUDENT COMPLAINTS

In the event, a student feels that they are being treated unfairly by the College or a member of the faculty, staff or administration, the student should follow the student complaint procedure outlined in the College catalog in an effort to resolve the issue(s).

STUDENT E-MAIL

ACPHS has established e-mail as a means of sending official information to students enrolled in credit courses. To support this objective, the College has provided an e-mail account to all ACPHS students. All accounts are subject to the ACPHS Computer Policy.

- The College has the right to expect that such communications will be received and read in a timely fashion.
- Students are expected to check their college e-mail on a frequent and consistent basis to ensure that they are staying current on all official communications.
- The Chief Technology Officer has overall responsibility for implementation and enforcement of this policy.
- ACPHS-Information Technology (IT) is responsible for distributing and maintaining official ACPHS e-mail addresses.
- Students are expected to maintain their e-mail accounts so that they do not become full. Deleting and/or saving of old e-mails are the responsibility of the students. Any student on the Albany Campus needing help with maintaining their account can come to the Computing and Technology Support Center located in Room 212 of the Student Center for assistance.

A student cannot have e-mail redirected from their official ACPHS address (firstname.lastname@acphs.edu) to another e-mail address. The College will not be responsible for the handling of e-mail by outside vendors. Students utilize Outlook Web Access for e-mail.

Student email accounts are generally deactivated once a student leaves the ACPHS community. The deactivation process varies depending on specific circumstances outlined below:

- Graduation: The Registrar's Office communicates the effective graduation date to IT. Following this communication, IT arranges for graduated students' email accounts to remain active for one semester beyond their graduating semester (i.e., spring graduates will retain email accounts until the end of the fall semester). Graduated students will also receive an invitation to activate an ACPHS alumni email account.
- Leave of Absence/Academic Suspension/College Disciplinary Suspension: Student email accounts will remain active during these temporary periods of absence. Students who do not return to the College following this temporary period will have their account deactivated 30 days after their scheduled return.
- Academic Dismissal or Withdrawal: The Registrar's Office will communicate the effective date of dismissal/withdrawal to IT and collaborating offices across campus and the account will be deactivated 30 days following the effective date.
- Expulsion: The Vice President for Student Affairs will communicate the effective date of expulsion to IT and the account will be deactivated immediately. Student transcript will be updated by Registrar's office accordingly.

CAMPUS SAFETY AND SECURITY

Public Safety services for ACPHS are provided by the University Heights Association's Office of Public Safety. The University Heights Association is a consortium of three colleges –Albany Law School, ACPHS, and Russell Sage College – which share contiguous campuses. In both emergency and non-emergency situations, the Office of Public Safety may be reached at 518-244-3177.

The Office of Public Safety provides uniformed, radio-dispatched patrols on a 24 hour a day, seven-day-a-week basis. Among the services provided by the Office of Public Safety are: Preventive patrol, by vehicle, foot, and bicycle; emergency response; crisis management; law enforcement; incident reporting and Annual Security and Fire Safety Report (ASFSR); investigations; medical emergency response; traffic control and parking enforcement; crime prevention awareness and training; liaison with public sector public safety agencies.

Note: Public Safety officers are security guards licensed by the State of New York. They are trained to the standards and requirements set by the New York State Division for Criminal Justice Services and the Department of State. The staff of the Office of Public Safety is assisted by several technologies that are intended to enhance the safety and security of students, faculty, and staff across all of the campuses. Those technologies include:

- “Blue light” emergency telephones that connect directly to the Public Safety dispatch center placed at strategic locations around campus.
- Closed-circuit television systems which place cameras at a number of locations, both inside and outside, around campus. The cameras are monitored in the dispatch center and are recorded for investigatory and evidentiary purposes.
- Fob access to exterior doors of all academic and residence buildings, which notifies Public Safety when doors are opened outside of normal business hours or when they are propped open.

AUTHORITY OF CAMPUS PUBLIC SAFETY OFFICERS

Public Safety Officers are trained to the standards and requirements set by the New York State Division for Criminal Justice Services and the Department of State. As security guards, their authority to arrest is the same as a citizen; they may make warrantless arrests for a felony “in fact committed” or any offense “in fact committed” in their presence. They may not make warrant arrests or arrests based on reasonable cause.

Selected Public Safety Officers attend a regional Campus Public Safety Officer Academy at the Zone 5 Regional Law Enforcement Academy, which is certified by NYS DCJS. Graduates of that Academy are eligible for appointment, upon request of the Board of Trustees, as a private college security officer. Such appointment grants authority, restricted to the geographical area of authority, to make a warrantless arrest for an offense committed in his presence, or a crime when he has reasonable cause to believe that such person has committed such crime.

Public Safety Officers have extensive authority due to their role and responsibility. This authority includes, but is not limited to, requesting identification from all persons on campus, and determining the reason for their presence on campus; and issuing UHA tickets for parking violations and moving offenses on any of the UHA campuses.

BIAS RELATED OFFENSES

Bias related offenses are investigated, adjudicated and sanctioned pursuant to the ACPHS Affirmative Action Policy. Such conduct may also be a violation of law like New York's Hate Crimes Act of 2000, Article 485 of the New York State Penal Law. See New York State's law at <https://www.nysenate.gov/legislation/laws/PEN/P4TYA485>. Article 485 provides that a person commits a hate crime when they commit a crime and either:

(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion,

religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct, or
 (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

In addition to such sanctions imposed pursuant to the ACPHS Affirmative Action Policy, a person convicted of a hate crime may be subject to penalties pursuant to New York State law which provides that when a person is convicted of a hate crime the hate crime shall be deemed to be one category higher than the specified offense the defendant committed. Penalties for violation of New York’s Hate Crimes Act of 2000, article 485 of the New York State penal law, available on New York State’s website: <https://www.nysenate.gov/legislation/laws/PEN/P4TYA485>.

Students are encouraged to notify any College official if they are the victim of any bias related offense and may file charges under the ACPHS Affirmative Action Policy. Students are also encouraged to seek counselling through the Office of Counseling and Wellness at the College. The Director of Counseling and Wellness can also inform students of the additional support services that are available in the Capital District. Students may also report and file charges with the City of Albany Police.

Arrests and Referrals, 2019-2021

Vermont Campus

Offense	Year	On Campus	Non Campus	Public Property	Total	Residential Facility *
Liquor Law Arrests	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Liquor Law Violations referred for disciplinary action	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Arrests	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Violations referred for disciplinary action	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Illegal Weapons Possession Arrests	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Illegal Weapons Possession referred for disciplinary action	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

Interpersonal Violence, 2019-2021
Vermont Campus

Offense	Year	On Campus	Non Campus	Public Property	Total	Residential Facility
Domestic Violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2021	0	0	0	0	0
Stalking	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

Burglary	2021	0	0	0	0	0	0
	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0	0
	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arson	2021	0	0	0	0	0	0
	2019	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Crime statistics, 2019 -2021, Vermont Campus

Offense	Year	On Campus Property	Non Campus Property	Public Property	Total		Residential Facilities	Unfounded
Murder/Non-Negligent Manslaughter	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Negligent Manslaughter	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Rape	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Fondling	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Incest	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Statutory Rape	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Robbery	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Aggravated Assault	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0

Albany College of Pharmacy and Health Sciences
Interpersonal Violence

2019-2021

	Year	On Campus	Non Campus	Public Property	Total	Residential Facility *
Domestic Violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Stalking	2019	1	0	0	1	0
	2020	0	0	0	0	0
	2021	2	0	0	2	2

*Crimes reported in the Residence Halls are also included in the On Campus category

Albany College of Pharmacy and Health Sciences
Arrests and Referrals
2019– 2021

Violation		On Campus	Non Campus	Public Property	Total	Residential Facility
Weapons: Carrying, possessing, etc. Violation	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Violations	2019	9	0	0	0	9
	2020	4	0	0	0	4
	2021	10	0	0	0	10
Liquor Law Violation	2019	26	0	0	0	26
	2020	29	0	0	0	29
	2021	7	0	0	0	7
Liquor Law Arrests	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Arrests	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Weapons: Carrying, possessing, etc. Arrests	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

*Crimes reported in the Residence Halls are also included in the On-Campus category

	2021	1	0	0	1		1	0
Incest	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Statutory Rape	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Robbery	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	1	0	0	1		0	0
Aggravated Assault	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Burglary	2019	1	0	0	1		0	0
	2020	1	0	0	1		0	0
	2021	1	1	0	1		1	0
Motor Vehicle Theft	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	1	0	1		0	0
Arson	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0

**Albany College of Pharmacy and Health Sciences
Crime Statistics
2019 – 2021**

Offense	Year	On Campus Property	Non Campus Property	Public Property	Total		Residential Facilities	Unfounded
Murder/Non-Negligent Manslaughter	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Negligent Manslaughter	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Rape	2019	0	0	0	0		0	0
	2020	0	0	0	0		0	0
	2021	0	0	0	0		0	0
Fondling	2019	1	0	0	1		1	0
	2020	0	0	0	0		0	0

Fire safety related incidents for ACPHS residence halls for the years 2019, 2020 and 2021 are as follows:

Fire statistics, 2019-2021, Albany Campus

Residence	Year	Fires	Injuries	Deaths	Value of Property Damaged	Fire Drills	Malicious False Alarms
Notre Dame	2019	0	0	0	0	4	0
	2020	0	0	0	0	4	0
	2021	0	0	0	0	4	0
South Hall	2019	0	0	0	0	4	0
	2020	0	0	0	0	4	0
	2021	0	0	0	0	4	0
Holland Suites	2019	0	0	0	0	4	0
	2020	0	0	0	0	4	0
	2021	0	0	0	0	4	0
Princeton Suites	2019	1	0	0	0	4	0
	2020	0	0	0	0	4	0
	2021	0	0	0	0	4	0

CRISIS MANAGEMENT PLAN

To assist all members of the ACPHS community in dealing with an emergency, the College has developed an Emergency Management Plan and committee. Although a specific emergency cannot be predicted, we can anticipate that the College community may encounter a wide range of emergency situations over the course of a school year. By following the guidelines that are contained in this plan, the College will be able to most effectively handle an emergency situation, thus maintaining the safest and best possible learning environment for our students and working environment for our employees. It is important to note that each emergency is different and may be handled in a slightly different manner. The Emergency Management Committee, made up of college administration and staff, along with UHA Public Safety, will determine how the crisis will be handled. When required, the committee will defer oversight to law enforcement agencies and/or governmental entities. The guidelines in this plan do not supersede any of the College's rules and regulations or the Student Code of Conduct. They are simply guidelines that will enable members of the College community to effectively deal with an emergency and/or crisis. A complete copy of the Emergency Management Plan is available to College employees from Administrative Operations. Students may acquire a summary of the plan from Administrative Operations.

DISCLOSING INFORMATION TO THE COMMUNITY

Information related to reported crime and emergencies is essential to a safe campus. The Office of Public Safety has several means of sharing this important information with the community.

In the event of a serious incident that poses an immediate threat to members of the community, a message will be disseminated through the SendWordNow emergency system advising people of the incident and providing instructions that should be followed. This system will be used for "all hazards", regardless of the nature of the incident. It may be used for crimes, weather emergencies, hazardous material incidents, terrorist incidents or natural disasters. SendWordNow will also be used to update the community and provide an "all clear" message when the incident has been resolved.

The Office of Public Safety will also provide "timely warnings" when crimes occur that pose a continuing threat to members of the community. A continuing threat occurs when a suspect in a crime is not yet identified or is identified but remains at large. These warnings are generally shared by email, voicemail, ACPHS Intranet announcement or by posted flyers. In the event that a threat is both immediate and continuing, SendWordNow may also be used. All crimes reported to the Office of Public Safety will be recorded in the crime log. This chronological log of crime on campus is updated each business day and shows crimes occurring over the most recent 60 days. It contains information such as the nature of the crime, its location, date and time, and the disposition of the case.

A fire safety log is also available at the Office of Public Safety. It includes information about all fires occurring at ACPHS, including the nature of the fire, its location, date, and time. It is updated each business day and shows any fires occurring over the most recent 60 days.

Other sources of information about crimes and fires include the following tables in this document: Crime Statistics, Hate Crimes and Fires. Incident reports may be available to the community in the Office of Public Safety, contingent upon confidentiality requirements and the need for investigative integrity. The U.S. Department of Education also offers campus safety information for all colleges and universities in the country. This information is available at <https://surveys.ope.ed.gov/campussafety/>.

The City of Albany crime-mapping program which shows the types and locations of crimes occurring throughout the City, is available at <https://data.albanyny.gov/>.

EMERGENCY NOTIFICATION SYSTEM “SENDWORDNOW”

In the event of an emergency, the College will determine the appropriate notifications that should be made to the College community. The College utilizes an assortment of notification systems. In addition to notification by traditional means such as: fire alarms, public address systems and notification by campus security and or College staff, the College also may notify the community by posting notices on the Internet and /or Intranet; e-mail, and telephone or texting through SendWordNow.

SendWordNow is an emergency notification system, which communicates emergency information to the College community. SendWordNow enables the College to rapidly alert students, faculty, staff, and administration to emergency situations on or around the campus. The system allows participants to enter multiple methods of contact information into a single system. By doing so, SendWordNow helps increase the likelihood that students, faculty, and staff will receive timely notification of emergency situations, regardless of their location. All students, faculty and staff are automatically enrolled in SendWordNow via their ACPHS email account. All community members are encouraged to register multiple contact numbers into the SendWordNow system, but the system is voluntary. In the event of an emergency, SendWordNow simultaneously contacts all numbers and e-mail addresses which you have entered into the system. Messages detailing the nature of the event and/or where to receive additional information are delivered instantly via text, e-mail or through an automated voice message, depending on the device. This is an “emergency” system and is intended to be used for time-sensitive situations and is also used to communicate weather-related delays or closures. It will not be used to communicate “everyday” information. At the beginning of each academic year, new members of the College community will be provided with details of how to provide contact information and returning students are offered the opportunity to update their existing contact information.

FIRE SAFETY AND STATISTICS

In partnership with the New York State Office of Fire Prevention and Control (OFPC) and the University Heights Association’s Office of Public Safety, ACPHS has a comprehensive fire safety program. Annual inspections conducted by the OFPC are thorough and intensive and result in the certification of our facilities as completely compliant with state and local fire codes. Training programs for students, faculty and staff are available through UHA Public Safety. Resident Assistants and Directors attend mandatory fire safety training at the beginning of each academic year. Policies are in place, in student and employee handbooks, that prevent sources of fire. Evacuation policies are practiced regularly through fire drills.

Fire safety systems for ACPHS residence halls are as follows:

- South Hall has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored by a private sector alarm monitoring company who reports the activation of a fire alarm to the Albany Fire Department and UHA Public Safety. South Hall does not have a sprinkler system.
- Holland Suites has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored by a private sector alarm monitoring company who reports the activation of a fire alarm to the Albany Fire Department and UHA Public Safety. The building also has a sprinkler system with heads in each room as well as throughout common areas.
- Princeton Suites has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored by a private sector alarm monitoring company who reports the activation of a fire alarm to the Albany Fire Department and UHA Public Safety. The building also has a sprinkler system with heads in each room as well as throughout common areas.

LABORATORY SAFETY COMMITTEE

The Laboratory Safety Committee (LSC) is an administrative committee responsible for developing and implementing policies and practices that promote a safe work environment for faculty, staff, and students at the College. The Committee coordinates training and disseminates other pertinent information that helps ensure that research and teaching are conducted in as safe a manner as possible. The Committee is also responsible for seeing that appropriate safety equipment is available and that prudent practices are employed in the operation of laboratories at the College. Students may access the LSC web page by logging onto ACPHS Intranet, clicking on the Health and Safety tab, then on the appropriate header. Laboratory Safety can be contacted by email to laboratory.safety@acphs.edu.

INSTITUTIONAL SECURITY POLICIES AND CAMPUS CRIME STATISTICS

In November 1990, the Student Right-to-Know and Campus Security Act was signed into law (Public Law 101-542 as amended by Public Law 102-26). This law, known as ASFSR, requires educational institutions to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics. This report is available on the College's website at <https://www.acphs.edu/students/title-ix-in-compliance-with-this-act>. The ASFSR requires that those crimes be further reported according to where the incidents occur. There are four categories for location of criminal activity, defined as follows:

“Campus” means any building or property controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution, and used by the institution in direct support of, or in a manner related to the institution's educational purposes, including residence halls and, property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students and supports institutional purposes (such as a food or other retail vendor).

“Non-campus building or property” means any building or property controlled by a student organization recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.

“Public property” means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

“Residence hall” means residential facilities for students on campus.

The Act also requires that crimes that single out an individual because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are to be reported according to the category of prejudice and that the number of arrests or referrals to the campus judicial process for violation of alcohol, drug and weapons policies be reported.

Hate Crime

Certain crimes that single out an individual because of actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, nationality, or disability are to be reported according to the category of prejudice. Those crimes include all the crimes enumerated above in the “Crime Statistics” section of this report, as well as the crimes of larceny-theft, simple assault, intimidation, destruction/damage/vandalism to property and any other crime involving bodily injury.

The Albany College of Pharmacy and Health Sciences reported no incidents of hate crime in 2017, 2018 or 2019.

PUBLIC SAFETY ADVISORY COMMITTEE

This committee is comprised of faculty, administration, staff, and students. It addresses safety and security issues. This committee is required by New York State Education Law. The committee is chaired by the University Heights Association director of public safety and reports directly to the president. This committee meets during both the fall and spring semester, and holds additional meetings as needed. Faculty members are selected by the Faculty Senate. Students are selected by the Student Government Association. Administration and staff are appointed by the president.

REPORTING CRIMINAL ACTIVITY, EMERGENCIES AND SUSPICIOUS BEHAVIOR

All students, staff, and faculty of ACPHS are encouraged to immediately report any criminal activity, emergency or hazardous situation or suspicious person or behavior as follows:

- Emergencies may be reported by dialing 518-244-3177, or by using any of the emergency phones located directly beneath blue lights. For your safety and protection, all calls made to 518-244-3177 are recorded and are available for investigative purposes. Although the Public Safety Dispatch Center has direct communication with the 911 Centers in both Albany and Rensselaer counties, emergencies may also be reported directly to the Albany Police or Fire Departments by dialing 911 from any campus telephone.
- Under certain circumstances, confidential reporting of incidents may be available to victims.

ACPHS and the UHA Office of Public Safety encourage that all criminal activity also be reported to the local police department. Public Safety Officers will assist victims or witnesses in that effort.

Community members may also report criminal offenses to any of the following College administrators:

Associate Vice President, Diversity, Equity, and Inclusion	518-694-7132
Vice President for Student Affairs	518-694-7307
Director of Counseling and Wellness	518-694-7262
Director of Student Engagement and Wellness	518-694-7366
Executive Director of Human Resources	518-694-7278
Title IX Coordinator	518-694-7855
Director of Residence Life	518-694-7155

SAFETY AND CRIME PREVENTION PROGRAMMING

Beginning with the College's New Student Orientation program, students are informed of the numerous actions that the College takes to provide a safe campus for students, faculty, staff, and visitors. Included in this Orientation programming is a session offered by the University Heights Association's Office of Public Safety (UHAPS) for the Albany Campus. Throughout the course of the school year, UHAPS will also provide notices, information sessions and advice on public and campus safety. Also, Residence Life Staff include information about residence hall safety, personal safety, and substance use and abuse as it relates to safety in their programs.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The federal Campus Sex Crimes Prevention Act enacted in 2000 went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders required to register in a State to provide notice, as required under state law, of each institution of higher education

in that State at which the person is employed, carries on a vocation, or is a student. The New York State sex offender registry may be accessed at www.criminaljustice.state.ny.us/nsor/index. In addition, the City of Albany maintains a sex offender registry that may be accessed by “Entities of Vulnerable Population.” The University Heights Association’s Office of Public Safety (which provides Public Safety services for ACPHS) has been declared such an entity and the registry may be accessed through the Director of Public Safety.

SEXUAL ASSAULT PREVENTION

EDUCATION AND TRAINING FOR STUDENTS AND EMPLOYEES

It is the policy of ACPHS to offer multiple methods of educational programming to all students and employees each year to assist in the prevention of relationship violence, sexual assault (including stranger and known offender assaults), and stalking. ACPHS has adopted a comprehensive student onboarding and ongoing education campaign to educate members of ACPHS’s community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal and state laws.

As part of this campaign, ACPHS requires all new first-year and transfer students who enroll in ACPHS, whether first-year or transfer, undergraduate, graduate, or professional, to receive training during their onboarding.

ACPHS will require student leaders and officers of student organizations recognized by or registered with ACPHS, as well as those seeking recognition by ACPHS, to complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to receiving recognition or registration. ACPHS will also require each student-athlete to complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to participating in intercollegiate athletic competition.

ACPHS will also provide specific training to international students, students that are also employees, and members of any high-risk populations, as determined by ACPHS.

ACPHS will also offer training on bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of relationship violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Additionally, all employees and students are offered information regarding risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

ACPHS regularly assesses programs and policies established pursuant to federal and state law to determine effectiveness and relevance for students and employees. For more details on programs and policies please refer to the Sexual Harassment Policies and Procedures Policy at www.acphs.edu/titleix.

PUBLIC AWARENESS AND ADVOCACY EVENTS

ACPHS may from time-to-time schedule primary prevention, public awareness, and advocacy programs for students or employees, which may include the following:

- RAD (Rape Aggression Defense) Training for Women
- Title IX training - including training on roles as mandated reporters
- Training on how to appropriately respond to victims of sexual assault
- In Her Shoes- domestic violence empathy exercise

- Active Bystander training
- Healthy Relationship training
- Sex Signals

Information regarding educational programs can be found at <http://www.acphs.edu/titleix/>

Note: If an individual discloses information through a public awareness event such as candlelight vigil, protest, or other public event, ACPHS is not obligated to begin an investigation based on such information. However, ACPHS may use the information provided at such an event to inform its efforts for additional education and prevention efforts.

SEXUAL HARASSMENT POLICIES & PROCEDURES

Please Note any policy changes/updates will be reflected on the ACPHS Website

ACPHS is committed to creating and maintaining an academic and workplace environment free of illegal sexual misconduct and sexual harassment for all its students and employees. “Sexual Misconduct,” which includes Sexual Assault, Non-consensual Sexual Activity, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation; and Sexual Harassment, all of which are defined in the Title IX Policy and are strictly prohibited. Violation of the Sexual Harassment Policies and Procedures for Students and Employees will result in responsive action, as prescribed under applicable law and college policies, which may include suspension, dismissal, or termination from the College.

ACPHS remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule. Only incidents falling within the Title IX Grievance Policy’s jurisdiction elements will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy. To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, ACPHS will investigate and adjudicate the allegations under the policies and procedures defined within the Student Disciplinary Code and the Employee Prohibition of Discrimination, Harassment and Retaliation Policy through a separate grievance proceeding.

WHAT DO I DO IF I HAVE EXPERIENCED SEXUAL MISCONDUCT OR SEXUAL HARASSMENT?

- Get yourself to a safe place. UHA Public Safety and the Albany or Colchester Police Department can help you do this. Officers of those agencies are trained to respond to the needs of a victim of sexual assault and other sex offenses.
- Obtain medical attention. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible is important in the case of sexual assault. We encourage you to do so at a facility that uses SAFE (Sexual Assault Forensic Examiner) or SANE (Sexual Assault Nurse Examiners) specialized care. Albany Medical Center, Memorial Hospital, and St. Peter’s Hospital are all SAFE/SANE designated facilities. Remember that this medical treatment may also provide the opportunity for the collection and documentation of evidence, should you decide to pursue the incident and offender through the legal system. Campus Public Safety or the Albany Police Department may assist you in this effort as well.
- Preserve evidence. We encourage you to take steps to preserve any and all evidence when an incident occurs, as this evidence may be necessary to prove that the offense took place and/or to obtain a protective order. Be aware that the location of the offense, your clothing, and your person may be considered a “crime scene,” and as such, a source of evidence. The location of the incident should be safeguarded, and you should avoid washing, douching, using the toilet or changing clothes prior to a medical/legal exam.
- Report the incident. ACPHS encourages, but does not require, you to report a violation of this Policy.

YOU HAVE THE RIGHT TO MAKE A REPORT TO CAMPUS SECURITY, LOCAL LAW ENFORCEMENT AND/OR STATE POLICE, OR TO CHOOSE NOT TO REPORT; TO REPORT THE INCIDENT TO ACPHS; TO BE PROTECTED BY ACPHS FROM RETALIATION FOR REPORTING AN INCIDENT; AND TO RECEIVE ASSISTANCE AND RESOURCES FROM ACPHS.

DISCRIMINATION AND HARASSMENT

Albany College of Pharmacy and Health Sciences is committed to creating and maintaining a learning and workplace environment in which all students and employees have an opportunity to participate and contribute to the success of the College's mission and are valued for their skills, experience, and unique perspectives.

Acts of discrimination and harassment, which are offenses directed against a person because of their identification in the following categories are prohibited under this policy: race; color; creed; ancestry/place of birth; national origin; sex/gender (including pregnancy); sexual orientation; marital status; familial status; reproductive health decision making; religion; age; disability (including physical or mental condition); gender identity or transgender status; results of genetic testing; predisposition or carrier status; service in the military; domestic violence, stalking, or sex offense victim status; known association or relationship with any member of a protected class; or any other basis protected by applicable federal, state, or local law.

This policy applies to conduct involving students that: (a) occurs on College property, (b) takes place in any College-sponsored program or activity such as travel, research, rotations, or internship programs, or (c) when such conduct may have a continuing adverse effect or could create a hostile environment on campus. This policy also applies to student conduct that occurs off College property.

Discriminatory conduct committed by employees, or third parties will be addressed through the College's Prohibition of Discrimination, Harassment, and Retaliation for Faculty and Staff Policy found in the employee handbook. Complaints about employee conduct should be made to **Human Resources** (humanresources@acphs.edu) or **Title IX Coordinator Emma Hempel (Emma.Hempel) 518-694-7855**.

ACPHS also prohibits students from engaging in retaliation in any form against any individual who opposes a discriminatory practice, makes a good faith complaint of harassment, and/or furnishes information or otherwise participates in an investigation of any such allegations, regardless of the outcome. All members of the campus community are responsible for preventing discrimination, harassment, and retaliation.

Discrimination, harassment, and retaliation are not only unlawful under federal, state, and local law (where applicable), but are also considered forms of misconduct and will not be tolerated.

PROHIBITED CONDUCT

Pursuant to Federal and New York State Laws, the College prohibits the following conduct:

Discrimination

Discrimination is adverse or disparate/differential treatment of any employee student or guest of the College based on the protected class or category of persons to whom they belong, rather than based on their individual merit, with respect to the terms, conditions, or privileges of employment or academic standing. Under Federal and New York State laws, it is illegal to discriminate against individuals, including:

- Recruitment and selection
- Compensation, assignment, or classification of individuals
- Transfer, promotion, layoff, or recall
- Job advertisements

- Testing
- Use of campus facilities
- Training and apprenticeship programs
- Fringe benefits
- Pay, retirement plans, and disability leave or
- Other terms and conditions of employment or academic standing
- Retaliation against an individual for filing a charge of discrimination, participating in investigation, or opposing discriminatory practices
- Employment/academic decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, sexual orientation, religion, or ethnic group, or individuals with disabilities, and denying employment or academic opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, an individual with a disability, or other protected category

Harassment

Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an employee or student because of their membership in any Federal or New York State protected group or on any other prohibited basis. Harassment becomes unlawful when:

1. Enduring the offensive conduct becomes a condition of continued employment/academic standing, or
2. The conduct is severe or pervasive enough to create a work/learning environment that a reasonable person would consider intimidating, hostile, or abusive. Examples of harassment based on protected categories include, but are not limited to
 - Racial slurs or epithets
 - Treating an individual differently because of the individual's race, sexual orientation, national origin, sex, religion, or other protected categories
 - Unwelcome sexual advances
 - Sexual innuendoes, comments, and sexual remarks
 - Racial and sexual graffiti
 - Telling jokes pertaining to protected categories
 - Suggestive, obscene, or insulting sounds
 - Posters, email, cartoons, pictures displayed in the work area that creates an offensive and intimidating environment
 - Implied or expressed threat of reprisal for refusal to comply with a sexual request
 - Patting, pinching, brushing up against another's body
 - Engaging in threatening, intimidating or hostile acts towards an individual because that individual belongs to or is associated with any protected categories
 - Electronic transmission of derogatory, demeaning, or hostile

FILING A COMPLAINT: DESIGNATED OFFICIAL

Members of the College Community and Guests of the College who believe that they have been harassed or discriminated against based on a Protected Status by a student shall contact the applicable Designated Official:

Emma Hempel
(518)-694-7855

Emma.Hempel@acphs.edu

FILING A COMPLAINT: TIME LIMITS

To promote timely and effective review, the College strongly encourages individuals who have experienced discrimination or harassment and other persons with knowledge of possible violations of this policy to make reports as soon as possible, ideally within 30 days of the alleged discrimination or harassment. A delay in reporting may affect the College's ability to gather relevant and reliable information, contact witnesses, investigate thoroughly, and respond meaningfully. It may also affect the College's ability to take disciplinary action against a student who has engaged in prohibited conduct.

While prompt reporting is encouraged, the College will consider as timely any Formal Complaint that is filed under these procedures as long as the respondent is a student.

If the respondent is no longer a student at the time of the Formal Complaint, and the College is, thus, unable to pursue resolution, it will still seek to provide support for the complainant and, as feasible, taking appropriate steps to end any prohibited conduct, prevent its recurrence, and address its effects.

FILING A COMPLAINT: REQUIREMENTS OF A FORMAL COMPLAINT

REQUIREMENTS OF A FORMAL COMPLAINT

Members of the College community who believe that they have been harassed or discriminated against based on a Protected Status by a student may choose to file a formal complaint alleging discrimination or harassment. The formal complaint must identify the person who experienced the prohibited conduct (the "complainant") and the student alleged to have engaged in the prohibited conduct (the "respondent"). The formal complaint must specify:

- The alleged prohibited conduct and the approximate date, time, and location, to the extent known;
- The basis for jurisdiction over the formal complaint.
- The factual allegations pertaining to the prohibited conduct

Upon receipt of the formal complaint, the Designated Official, or their designee, will notify the Complainant and Respondent of the filing of the complaint.

FORMAL COMPLAINT RESOLUTION:

Formal Complaints filed pursuant to this policy may be resolved through the informal resolution process, the formal resolution process, the Complainant's withdrawal of the formal complaint, or by the College's dismissal of the formal complaint.

INFORMAL RESOLUTION PROCESS:

At any time after a Formal Complaint has been filed and before resolution, the parties may seek to resolve a report of prohibited conduct through Informal Resolution. This could include mediation, discussions with a supervisor, or another potential resolution.

Participation in the Informal Resolution process is entirely voluntary; the Designated Official will neither pressure nor compel either party to participate in the process or to agree to any specific terms.

In every case, the Designated Official has discretion to determine whether the matter is appropriate for Informal Resolution and to determine the appropriate terms.

If the process is terminated for any reason, the matter will proceed to resolution via the Formal resolution process under this policy.

Both parties must agree to the terms before an Informal Resolution agreement becomes effective. At any time before a written agreement is effective (see below), the complainant or the respondent may withdraw from the Informal Resolution process, and the Designated Official may also, at their discretion, terminate the process.

Once an agreed upon informal resolution is reached, the parties may not appeal the agreement and the complainant may not seek to refile the Formal Complaint absent new allegations of misconduct. The parties are expected to honor and comply with the terms of the Informal Resolution. Noncompliance may be subject to proceedings under the Campus Code of Conduct.

FORMAL RESOLUTION PROCESS:

If the complainant chooses to pursue a formal resolution process, or if the informal process is unsuccessful or if the Designated Official determines that an informal process should not be utilized, the formal complaint will resolve through the formal resolution process.

1. Within 10 days of receiving a formal complaint or within 10 days of being notified that the informal resolution process will not be successful, the Designated Official or a third party appointed by the College (the "Investigator") will begin an investigation. If needed, the Investigator will consult with the College's General Counsel, Vice President for Student Affairs or Human Resources Office throughout the investigation.
2. The investigation will include meeting with the complainant, respondent and any identified witnesses or other individuals who may have knowledge about the matters in the complaint and of gathering any supporting documentation/evidence associated with the complaint.
3. At the conclusion of the investigation, the Investigator will prepare a written report which must include the following components:
 - A summary of the complaint
 - A summary of the respondent's response
 - A summary of the statements and evidence obtained during the investigation
 - The investigator makes a finding and issues sanction. The director documents, record keeps, and tracks sanction.

APPEALS

An appeal may be made to the appellate board, for one or more of the following purposes:

1. A procedural error occurred that significantly impacted the outcome of the investigation.
2. New evidence unavailable during the original investigation may substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

A decision reached by the Investigator through discrimination and harassment proceedings may be appealed by the Responding Party to the Appellate Board within five (5) business days of a decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator, indicating which appeal criteria has been met and the reasons for requesting a reversal of the decision.

The Student Conduct Administrator shall provide a copy of the appeal and documentation records to the chair of the Appellate Board, within (5) days of receipt of the appeal.

The Appellate Board will endeavor to render a decision to be made by majority vote within twenty (20) business days of receipt of the documentation.

If an appeal by the Responding Party is upheld by the Appellate Board, other than by reason of the existence of new evidence, the original determination may be amended, or the charges may be dismissed, or the original sanctions voided, or the sanction(s) can be lessened or increased by the Appellate Board. The originally assigned Investigator

will be notified by the Student Conduct Administrator of any changes to the original decision. The decision of the Appellate Board is final.

Individuals have the right to seek resolution through other sources, for example, the New York State Division of Human Rights (<http://www.dhr.ny.gov/how-file-complaint>), the Equal Employment Opportunity Commission (<https://www.eeoc.gov/employees/charge.cfm>), or Office of Civil Rights of the United States Department of Education ([Filing A Charge of Discrimination | U.S. Equal Employment Opportunity Commission \(eeoc.gov\)](#) or [1-800-421-3481](tel:1-800-421-3481)).

ACPHS POLICY - MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE

Any employee or student of or volunteer for the Albany College of Pharmacy and Health Sciences (ACPHS) who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on ACPHS property or while off campus during official ACPHS business or College-sponsored events shall have an affirmative obligation to report such conduct to UHA Public Safety at 518-244-3177 immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, UHA Public Safety shall promptly notify local police department and the Vice President of Student Affairs who shall report such incidents to the President for periodic reporting to the Board of Trustees.

In addition, to aid in the prevention of crimes against children on ACPHS property and/or during official ACPHS business at events sponsored by ACPHS, employees must complete mandatory training on the identification of such crimes and proper notification requirements. Vendors, licensees, or others who are given permission to come onto campus or to use College facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in: NYS Penal Law in Articles 130 and 263 and Section 260.10 and “child” is defined as an individual under the age of 17. <https://www.acphs.edu/students/health-safety/title-ix/employee-info>.

As per the Title IX Policy, at ACPHS, all employees are considered Mandatory Reporters. Mandatory Reporters are required to report all details of an incident of sexual misconduct or sexual harassment, including the identity of the victim and the perpetrator, the date and location of the incident, and details regarding the incident if known to the Title IX Official(s) for purposes of initiation of an investigation and appropriate action.

STUDENT DISCIPLINARY CODE

The Albany College of Pharmacy and Health Sciences community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and the principle of student freedom coupled with an acceptance of full responsibility for individual action. Dedicated to an educational and developmental philosophy, the College adheres to a process that balances the interests of individual students with the interests of the College community. The purpose of the Student Disciplinary Code is to establish behavioral expectations of students, to protect the interests of the community, and to challenge those whose behavior is not in accordance with our policies. When the student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in the community. The student conduct process is different from criminal and civil court proceedings; it is designed to be grounded in an educational and developmental approach. Procedures and rights in student conduct procedures are conducted with “fundamental fairness” in mind. They do not include the same protections of due process afforded by the courts. Students, like all members of the College, assume responsibility to conduct themselves respectfully and in compliance with the policies and standards of the conduct established by the College.

JURISDICTION

The jurisdiction of the College discipline system can include both on-campus and off-campus incidents at the discretion of the Vice President for Student Affairs or a designee. This includes conduct which occurs on the College’s premises or as part of the College’s sponsored or sanctioned off campus activities and premises (i.e., University Heights College Suites, co-curricular activities, rotations, off campus trips, etc.) and College related international travel experiences. Additionally, any incident involving a student that harms the College’s interest will be reviewed by the Student Conduct Administrator to determine if College conduct action is warranted. Any off-campus incident that endangers another member of the College community (i.e., sale or dispensation of illegal drugs, infliction or threat of bodily harm, sexual assault, assault, harassment, or threat with a deadly weapon) would be considered harmful to the interest of the College.

When College disciplinary proceedings have been instituted against a student also charged with violation of a federal, state or local law, proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, at the discretion of the Vice President for Student Affairs or a designee. The Student Conduct Administrator is responsible for the administration of this Code and when there may be charges of violations of multiple policies, will assign the processing of charges appropriately.

Jurisdiction allows any College official to enter on-campus rooms to investigate possible violation(s) of policies and may confiscate contraband, such as alcohol or stolen property, when deemed appropriate. Confiscated items become property of the College and may be disposed of at the discretion of college officials when possession of these items violates policies and regulations.

Students must comply with requests from college officials to open rooms when acting in an official College capacity. Failure to cooperate may result in disciplinary action including dismissal from residence and/or the College.

DEFINITIONS

“**Appeal**” means a formally written statement requesting a review of the outcome of a hearing and subsequent sanctioning.

“**Appellate Board**” means those persons selected to act as the Appellate Board of the College.

“**College**” and “**Institution**” mean Albany College of Pharmacy and Health Sciences.

“College document” means any College record, written communication, or form.

“College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

“College premises” and **“College property”** also referred to as the campus, includes all land, buildings, facilities and other property in the possession of or owned, leased, operated, used or controlled by the College (including adjacent streets and sidewalks), and includes the common areas of the University Heights Campus.

“Faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

“Hearing” means any formal meetings with a designated College official concerning alleged policy violations.

“Member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs.

“Organization” means an association formed by its members, some of whom are students, who have complied with the formal requirements for college recognition, including but not limited to those requirements defined and outlined by the Student Government Association (SGA).

“Policy” is defined as the written regulations, rules, and procedures of the College (i.e., the Student Disciplinary Code, the Academic Integrity Policy, the Professionalism Code for PharmD, the Student Housing Occupancy Contract, the College Catalog, or any content on the College website, etc.).

“Referred Individual” includes all persons who have been documented as allegedly violating a college policy and will proceed through the Student Conduct Process.

“Student” includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.”

“Student Conduct Administrator” (SCA) means the person appointed by the Vice President for Student Affairs to coordinate conduct cases. The SCA may delegate, on a case-by-case basis, these responsibilities when potential conflicts of interest or other conflicts arise.

“Student Conduct Committee” means those persons selected by their respective constituencies who convene to hear cases of alleged disciplinary code violations.

“Student Conduct Officer” means a member of the Student Conduct Committee authorized on a case-by-case basis by the Student Conduct Administrator to perform the duties of the Student Conduct Officer under this Code. Nothing shall prevent the Student Conduct Administrator from authorizing the same individual to act as a Student Conduct Officer in several or all cases.

GENERAL RIGHTS AND RESPONSIBILITIES OF ACPHS COMMUNITY MEMBERS

ACPHS is an academic community which promotes both the rights and responsibilities of individuals within that community. The following rights and responsibilities govern the conduct of students, faculty, administration, staff and visitors on campus and College property, as well as off campus at college sponsored events and programs:

1. Rights

- a. The right to freedom of speech, press, political belief and affiliation, freedom from discrimination, freedom to peaceful assembly and an appeal for redress of grievances.
- b. The right to pursue lawful activities.
- c. The right to freedom from verbal and physical force, violence, harassment, assault, and abuse, either as individuals or groups.
- d. The right to privacy of personal information as provided by law.

2. Responsibilities

(Compliance with Article 129-A of the New York State Education Law)

- a. All persons must conduct themselves in a manner which will contribute to the achievement of the purpose of the College. The primary purpose of the College is the cultivation of the intellect. The College cannot condone behavior inconsistent with its purpose or which the College deems inappropriate or unsafe for the College community.
- b. So that the College may achieve its purpose, maintenance of public order on the College campus and College property must be ensured. The laws regarding public order will be enforced by the proper officials. When laws regarding public order are violated, a college official will call the proper law enforcement officials to assist in maintaining public order. Ejection of violators of laws of public order may be necessary. In the case of a student or faculty violator, other penalties may include suspension, expulsion, or other appropriate disciplinary action.
- c. No person, student, faculty, or staff member may have in his possession upon the College property any rifle, shotgun, pistol, revolver or other firearm or weapon.
- d. Nothing contained in these rules and regulations is intended to limit the freedom of speech or peaceful assembly.
- e. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited and will be subject to appropriate College discipline, including possible suspension or expulsion.
- f. Any organization which authorizes such conduct contained in #5 shall be denied permission to operate on campus.

STUDENT CONDUCT PROCESS

The College has established regulations and procedures consistent with its purpose as an educational institution. In the spirit of fairness, the disciplinary process is intended to be as flexible as possible and chiefly concerned with the best interest of both the student involved and the College community. The process was designed to honor a student's rights while assuring responsibility for one's own actions. For detailed information regarding the process, please refer to Judicial Procedures of the Conduct Committee section of the Handbook.

STUDENT CONDUCT COMMITTEE

The Student Conduct Committee shall consist of a maximum of four (4) residence life professional staff members, three (3) faculty members, three (3) students and five (5) administrators. The faculty and student members shall be appointed by their representative constituencies. The administrators shall be appointed by the Vice President for Student Affairs. One (1) faculty alternate, one (1) student alternate and one (1) administrator alternate also shall be

selected. Members shall serve until their replacements have been appointed. In the event cases occur at times when the student members are unavailable, the Student Conduct Administrator and/or the Vice President for Student Affairs may select students and may limit the selection to those residing within a reasonable distance of the campus. Members of the Student Conduct Committee cannot concurrently sit on any other disciplinary committee. The Appellate Board consists of two (2) faculty members; one (1) student and two (2) administrators. Members of the Appellate Board cannot concurrently sit on any other disciplinary committee and are appointed by their representative constituencies. One (1) faculty member or administrator will serve as the chair of the Appellate Board.

STUDENT CONDUCT REFERRAL

Any person may refer a student for judicial action when it is believed that the student has violated a College policy. Referrals are made to the Student Conduct Administrator either by written documentation and/or verbal communication.

RESPONDING INDIVIDUAL'S RIGHTS

The following guidelines are intended to assure individual rights and fairness. The responding individual has a right to:

1. Receive a notice of alleged policy violations
2. Prepare and present defense in their behalf
3. Obtain legal counsel in an advisory, non-representative capacity
4. Receive a notice of decisions and sanctions, if any
5. Request an appeal if criteria are met.

In addition:

1. Consideration may be made to bypass any or all the above criteria when:
 - a. The charge is criminal in nature and is referable to local, state, or federal officials
 - b. There is concern for the personal safety of others
 - c. The persons making the referral may select procedures outside the College
 - d. The case is particularly sensitive, i.e., involving confidential materials
2. Hearings are closed. Individuals having a bearing on the case will be called as needed by the Student Conduct Administrator.
3. The student conduct officer may question referred individual and witnesses either together, in groupings, or individually as the officer deems appropriate.
4. During school year breaks and summer, all efforts will be made to hear the case in a timely manner.

STUDENT RIGHTS IN THE CONDUCT PROCESS

Not all students who participate in the Student Conduct Process are documented individuals, such as victims, bystanders, and observers. Should a student report an incident that requires disciplinary action, the student that initiated the report may be required to attend and/or participate in the Student Conduct Process.

Should a victim be required to participate in the Student Conduct Process, the following guidelines are intended to assure individual rights and fairness. A victim has a right to and thus may:

1. Receive an explanation of all procedures.
2. Be accompanied by an advisor throughout all proceedings.
3. Be provided a comfortable waiting area prior to the hearing.
4. Remain in the hearing throughout the proceedings.
5. Request that discussion of past history or behavior be limited to that which is relevant to the case.

The College cannot disclose the outcome of the hearing to the reporting individual, but the College can let the reporting individual know that the incident went through the Student Conduct process. If sanctions relate to the reporting individual, they will be notified.

WELFARE OF THE COMMUNITY POLICY (AMNESTY POLICY)

ACPHS is committed to the health and safety of all its students. Students are encouraged to care for themselves as well as for other community members. The College is aware that, in a situation involving alcohol or other drugs, students may be reluctant to call for assistance because of the fear that to do so might result in disciplinary action. To ensure that students receive prompt and appropriate attention when there is a safety concern or in which medical attention is warranted, the College has a Welfare of the Community (Amnesty) policy in place. In those instances, in which a student seeks help, no formal judicial action will be taken against the individual in need (nor the persons reporting the incident) unless the individuals involved demonstrate a repeated lack of care concerning their well-being and the well-being of the campus community.

The individuals involved may be required to meet with members of the College community to discuss educational and support options. When necessary, the Student Conduct Administrator or designee will render the final decision regarding whether the Welfare of the Community (Amnesty) policy applies and if any required follow-up is necessary in a particular case. The Welfare of the Community (Amnesty) policy only applies to safety concerns related to alcohol and other drug use and does not apply to other prohibited conduct. This process is not intended to address possible violations of criminal laws or their consequences outside of the College. In cases where an individual or organization fails to seek emergency medical assistance when it is clearly indicated, formal judicial action will be taken against the individual(s) or organization.

COLLEGE POLICIES

ACADEMIC INTEGRITY

Academic integrity is violated by any dishonest act which is committed in an academic context. Academic dishonesty may occur in courses, in experiential settings (professional rotations, research laboratories, clinics) or other associated academic activities. Violations of the standards of academic integrity cannot be listed exhaustively, but some of the most common examples are listed below.

Plagiarism: The deliberate attempt to give the reader the impression that the work, words, or ideas of others are the author's own, without appropriate reference to the original source. Examples of plagiarism include, but are not limited to:

1. Copying, from any source (other students, faculty, electronic or print publications) information word-for-word without using quotation marks, even if the source is referenced in the text or in the works cited page.
2. Paraphrasing or summarizing another author's ideas or research without giving proper credit.
3. Submitting a paper or other assignment as original work for more than one course.
4. Using someone else's production (e.g., writing, artwork, photograph, multimedia, video) without proper citation.
5. Giving incorrect information about the source of a quotation.

Unauthorized Assistance in Course Assessments: The use or attempted use of unauthorized aids.

1. Electronic or other, or assistance from others on examinations or other assignments submitted for evaluation, or unauthorized collaboration in completing assignments or examinations.
2. Reviewing an *unauthorized* copy of an exam. (The term "unauthorized" refers to using an old exam explicitly not allowed by the faculty teaching the course or reviewing an exam or exam questions prior to it being given).
3. Allowing others to copy or use work.

4. Any action that aids another in violating academic integrity.

Communicating False or Dishonest Information:

1. Violating the confidentiality of academic communication.
2. Intentionally making a false report of academic dishonesty.
3. Dishonesty in requests for make-up exams, extensions of deadlines, or other course matters.

Falsification of Records or Identity:

1. Falsification of records, reports, or documents associated with the educational process.
3. Misrepresentation of one's own or another's identity in an academic context.
4. Fabrication, falsification, or misrepresentation of data, results, or sources for papers or reports.
5. Actions that destroy or alter another student's or colleague's work.

ABUSE AND INTIMIDATION

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, or which adversely affects the College community and/or the pursuit of its objectives is prohibited.

ABUSE OF STUDENT CONDUCT SYSTEM

Abuse of the student conduct system, including but not limited to:

1. Failure, without good cause, to obey the written direction of the Student Conduct Officer or Student Conduct Committee to provide evidence at a hearing, provided there is proof that such direction was received in a timely manner.
2. Falsification, distortion, or misrepresentation of information before a Student Conduct Officer or Student Conduct Committee.
3. Disruption or interference with the orderly conduct of a judicial proceeding.
4. Attempting to discourage an individual's proper participation in or use of the judicial system.
5. Attempting to improperly influence the impartiality of a member of a Student Conduct Officer/Committee prior to and/or during the course of the hearing by communications which are not part of the official documentation.
6. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during and/or after a judicial proceeding.
7. Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
8. Influencing or attempting to influence another person to commit an abuse of the judicial system.
9. Furnishing a false charge or other information to any College official, faculty member or office.

ACTS OF COMPLICITY

Acts of complicity, aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Disciplinary Code is prohibited.

ALCOHOL

ALCOHOL AS IT RELATES TO UNDERAGE STUDENTS

If a student is under the age of 21 (hereafter referred to as an "underage student"), the possession, consumption, or distribution of any amount of alcohol is prohibited.

1. Underage students shall not possess, consume, or distribute alcoholic beverages.
2. Underage students shall not furnish or sell any alcoholic beverage.

3. Underage students shall not be in the presence of alcohol with the exception of college-sponsored events in which each student ID is properly checked, and appropriate wristbands are worn (i.e., Snow Ball Dance, Half Way and All The Way Dances, etc.).
4. Underage students shall not be incapacitated by the influence of alcohol.

ALCOHOL AS IT RELATES TO EXCESSIVE DRINKING

Excessive drinking (or “binge-drinking”) is prohibited. Any student, regardless of age is not permitted to be intoxicated or incapacitated by alcohol.

ALCOHOL AS IT RELATES TO PARAPHERNALIA

All students shall not possess any drinking paraphernalia that promotes rapid consumption of alcohol including, but is not limited to funnels, beer pong materials, and shot gunning supplies.

Regardless of age, possession and/or consumption of any form of alcohol in an open container is prohibited outside. All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of.

BUILDING ACCESS AND SECURITY

BUILDING ACCESS & SECURITY AS IT RELATES TO SECURE AREAS

No person may:

1. Be on the roof of any campus building.
2. Climb into windows on campus.
3. Sit in windows or on ledges.
4. Sit on heating/cooling units.

BUILDING ACCESS & SECURITY AS IT RELATES TO KEYS AND ID CARDS

Students may not loan their own or use another student’s key or College identification for any reason. Failure to show a proper student identification or other identification to a college representative is prohibited. Students should not provide unauthorized access to any College facility which is otherwise secured.

BUILDING ACCESS & SECURITY AS IT RELATES TO UNAUTHORIZED ENTRY

Forcible entry or any unauthorized entry into any room or building on the College premises or at any College related function is prohibited.

CELL PHONES

Any unauthorized use of electronic or other devices to take a photo, record audio, or video of any person while on college premises without their consent, except where activities recorded are public behavior, are prohibited. The College prohibits the taking of pictures of another person in the gym, locker rooms, bathrooms, or other places on or off campus where a person has a reasonable expectation of privacy. No cell phone can be used while driving when on college business. Students who violate this policy may be subject to criminal or civil penalties for related violation of federal, state, or local laws.

COLLEGE DOCUMENTS

Forging, transferring, altering, or otherwise misusing any student record, official College document, record, identification card or other college identification is prohibited.

COMPUTER ETHICS

Users of computer systems and networks at the Albany College of Pharmacy and Health Sciences must read, understand, agree to comply with and sign the ACPHS Computing Ethics Policy. This policy applies to all members of the College Community (students, faculty, and staff).

COPYRIGHT AND P2P FILE SHARING

This policy (also referred to as the P2P Policy), sets forth ACPHS' procedures to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. ACPHS uses a wide variety of methods to inform students, faculty, and Staff about copyright law. This Policy should be read in conjunction with ACPHS' Computer Use Policy.

DAMAGE TO COLLEGE PROPERTY

Attempted or actual damage to college property or other personal or public property is prohibited.

DEMONSTRATIONS

Any act, including participation in an on or off campus demonstration that disrupts the normal operations of the College or infringes on the rights of other members of the College community, including leading or inciting others to disrupt scheduled and/or normal College activities on or off College premises, is prohibited.

DIGITAL/ELECTRONIC MISUSE

Theft or other abuse of digital or electronic resources is prohibited. Including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Use of computing facilities and resources to interfere with normal operation of the College computing system.
7. Use of computing facilities and resources in violation of copyright laws.

DISORDERLY CONDUCT

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the College or members of the academic community is prohibited. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including the College's public-service functions on or off campus, or other authorized non-College activities when the act occurs on college premises is prohibited.

DRUGS

Use, possession, manufacture or distribution of marijuana, heroin, narcotics, illicit drugs, or other controlled substances except as expressly permitted by law is prohibited. This includes prescription drugs being used or possessed by an individual without a valid prescription for that drug.

DRUGS AS IT RELATES TO POSSESSION, CONSUMPTION, DISTRIBUTION, AND SALE

Possessing, consuming, distributing, or selling illegal or illicit drugs is prohibited.

Students shall not:

1. Be in the presence of illegal or illicit drugs, nor will they be present where illegal or illicit drugs are being used, had been used, or were suspected of being used.
2. Be incapacitated by the influence of illegal or illicit drugs or substances.

Additionally, the odor of marijuana in corridors, lounges, public areas, or student rooms in conjunction with the possession of a fan, towel, or any other element used to mask the smell will result in participation in the Student Conduct process.

DRUGS AS IT RELATES TO PARAPHERNALIA

Possession of any drug paraphernalia, or any item designed or intended for the purpose of preparing, smoking, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs, or disguising drug use, is prohibited.

Students shall not:

1. Possess any drug paraphernalia, including, but not limited to bong, bowls, hookahs, pipes and scales.
2. Possess any items that are designed for the use of drugs.

Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.

All drugs and drug paraphernalia will be confiscated and disposed of.

Students found in violation of the drug policy and/or drug paraphernalia policy may be removed from campus housing and/or the College depending on the severity of the incident.

FAILURE TO COMPLY

Failure to comply with reasonable and lawful requests or directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so is prohibited.

FALSE REPORTING

Falsely reporting an emergency, such as falsely reporting a bomb, fire or other emergency in any building, structure, or facility on college premises or at any College related function by activating a fire alarm or by any other means is prohibited.

FEDERAL/STATE/LOCAL LAWS

Conduct which allegedly violates federal, state and/or local laws is considered a violation of college policy and is prohibited.

FIRE SAFETY

Any attempt to intentionally or recklessly start a fire or cause an explosion and/or contribute to an unauthorized fire is prohibited. In the case of emergency or emergency drills, refusal to leave, or the prevention of a college official to evacuate a building is prohibited. Activation of false alarms and tampering with fire safety equipment, (i.e., fire alarms, door alarms, exiting through emergency doors in a non-emergency, fire extinguishers, exit signs, emergency phones, fire doors, sprinklers, or smoke or heat sensors) either accidentally or maliciously, is a violation of law and can result in a criminal penalty as well as student conduct action.

Should a fire alarm sound, students must evacuate the building immediately and may not return until they receive permission from a college official, Public Safety, or Albany Fire Department official.

FURNISHING FALSE INFORMATION

Furnishing false information to any College official, faculty member or office, including but not limited to furnishing false information on any application for any program offered by the College is prohibited.

GAMBLING

All gambling or betting activities, with the exception of small, private card or other games, which do not involve monetary bets or involve monetary bets of small amounts (less than \$5.00) is prohibited in accordance with state and civil law.

HARRASSMENT

Harassment of any type is strictly prohibited. Students shall not:

1. Take any action with the intent to alarm or disturb another individual, or to breach the peace of an individual.
2. Engage in, or participate in, any action which is unwanted and results in an individual being fearful for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment.

This includes willful and repeated harm inflicted through the use of computers, cell phones, cameras, and other electronic devices.

HAZING

Hazing, defined as an act that endangers the mental or physical health or safety of any person, the force of consumption of liquor or drugs, or other substances, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization is prohibited. Apathy or acquiescence in the presence of hazing is also considered misconduct. Acts of this nature are considered hazing whether or not a person willingly participates in such activities (i.e., expressed, or implied consent does not provide a defense). ACPHS adheres to the New York State Penal Code for Hazing.

INFLICTION OR THREAT OF BODILY HARM

Students shall not:

1. Inflict bodily harm.
2. Take any action for the purpose of inflicting bodily harm.
3. Take any action that creates a substantial risk such that bodily harm could result.

Additionally, students shall not threaten to subject another person to:

1. Physical harm.
2. Unwanted physical contact.
3. Ethnic slurs, personal insults, and/or obscenities at another person or group of people.
4. Unwanted communication, including, but not limited to in person, phone, email, text message, dating websites, social media*, or any other form of electronic communication.
5. Willful and repeated harm inflicted through the use of computers, cell phones, cameras, and other electronic devices.

*For the purposes of this policy, social media is defined as any form of electronic communication through websites, browsers, or digital applications. Examples include, but are not limited to Twitter, Facebook, Instagram, and Tumblr.

OBSTRUCTION OF MOVEMENT

Intentionally causing an unreasonable obstruction of the freedom of movement of persons or the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions is prohibited.

SEXUAL HARASSMENT AND MISCONDUCT

Please refer to the Sexual Harassment Policies and Procedures for Students and Employees section of the Student Handbook for a complete description of this policy. Policy changes will also be reflected on the ACPHS website.

SMOKING

Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, on off campus properties owned, leased, or rented by the College, and in all College rented vehicles.

Tobacco advertisements are prohibited in college publications.

For the purpose of this policy, tobacco is defined as any type of tobacco product, including, but not limited to, cigarettes (commercial, handmade, or electronic, vapes), cigars, cigarettos, pipes, hookahs, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other smoking material or device.

STALKING

Stalking including acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property is prohibited. Stalking may include persistent calling, texting, posting on social networking media or physically stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature or arises out of an actual or perceived social relationship of a romantic or sexual nature, the behavior is a form of sexual misconduct.

STUDENT ORGANIZATION SUSPENSIONS

Participation in or attendance at events sponsored or conducted, in fact or in name, by a student organization that has been suspended or has been deactivated by the College is prohibited.

TAMPERING WITH THE ELECTION

Tampering with the election of any College-recognized student organization is prohibited.

THEFT

Attempted or actual theft of the College property, of a member of the College community, or other personal or public property is prohibited. Students shall not:

1. Seize, attempt to seize, or possess public or private property without the consent of the owner or person legally responsible.
2. Obtain or attempt to obtain any service by devious means.
3. Maintain possession of public or private property that is stolen.

UNAUTHORIZED POSSESSION

Unauthorized possession, duplication, or use of college identification or keys to any College premise is prohibited.

WEAPONS

Possessing and/or use of firearms (handguns, rifles, etc.), explosives, explosive device, and/or any other dangerous weapon (including but not limited to: slingshots, paintball guns, pellet guns, bows and arrows, stun guns, either real, imitation, toy or antique weapons, ammunition of any kind, martial arts weapons [chukka sticks, throwing stars, samurai swords, nun chucks], illegal knives, straight bladed knives, swords, BB guns, etc.) is prohibited. This includes College-operated buildings, property or automobiles parked on college property. The possession of a New York State weapons permit does not authorize that person to have firearms or other prohibited items on campus or in personal vehicles. If an individual has knowledge of any prohibited items, they are required to advise the Office of Public Safety. Failure to do so will be a violation of college policy. The use or possession of fireworks is prohibited. Any or all chemicals which can either be made to possess, or which inherently possess, volatile, explosive, or dangerous properties are prohibited, except under the academic supervision of a member of the College faculty or a college official.

ON-CAMPUS HOUSING POLICIES

ASSIGNMENTS AND OCCUPANCY

All room assignments/changes must be administered and approved by Residence Life staff. As such, students may not move without completing the appropriate paperwork and receiving prior approval from a professional member of the Residence Life staff or a designee.

The College reserves the right to move students. Residents with unoccupied spaces in their rooms may not refuse a roommate. The College reserves the right to assign a new occupant to fill a vacancy, to make changes in room/suite/apartment assignments, and to reassign a student in the residence halls.

ROOMS/SUITES/APARTMENTS

Care of individual rooms/suites/apartments is the responsibility of the assigned residents. Damage must be reported immediately to Residence Life or Physical Plant staff. Cost of correcting such damage will be borne by the residents. Residents are required to maintain their rooms/suites/apartments in a condition acceptable to the Residence Life and Physical Plant staff. Residents are also required to maintain building common areas.

The furniture/furnishings provided must remain in the room/suite/apartment in which they are found and must be used in the manner intended. Furniture found in common areas are for the use of all members of the community and, therefore, should not be removed from the area where it is placed.

Some windows in the halls contain security screws. Removal of these screws is strictly prohibited, and violators will be charged \$25 per student living in the room. Dumping, throwing, or projecting objects from the window is prohibited. Residents may not block or hang items outside of their windows. Signs, pictures, and other postings that can be viewed from the exterior of the building may be restricted in the discretion of the College.

The College reserves the right to enter and inspect rooms/suites/apartments for repair, maintenance, security, cleanliness, safety, and/or compliance with college rules and regulations. Residents may not be notified in advance of room, suite, apartment, or building inspections, which may take place whether or not the occupants are present. Items associated with or indicating unauthorized activity will be confiscated if discovered during an inspection. Residents are required to dispose of trash from their rooms/suites/apartments. Trash is to be placed in the dumpster. Any trash bags or boxes left in the hallways/common areas of the residence hall will be charged to the residents responsible at a rate of \$25 per box or bag.

No individual or group of individuals may position themselves or any object so that free movement to an exit is restricted or blocked. In addition, room/suite/apartment occupancy limits are set at double the occupancy plus one (i.e., a double room may be occupied by no more than 5 students at a time).

Some areas in the residence halls are restricted and not for general student use. These areas include, but are not limited to electrical/mechanical closets, storage rooms, physical plant/housekeeping areas, office spaces, roofs, and any area marked as restricted.

SAFETY AND SECURITY

Propping open outside doors at any time is prohibited.

Residents are not permitted to loan their key(s) or access fob to anyone for any reason, unless instructed to do so by a college official. Residents who lose their access fob should immediately notify a member of the Residence Life professional staff to get the fob replaced. There is a \$20 charge to replace a lost or missing access fob.

Students are prohibited from participating in activities which are disruptive to residents. This includes, but is not limited to, playing sports, riding bikes, skateboards, etc. in the hallways and common areas of the building.

FIRE SAFETY REGULATIONS AND PROCEDURES

Wall coverings, posters, etc. are limited by the City Fire Code to 40% of the available wall space. The amount of coverage is determined at the discretion of a professional member of the Residence Life and/or Physical Plant staff. Students should avoid hanging tapestries above beds, this can create a fire hazard in the room.

Doors should remain clean and clear without excessive coverage and decoration.

The possession of vapes (e-cigarettes, vapes, Juuls and related paraphernalia) is not permitted in any Residence Hall building.

Hoverboards are not allowed in any residential facilities.

RESTRICTED ITEMS

Expressly forbidden are the following in all Residence Halls: candles, incense, oil lamps, unapproved lofts, cement blocks, extension cords, open coil heaters, air conditioners, satellite dishes, halogen lamps, personal microwaves, mini-refrigerators, woks, immersion coils, deep-fat and French fryers, rotisseries, hot plates, stoves, and any type of exposed burner, frying appliance, and any type of open flame devices.

Allowed for cautious and limited use in Holland/Princeton Kitchens only: Air Fryers, George Foreman grills, popcorn poppers with the heating element housing in a covered unit, toaster-type closed ovens, crock pots, and electric skillet/fry pans.

Christmas Trees/Flammable Decorations: Real Christmas trees are not allowed in the residence halls. Only potted trees or plants are allowed in student rooms. During holiday seasons and throughout the year, only fire-resistant decorations are permitted at the discretion of a Residence Life professional staff member. In addition, decorative electric lights of any kind are not permitted in residence halls.

In addition, ONLY battery-operated lights are permitted for decoration in the residence halls.

Alcohol containers of any kind are not permitted in any residence halls as decorations.

PETS

Pets, other than fish in a small glass bowl of no more than one gallon, are prohibited.

Emotional Support Animal Policy

Albany College of Pharmacy and Health Sciences (ACPHS) is committed to assuring equal access for all students, staff, and faculty. It is the policy of ACPHS that the only pets that are permitted are fish in a one-gallon sized fish tank within the Residence Halls.

Definitions:

Service Animal - A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Emotional Support Animal (“ESA”) – An ESA animal is any “indoor-appropriate” animal that provides necessary emotional support to individuals with a documented mental or psychiatric disability and is determined to play an integral part of a person’s treatment process. The ESA must demonstrate excellent temperament and reliable, predictable behavior. An ESA must be prescribed to an individual by a physician or mental health professional that the student has had an existing or on-going relationship with. *Online animal certification registries will not be accepted.*

If a student is approved to have an ESA in college housing, this does not extend permission for the animal to be in other areas of the College (dining hall, library, student center, academic buildings, athletic facilities, classrooms, labs, etc.).

Guidelines and Requirements

- The animal should be in good health, well-groomed and care should be taken for flea and odor control. Animals are not permitted to be groomed or bathed within ACPHS Residence Halls.
- If the ESA is a dog, the owner must comply with the City of Albany’s licensing policy and must provide a copy of the license to the Office of Residence Life. Go to <https://www.albanyny.gov/DocumentCenter/View/6182/Dog-License-11-2019-2?bidId=>. There is a cost of \$16 to license a spayed/neutered dog.
- The animal must be kept under control and the owner must take effective action when it is out of control.
- If the noise (crying, barking, meowing) is deemed excessive by the Residence Life staff (in the case of the student being present or not being present in the room), it will be grounds to terminate the student’s approved animal contract.
- The owner is responsible for feeding, walking, and disposing of waste.
- Waste disposal via college plumbing or indoor trash containers is prohibited. Waste must be recovered, bagged, and placed in an outside trash can.
- ACPHS will not require any additional fees for an ESA in the Residence Halls as it is an accessibility-related accommodation. However, the animal’s owner will be charged for any damage caused by an ESA to the same extent any student would be charged for damage caused to college property.
- Certain animals will be excluded from the ESA accommodation. Animals that are inherently dangerous or predatory and wildlife or endangered species will generally be excluded, but exclusion determinations will be made by ACPHS on a case-by-case basis. Animals must not exceed 30 pounds due to the limited housing space for the student.
- The student must provide written consent for The Office of Residence Life to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel, Physical Plant staff and potential and/or actual

roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

- The student must provide an emergency contact (outside of the ACPHS community) who will be able to come to campus to take care of the animal if the student has an emergency come up (example: temporarily hospitalized). This contact must be someone who would arrive to retrieve the animal from campus within 3 hours of notification from the College.

Animal Health Requirements

- The animal must be spayed/neutered.
- Documented veterinarian assessment of animal including breed/mix of breed, health, and proof of appropriate vaccinations.
- The animal must be on a flea treatment regimen.
- If the animal requires a cage, litter box or any device that collects animal waste, it must be cleaned daily.
- When exiting the building or outside with the animal, it must be confined in a cage and dogs must be leashed and harnessed.

Process

Students wishing to request an ESA must submit a Housing Accommodation Form located at https://cm.maxient.com/reportingform.php?AlbanyCollegePHS&layout_id=3. The student must submit the required documentation along when submitting the accommodation request. If the ESA request is approved, the student will need to meet with the Director of Residence Life to sign off on the Terms and Conditions Contact for Approved ESA Animals at ACPHS prior to the animal coming to campus. ESA requests must be submitted 45 days prior to the start of the semester and may take up to 30 days to be approved. Requests submitted during the semester will follow the same timeline.

QUIET/COURTESY HOURS

Quiet hours are in effect from 10 p.m. through 10 a.m. Sunday through Thursday. Weekend hours are Friday and Saturday night beginning at 12 a.m. and ending at 10 a.m.

When Quiet hours are not in effect, noise levels must be maintained to a degree where other residents are not disturbed, as determined in the discretion of Residence Life Staff.

GUEST POLICY

A resident may have no more than 3 guests at any given time.

Guests are not to be left unattended in any part of the residence hall facilities.

If a guest violates College rules or regulations of this Agreement, the resident will be responsible for the damage, residence hall sanctions, and/or residence hall fines that are levied. The guest may be required to leave at the discretion of the Residence Life Staff and may lose future visitation privileges.

Overnight guests are permitted. However, the resident student must complete an Overnight Guest Form online at least 48 hours in advance. Residents must also get the approval of those living in their room/suite/apartment. Residents of another building and those in another room in the same building are all considered to be guests and the host student is required to complete the Overnight Guest Form for these individuals.

Each resident in South Hall is permitted overnight guests for a maximum of 10 nights per academic year. Residents of the Holland/Princeton Suites are permitted overnight guests for a maximum of 5 nights per month. Overnight guests are not permitted to stay in the residence hall for more than three consecutive nights. The purpose of

permitting overnight guests is to provide a convenience to resident students that wish to host a friend or family member from out of the area. Abuse of this policy, as determined by a professional member of the Residence Life staff, could result in revocation of the privilege of hosting overnight guests.

Overnight guests are not permitted if the nature of the visit is Fraternity related.

ALCOHOL POLICY

In Holland/Princeton Suites, where all residents of the apartment are under 21 years old, possession and/or consumption of alcoholic beverages or containers is prohibited. This includes possession and/or consumption by guests or visitors who are of legal drinking age.

If alcohol or alcohol containers are discovered in a room/suite/apartment where they are prohibited and the resident(s) are not present, each resident is in violation of the alcohol policy.

In Holland/Princeton Suites apartments where not all the residents of an apartment are of legal drinking age, those residents over twenty-one years of age may keep alcohol in the apartment; however, these students are prohibited from consuming with or in any way providing alcohol to those residents who are not of legal drinking age.

A student of legal drinking age may not possess more than one case of beer, two liters of wine, or one liter of distilled spirits. The use or possession of kegs, beer balls, beer bong, tap devices, or plastic funnel devices used for the consumption of alcohol is strictly prohibited in or around the residence halls.

Under no circumstances will intoxication be accepted as an excuse for the destruction of property, disorderly conduct, or other objectionable behavior.

PARKING POLICY

Students with vehicles must purchase a valid parking permit from the Office of Administrative Operations, as well as register their vehicle. They are to park only in the student designated residence hall parking lots. Parking in a Visitor, Handicap, Fire Lane, or Faculty, Administration, Staff parking lot/space is a violation of the parking regulations of the College. Students are required to follow all College parking regulations.

Due to inclement weather and maintenance requirements, vehicles sometimes need to be moved to alternate parking lots. Students who do not comply with these requests, when made, may have their vehicle towed at the discretion of the College. The College is not responsible for any damages, fines, fees, etc. incurred due to or during the towing process.

HOUSING CHARGES

Students are not permitted to lease, or rent, or otherwise provide their assigned spaces to anyone else. For Residence Hall Closing, residents who do not follow check out procedures and do not vacate the halls at the appropriate time will be subject to fines.

JUDICIAL PROCEDURES

CHARGES AND HEARINGS

Any member of the College community, hereafter referred to as the “**Reporting Party**” may file charges against any student, hereafter referred to as the “**Responding Party**” for misconduct. Charges shall be prepared in writing and directed to the Student Conduct Administrator or a designee. In the event the Student Conduct Administrator, by reason of a conflict of interest, should be recused, the Vice President for Student Affairs shall perform the duties of the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place

and forwarded to the Student Conduct Administrator. The Student Conduct Administrator will notify the Responding Party in writing of the charges.

The Student Conduct Administrator shall designate from the Student Conduct Committee a member to act as the Student Conduct Officer and will forward the charges, and all written documents related to the case, to the assigned Student Conduct Officer. The Student Conduct Officer will conduct an inquiry to determine whether the charges allege a violation of this code and whether evidence exists to support the charges.

The Student Conduct Officer, in his or her sole discretion, then determines:

1. The case can be dismissed for lack of evidence and/or the alleged misconduct does not constitute a violation of this Code; or
2. The case warrants processing, at which point the following options are available and are agreed upon ahead of time using the Initiation of Code of Conduct Proceedings Form:
 - a. The Responding Party and the Conduct Officer agree to work toward a resolution regarding the charges. A signed resolution shall be final and there shall be no subsequent proceedings; or
 - b. The case shall be presented to the Student Conduct Committee for decision at the request of the Responding Party; or
 - c. The case shall be presented to the Student Conduct Committee for decision at the determination of the Student Conduct Officer.

When it is determined that a case shall be presented to the Student Conduct Committee for decision, the Student Conduct Administrator shall set a time and place for a hearing to be held not less than five (5) nor more than fifteen (15) business days after receipt by the Responding Party of notification of the time and place of the hearing. Time limits for scheduling of hearings may be extended or modified at the sole discretion of the Student Conduct Administrator.

The Student Conduct Officer shall preside over the Hearing. The Student Conduct Officer and the Student Conduct Committee have the right to question the Responding Party, the Reporting Party and any witnesses in an effort to obtain evidence and reach a decision. Hearings shall be conducted by a Student Conduct Committee according to the following guidelines:

1. Hearings normally shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the Student Conduct Officer, provided, however, the Reporting Party, Responding Party, and their consultants, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations).
2. In hearings involving more than one Responding Party, the Student Conduct Officer, in his or her discretion, may permit the hearings concerning each Responding Party to be conducted separately or jointly.
3. The Reporting Party and the Responding Party have the right to be aided by an advisor of their choice; provided however, such person shall not be entitled to advocate, or be entitled to ask questions, raise objections, or otherwise communicate to the Student Conduct Committee or other persons present other than counseling and communicating with the party who has chosen them as an aide.
4. The Reporting Party, the Responding Party and the Student Conduct Committee may identify witnesses who can give testimony relevant to the facts in dispute. The Reporting Party, and/or the Responding Party shall identify such requested witnesses at least two (2) business days prior to the hearing. Such identification shall contain a written summary of the proposed testimony and a statement as to why it is relevant to the facts in dispute.
5. The Student Conduct Officer shall determine in their sole discretion those persons who will give testimony at the hearing.
6. The Student Conduct Officer will try to arrange the attendance of witnesses who are members of the College community, if reasonably possible, and who are identified at least two (2) business days prior to the hearing.

7. Witnesses will provide information to and answer questions from the Student Conduct Committee. Questions may be suggested to the Student Conduct Officer, by the Responding Party and/or Reporting Party to be answered by each other or by other witnesses. The Student Conduct Officer determines in their sole discretion whether to pose such suggested questions.
8. When special knowledge in a particular field might be helpful to the Student Conduct Committee, a person having special training or experience in that field, hereafter called an expert witness, may, in the sole discretion of the Student Conduct Officer, be permitted to state his or her opinion concerning those matters even though they have no direct knowledge of the facts in dispute. When a party to the proceeding or the Student Conduct Committee seeks to offer expert testimony, they shall give at least three (3) business days' notice to the Student Conduct Officer. Said notice shall disclose in reasonable detail the subject matter on which the expert is expected to testify, the substance of the facts that the expert assumes in reaching his or her opinion, the opinion and the reasons therefore, and the qualifications of the expert witness. The Student Conduct Officer shall immediately provide copies of such notice to all other parties and the Student Conduct Committee.
9. Witnesses who are not available locally during the time of the hearing, may provide their testimony by conference call.
10. Pertinent records, exhibits, affidavits, and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Student Conduct Officer. Where any educational records of the Responding Party or other student are admitted into evidence, they shall not be shown or published to persons other than on the Student Conduct Committee or other persons authorized by law to see such records, except with the consent of the student whose records are being admitted. The Student Conduct Officer shall instruct all persons given access to educational records of the legal prohibitions concerning redisclosure.
11. After the hearing, the Student Conduct Committee shall determine (by majority vote; the Student Conduct Officer shall not have a vote) for each act of misconduct that the Responding Party is charged with, whether the Responding Party so acted and thereby violated the charged section of the Student Code, and the appropriate sanction(s) for the misconduct. In the event of a tie, the Student Conduct Officer shall cast the deciding vote. In determining appropriate sanctions, the Student Conduct Committee may consider past violations of college policies by the Responding Party.
12. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the Responding Party violated the Student Code.
13. The Student Conduct Administrator may be present at the hearing to assist with procedure.
14. The Student Conduct Officer, Committee and the Student Conduct Administrator reserve the right to consult with College Counsel at any time, and College Counsel, at the discretion of the Student Conduct Officer, may be present at the hearing for consultation on both substantive and procedural matters.

There may be a single verbatim recording of the hearing. The recording, together with pertinent records, exhibits, affidavits, and written statements accepted as evidence, shall be the Official Record of the hearing. The Official Record shall be the property of the College and shall be preserved for a period of seven (7) years. In all cases, the evidence relevant to the charges shall be presented and considered even in the absence of the Responding Party.

The Student Conduct Officer may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Reporting Party, Responding Party and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of Student Conduct officer.

Decisions made by a Student Conduct Committee and/or a Student Conduct Officer shall be final, unless successfully appealed.

SANCTIONS

When students are found in violation of college regulations, sanctions shall be imposed. Failure to complete an imposed sanction will result in college records being placed on hold, being charged with the policy violation “Failure to Comply” and/or other additional sanctions.

Sanctions for policy violations will be determined, utilizing three main criteria:

1. The nature of the offense.
2. The precedent established at the College for similar offenses, and
3. The previous disciplinary history of the student, as well as the student’s attitude and behavior throughout the disciplinary process.

Sanctions may include, but are not limited to, those described below. Each listed sanction may be imposed alone or in combination with other sanctions.

APOLOGY

The student may be required to provide a written apology to any parties they have harmed. Apologies are to include:

1. *What happened:* a description detailing the harm caused by the incident;
2. *My role:* an acknowledgement that the student was responsible for the event;
3. *How I feel:* an expression of remorse or regret in causing harm;
4. *What I won’t do:* A statement of commitment to responsible behavior and causing no further disruptions;
5. *What I will do:* A statement of commitment to make amends for the harm caused.

COMMUNITY SERVICE

Volunteering in the community is a way to be helpful to others and rebuild the trust that is lost through misbehavior. Community service is intended to be meaningful and rewarding, potentially becoming a platform for person development.

ACADEMIC COUNSELING REFERRAL

A student may be required to engage with the Center for Student Success and follow any recommendations given by their advisor.

ONLINE EDUCATIONAL MODULE

The student may be required to complete an educational module through the Judicial Educator.

SUPERVISION

A student may be required to meet regularly with one or more members of the community for mentoring, support, and reassurance to the community that the student is complying with sanctions and College policies.

PARENTAL NOTIFICATION

As part of the student conduct process, a student’s parents may receive notification that their student was found in violation of one of our policies. We encourage students to talk with their parents regarding violations of the Student Disciplinary Code prior to being notified by the College.

EDUCATIONAL PROGRAM

The student may be required to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with program facilitation to aid in learning about a specific topic or issue

related to the violation. Students may be required to complete a research or reflection paper articulating the harm caused by their actions and/or strategies they may adopt to prevent further disruptive behavior.

“NO CONTACT” DIRECTIVE

A directive requiring avoidable contact with one or more identified persons, in person or through telephonic, electronic, written, or other means. A no contact directive may include additional restrictions and terms.

COUNSELING REFERRAL

A student may be required to participate in a substance use/abuse screening, anger management counseling, or similar evaluation and/or assistance. The Conduct Officer or board does not diagnose psychological problems or specify treatment; however, they may require the student to seek consultation and follow any recommended treatment plan.

WARNING

A notice in writing that the student is violating or has violated institutional regulations. A warning also indicates that future violations will likely result in more serious level of sanctioning.

DISCIPLINARY PROBATION

A written reprimand for violation of specified student disciplinary code regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Disciplinary Probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of college regulations and a violation of the probation.

LOSS OF PRIVILEGES

Denial of specified privileges for a designated period of time. “Privileges” can be determined by the Student Conduct Officer/Committee. Restricted privilege may include:

1. The ability to host guests on campus.
2. The ability to attend athletic and extracurricular events.
3. The ability to possess various types of electronic equipment in a residence hall room.
4. The ability to have contact with specified individuals or organizations in the college community.
5. The ability to participate in the room reservation process.
6. The ability to restrict movement on campus (including any college-owned or leased building/property).

FINES

Requirement to pay a monetary fine.

RESTITUTION

Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

LOSS OF HOUSING POINTS (FIRST YEAR STUDENTS ONLY)

First year students may lose housing points. Housing points can be earned during the first year, up until Spring Break and are used to calculate a student’s housing score for the second-year housing lottery.

RESIDENCE HALL REASSIGNMENT

The student may be moved from their current housing assignment to a new room within the building or to a new residence hall on campus.

RESIDENCE HALL SUSPENSION

Separation of the student from the residence halls for a defined period of time (but not less than the remainder of the semester). The student may petition the Director of Residence Life for eligibility to return. Conditions for readmission may be specified.

RESIDENCE HALL EXPULSION

Permanent separation of the Responding Party from the residence halls.

COLLEGE DISCIPLINARY SUSPENSION

Disciplinary suspension establishes a fixed period of time during which the student may not participate in any academic or other activities of the College. During the College disciplinary suspension, students are unable to earn credit for ACPHS required courses. Additionally, students are prohibited from withdrawing from ACPHS and then reapplying to ACPHS as a new transfer student. At the end of the suspension period, the student may be readmitted only upon the recommendation of the Student Conduct Administrator. Conditions for readmission may be specified.

COLLEGE EXPULSION

Permanent separation of the student from the College.

WITHHOLDING DEGREE

The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

The following sanctions may be imposed upon groups or organizations:**DEACTIVATION**

Loss of all privileges, including College recognition, for a specified period of time.

LOSS OF SELECTED PRIVILEGES

Loss of selected privileges for a specified period of time.

Disciplinary violations may be considered by the College when thereafter making educational and/or employment decisions and shall be included in the Responding Party's educational records as follows: Other than College suspension, expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the Responding Party's permanent academic record except when required by local, state or federal law, but shall become part of the Responding Party's disciplinary record.

INTERIM SUSPENSION

The Vice President for Student Affairs, or a designee, may impose a college or residence hall suspension prior to the hearing before the Student Conduct Officer or Student Conduct Committee.

1. Interim suspension may be imposed:
 - a. To ensure the safety and well-being of members of the College community or preservation of college property.
 - b. To ensure the Responding Party's own physical or emotional safety and wellbeing.
 - c. If the Responding Party poses a threat of disruption of or interference with the operations of the College.
2. During the interim suspension, the Responding Party shall be denied access to the residence halls and/or to the College premises (including classes) and/or all other College activities or privileges, as the Vice President for Student Affairs or the Student Conduct Officer may determine to be appropriate.

3. The interim suspension will be in place until either the conclusion of the conduct proceedings or it is removed by the Vice President for Student Affairs, or their designee.

APPEALS

An appeal may be made (to the appellate board, or the Vice President for Student Affairs) for one or more of the following purposes:

1. A procedural error occurred that significantly impacted the outcome of the investigation.
2. New evidence unavailable during the original investigation may substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

A decision reached by the Student Conduct Officer/Conduct Committee may be appealed by the Responding Party to the Appellate Board within five (5) business days of a decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator, indicating which appeal criteria has been met and the reasons for requesting a reversal of the decision.

The Student Conduct Administrator shall provide a copy of the appeal and documentation records to the chair of the Appellate Board, within (5) days of receipt of the appeal.

The Appellate Board will endeavor to render a decision to be made by majority vote within twenty (20) business days of receipt of the documentation.

If an appeal by the Responding Party is upheld by the Appellate Board, other than by reason of the existence of new evidence, the original determination may be amended, or the charges may be dismissed, or the original sanctions voided, or the sanction(s) can be lessened or increased by the Appellate Board. The originally assigned Student Conduct Officer will be notified by the Student Conduct Administrator of any changes to the original decision.

TRANSCRIPT NOTATION

For crimes of violence, including but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the academic transcript of such students that they “withdrew with conduct charges pending”

Individuals seeking removal of a transcript notation for suspension may make that request in writing to StudentAffairs@acphs.edu no earlier than one year after the conclusion of the suspension. The request will be reviewed by the Vice President for Student Affairs (and/) or their designee.

APPEAL TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

A decision reached by the Appellate Board may be appealed by the Responding Party within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator, indicating which appeal criteria has been met and the reasons for requesting a reversal of the decision. The Vice President for Student Affairs shall be provided a full copy of all records associated with the case and a copy of the decision of the Appellate Board. The Vice President for Student Affairs may take such action, including but not limited to reversing the determinations below, or upholding in whole or in part such determinations. The Vice President for Student Affairs may void, lessen, or increase any sanctions imposed. The Vice President for Student Affairs will endeavor to

render a decision within twenty (20) business of receipt of the documentation of all records associated with the case. If the Vice President for Student Affairs acted as the Student Conduct Administrator due to a conflict, the appeal will move the Vice President for Student Affairs.

INTERPRETATION AND REVISION

Any question of interpretation regarding the Student Disciplinary Code shall be referred to the Student Conduct Administrator or their designee for final determination.

The College's Board of Trustees invites members of the College Community to periodically review the code and make comments and/or suggestions to amend it. The Board of Trustees is responsible for approving any changes to the Student Disciplinary Code.

The Student Disciplinary Code shall be reviewed at least every five (5) years or sooner as circumstances may prescribe under the direction of the Student Conduct Administrator who shall solicit comments and recommendations from the Student Conduct Committee and the Student Government Association.

GENERAL CAMPUS POLICIES

ALCOHOL AND DRUG-FREE WORKPLACE/SCHOOL POLICY

DEFINITIONS:

Campus shall mean the property of the College, including any buildings or other premises leased or used by the College, any College-owned vehicle (or any other College-approved vehicle used to transport students or fellow employees to and from work-related activities or to transport fellow employees to and from different work sites) and any off-school property used for any College-sponsored or College-approved activity, event, or function. This does not include the University Heights College Suites.

Drugs means any substance which produces a psychoactive effect. The term *drug* is used generically to include tobacco and herbal cigarettes, alcohol, pharmaceutical drugs, illicit drugs, image and performance enhancing drugs, inhalants and shall include any illegal drug, hallucinogenic drug, prescription drug (in the possession of an individual without a valid prescription), narcotic drug, amphetamine, barbiturate, marijuana, or any other controlled substance (as the same is defined pursuant to the Federal Controlled Substances Act, 21 USC 811 and 812 and in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812)).

Psychoactive effects means effects produced by a drug or substance that alter mental processes including mood, cognition, thinking or behavior.

Alcohol means and shall include any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.

The drug-free awareness program means the program established by the College to inform employees about: the dangers of drug abuse in the workplace; the College's policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and assistance programs for employees at the employee's cost; and the penalties that may be imposed upon students, faculty, and staff for violations of this policy.

POLICY:

ACPHS recognizes that controlled substance abuse is illegal, and that illegal drug consumption and illegal alcohol consumption interferes with effective teaching, work, and the development of a safe and healthy environment for learning and living. The College has a fundamental legal and ethical obligation to prevent controlled substance abuse and to maintain a drug-free work and educational environment.

This policy applies to all members of the College community (students, faculty, and staff) while on campus or participating in a college sponsored activity.

It is a condition of each person's employment that the employee: become familiar with the provisions of this policy and acknowledge in writing having read this policy after commencing their employment; abide by the terms of this policy; and notify the College of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who violates the terms of this policy shall be subject to appropriate personnel action up to and including termination; and/or shall at their own expense, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement or other appropriate agency. The College shall notify the appropriate federal and/or state agencies within ten (10)

days after receiving notice of an employee's conviction on any criminal drug or alcohol violation occurring in the workplace.

Students must also abide by the terms of this policy. Any student who violates the terms of this policy shall be subject to such disciplinary actions as set forth in the Student Disciplinary Code in the Student Handbook.

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance, drug, or alcoholic beverage in the workplace or on campus. The College expects all students and employees to make good faith efforts to maintain a drug-free/alcohol-free workplace and campus through implementation of this policy.

Alcohol possession, distribution and/or consumption are prohibited in all buildings on campus, except as expressly permitted in accordance with the following:

1. In accordance with State law, no money may be charged for any event at which beverage alcohol is present unless a permit is obtained from the State Liquor Authority through the College's Food Service Provider.
2. Alcohol will not be permitted at ACPHS athletic events.
3. In compliance with State law, individuals under the age of 21 are not allowed to purchase, possess, or consume alcoholic beverages on campus.
4. Only the College's Food Service Provider is authorized to sell or provide alcoholic beverages on campus.
5. Guests will not be allowed to bring alcohol to an event.
6. Positive proof of age is required at any event at which alcohol is served and or consumed.
7. The College's Food Service staff and the sponsor or host are all responsible for implementing reasonable measures to ensure that alcohol is not served or made available to persons under age 21 or who are intoxicated.
8. Faculty or staff-sponsored events where admission is charged, or where there is any charge for food or beverages, must receive permission from Administrative Operations 30 days in advance if they wish to serve alcohol on campus. The organization must make necessary arrangements with the College's Food Service Provider.
9. Student organizations must receive permission from the Vice President for Student Affairs 30 days in advance if they wish to serve alcohol on campus. The organization must make necessary arrangements with the College's Food Service Provider to serve alcohol.
10. Service of alcohol is at the discretion of the College administration and staff of the Food Service Provider. Permission to serve alcohol is NOT automatic. Approval by the College may be based on: the nature of both the event and the facility, the capacity of the facility, demonstration by the sponsoring organization of its ability to comply with State and College regulations, nearby scheduled activities, the number of underage (21) participants (if the percentage of underage attendees is 50% or higher, the function may not be approved), where and how alcohol will be available, the past history of event or sponsor, and such other factors as the College shall reasonably deem pertinent. Service of alcohol is also contingent upon the grant of an appropriate permit by the State Liquor Authority.
11. Alcohol is prohibited from South Hall and Residence Halls. Holland and Princeton Suites have specific guidelines related to possession of consumption of alcohol which are detailed in the College's Occupancy Agreement and the Student Handbook. (This does not include the University Heights College Suites.)
12. Individuals are not allowed to remove an alcohol container (i.e., cup, can, bottle) from the designated area that the beverages are being served.
13. Each individual member of the campus community is responsible for their own actions. When making decisions to consume beverage alcohol or to provide beverage alcohol to others, individuals must be mindful of the inherent consequences and risks involved. In addition, individuals are responsible for understanding and complying with applicable laws. The College will not be responsible for enforcing State and local laws,

nor will it shield individuals from the legal consequences of their actions should they violate these laws. Each member of the campus community should familiarize himself/herself with applicable laws.

14. Students, faculty, and staff are responsible for adhering to all local, state, and federal laws related to alcohol and drug use, possession, consumption and/or distribution for their own jurisdiction.

NEW YORK STATE STATUTES REGARDING ALCOHOL LIABILITY

1. **Penal Law (260.20)** - Unlawful dealing with a person to give, sell or cause to be given or sold alcohol to person under age 21 except if you are a parent or guardian or pursuant to educational curriculum.
2. **Alcohol Beverage Control Law (65, 65a, 65b, 65c, 65d)** - Unlawful to: sell, give, deliver, cause, or permit a person under 21 to procure alcohol. No liability for refusal to sell or give unless discriminatory, misrepresent age of person under 21 to induce sale of alcohol; offer false I.D. by persons under 21 to purchase alcohol; possess with intent to consume by person under 21. Exceptions are alcohol given pursuant to educational curriculum or by person's parent or guardian. Posting of signs is required by licensed seller.
3. **General Obligations Law-Article 11-** A 3rd party injured by an impaired or intoxicated person under age 21 has a right of action against any person who knowingly caused such impairment by unlawfully furnishing or assisting in procuring alcohol for the person under 21 years old. Also, if a person causes or contributes to procuring alcohol for any intoxicated person, an injured third party has a cause of action against the person who provided the alcohol.
4. **Vehicle & Traffic Laws** - Operating a motor vehicle while under the influence of alcohol or drugs (Article 31 Section 1192 - 1196) - No person shall operate a motor vehicle while their ability to operate such motor vehicle is impaired by the consumption of alcohol.
 - a. **Driving While Intoxicated (DWI):** Definition: Operating a motor vehicle while having .08 of one per centum or more by weight of alcohol in the blood as shown by chemical analysis of a person's blood, breath, urine, or saliva.
Sanctions: Driving while intoxicated (DWI) or while ability impaired by drugs are misdemeanor offenses and are punishable by a 6-month revocation of one's driver's license, a fine of not less than \$350 nor more than \$500, or by imprisonment in a penitentiary or county jail for not more than one year, or by both such fine and imprisonment. Subsequent convictions for DWI may constitute a Class E Felony and shall be punished by a fine of not less than \$500 nor more than \$5,000, or by a period of imprisonment as provided in the penal law, or by both such fine and imprisonment.
 - b. **Driving While Ability Impaired (DWAI):** Definition: Operating a motor vehicle while having .05 of one per centum or more by weight of alcohol in the blood as shown by the chemical analysis procedures described above.
Sanctions: Driving while ability impaired (DWAI) shall be a traffic infraction punishable by a 90-day suspension of driver's license, a fine of not less than \$250 nor more than \$350 or by imprisonment in a penitentiary or county jail for not more than 15 days, or by both such fine and imprisonment. A subsequent conviction within five (5) years of a past infraction shall be punished by a fine of not less than \$350 nor more than \$500 or by imprisonment of not more than thirty (30) days in a penitentiary or county jail or by both fine and imprisonment. Two or more subsequent convictions shall be punished by a fine of not less than \$500 nor more than \$1,500, or by imprisonment of not more than ninety (90) days in a penitentiary or county jail or by both fine and imprisonment.

Note: Chemical test refusal will result in a six-month revocation of driver's license and \$100 fine. Also, minors who refuse a chemical test will lose their license for one year or until they reach 21 years of age, whichever is the greater penalty.

COMPUTER USE AND COMPUTING ETHICS POLICY

Users of computer systems and networks at the Albany College of Pharmacy and Health Sciences must read, understand, and agree to comply with the Computing Ethics Policy. This policy applies to all members of the College Community (students, faculty, and staff). These resources are vital for the fulfillment of the academic, research and business needs of the College community. Their use is provided as a privilege. If the Chief Technology Officer asks you to cease an activity on the computer, you must stop that activity immediately. Each individual faculty member, staff member, and student must exercise responsible, professional, and ethical behavior when using these resources. You are responsible for your actions. That responsibility exists regardless of what security mechanisms are in place. Access to the system is a privilege, not a right.

It is your responsibility to promptly report any violation of this policy or other College code, policy, or guideline. In addition, you must report any information relating to a flaw in or bypass of resource security to the system administrator. Upon notification of a claim that any material resident on the system infringes a copyright or other intellectual property right the College reserves the right to remove, or disable access to, the material that is claimed to be infringing or to be the subject of infringing activity. The College reserves the right to remove, or disable access to material, which in the College's determination, contains defamatory, obscene, or pornographic material or otherwise violates any provisions of this policy, or adversely affects the mission of the College. Illegal activities may be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution.

PRIVACY

While the College desires to maintain user privacy and to avoid the unnecessary interruption of user activities, the College reserves the right to investigate use of college resources, which may include the inspection of data stored or transmitted on the network including data that you have protected with a password or otherwise. By attaching a personal computer to the network (wired or wireless) you authorize and consent that the College examine the content of that computer or of any files or materials stored by you on the network. You should not consider any computer activity or any stored content, whether on your computer or on the network to be private as ACPHS has the unconditional right to monitor the computer system and to examine user files including Internet and e-mail usage.

Remember the Internet is not secure. If you are going to transmit sensitive data or files across the Internet, you must take precautions to protect it from unauthorized access. Data and files can easily be intercepted and read, altered, misused, or destroyed. In addition, machines attached to Internet are vulnerable. Do not assume your data is safe on your computer if it is directly connected to Internet. Do not store valuable or privileged information on these systems without applying security. If you can't afford to lose it, back it up.

Your password is the only means you have of keeping your account and files secure from unauthorized access. It is possible for your password to be stolen when using the Internet, so you are encouraged to change it often. Do not consider e-mail private or secure.

ACPHS SECURITY

ACPHS information security best practices are those steps that the College and you can take on your own to help secure the computing resources that you use. Best practices are a combination of information security tips, tools, and techniques that you can use to protect your resources and data. Mobile computing devices are devices such as tablets, smart phones, e-readers, and laptop computers. The very features that make these devices useful (portability, access connectivity, data storage, processing power) also make them a security risk to users and to ACPHS when they contain College data. Major features of mobile devices that cause a risk to the user and potentially

the College include their small size (they can be easily lost, stolen, or misplaced); weak user authentication mechanisms that can be easily compromised or simply disabled by the user; and their ease of interconnectedness. As mobile devices become more powerful and ubiquitous, they need to be treated with the same or greater care than personal computers. This document explains general end-user security measures that can be taken on mobile devices. Taking action to personally ensure computer security helps protect everyone from data and identity theft, viruses, hackers, and other threats. Every member of the ACPHS community who uses a computing device makes ACPHS's computing environment more secure by following these best practices.

Mobile devices purchased by the College and personally owned Mobile devices connected to or accessing ACPHS' password protected network (hereafter covered mobile devices) must comply with the following mandatory compliance:

- Compliance with the ACPHS HIPAA Security Policy in accordance with the HITECH statute and implementing regulations.
- Security software to be installed on covered mobile devices prior to deployment. If a device is already deployed, and it doesn't have the security software, IT must be contacted to install the software on the device. It violates the College's security policy if the security software is uninstalled by the end user.
- Covered mobile devices must be password protected and auto lock enabled. Disable Simple Passcode to allow the use of longer, alphanumeric, passcodes.
- Covered mobile devices must be encrypted.
 - Android - need to turn on the encryption.
 - Windows 8 Phones – need to turn on encryption.
 - Blackberry devices require you to turn on data protection.
 - iPhone has built in hardware encryption, but you need to turn on the password feature in order for it to be functional.
- Enable a "remote wipe" feature if available. This also includes features that delete data stored on the mobile device if a password is not entered correctly after a certain number of specified tries.
- Jailbreaking is the process of removing the limitations on devices installed by the manufacturer. Jailbreaking permits root access to the operating system, allowing the download of additional applications, extensions, and themes that are unavailable through the official source. You may not circumvent security features or otherwise "jailbreak" your mobile device
- Before disposing of a covered mobile device, the IT department must securely delete the data.
- The IT department needs to be contacted if a mobile device is lost, stolen, or misplaced so it can be remotely wiped.

GENERAL SECURITY BEST PRACTICES

- Keep your mobile devices with you at all times or store them in a secured location when not in use. Do not leave your mobile devices unattended in public locations (e.g., airport lounges, meeting rooms, restaurants, etc.).
- Standard security protocols should be followed. This includes ensuring your device has current anti-virus software and all operating system and application updates and patches. Firewalls should be enabled if possible.
- Lost, stolen, or misplaced mobile devices should be immediately reported to the police. If your mobile device contained ACPHS data, also inform the ITS department about a lost, stolen, or misplaced device.

TRANSMISSION SECURITY

- Where possible, data transmissions from mobile devices should be encrypted.
- Wireless access, such as Bluetooth, Wi-Fi, etc., to the mobile device should be disabled when not in use to prevent unauthorized wireless access to the device.

- In general, keep your wireless connection on hidden mode unless you specifically need to be visible to others.
- If available wireless access should be configured to query the user for confirmation before connecting to wireless networks. For example, when Bluetooth is on, select the “check with me before connecting” option to prevent automatic connections with other devices.

APPLICATION AND DATA SECURITY

- Do not install software from unknown sources as they may include software harmful to your device. Research the software that you intend to install to make sure that it is legitimate.
- When installing software, review the application permissions. Modern applications may share more information about you than you are comfortable with, including allowing for real time tracking of your location.
- Be careful when storing your personal data on your mobile device. If you lose the device, you could lose your data.

USE OF SYSTEM RESOURCES – DO’S

You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not share your password with anyone else or provide access to ACPHS network resources to unauthorized persons.

Individuals who are authorized to access sensitive or institutional data are prohibited from divulging that data to any other individual unless that individual is also authorized to use the data. Individuals are only permitted to access data as authorized. Yet if a file is readable, do not assume you may read it unless explicitly granted authority to do so. Even if a file is updatable, do not modify it unless explicitly granted authority to do so.

Keep all valuable digital media in a secure place. When throwing out digital media make sure no sensitive information can be found on them.

The College is not responsible for information, including photographic images and musical recordings, published on or accessible through personal web pages, including personal home pages. The College does not monitor the contents of these personal web pages. The individual or group creating or maintaining personal web pages is solely responsible for the content of the web page and may be held civilly and criminally liable for the materials posted on the web site. The College reserves the right to remove or disable access to any material stored on any college resources or connected to college resources.

USE OF SYSTEM RESOURCES - DON'TS

You may not use College resources for your own commercial gain, or to operate or support a non-college related business or charity, or for other commercial or charitable purposes not officially approved by the College’s President. You may not use college resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy.

You may not use College resources in a manner inconsistent with the norms of professional performance and conduct appropriate to your position with the College.

Game playing is not allowed on computers owned by the College. Game playing is allowed on student computers as long as it does not deteriorate system performance.

You may not move or take any hardware without explicit permission from the designated owner of that hardware.

You may not destroy or vandalize any hardware, cable or service provided by the campus. You may not authorize or allow another person or organization to use your computer accounts or ACPHS network resources.

The following are considered unacceptable uses of computer systems, and are strictly prohibited:

- Causing personal or emotional injury including: harassment or threats to specific individuals, or a class of individuals; transmitting unsolicited information that contains obscene, pornographic indecent, lewd or lascivious material or other material which explicitly or implicitly refers to sexual conduct; using e-mail or newsgroups to threaten or stalk someone; transmitting unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of prohibited discrimination.
- Computer fraud.
- Computer invasion of privacy - unauthorized examination of files.
- Damage or impairment of college resources or the resources of others. Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly or negligently (1) damaging any system (e.g., by the introduction of any so-called "virus", "worm", or "trojan-horse" program), (2) damaging or violating the privacy of information not belonging to you, or (3) misusing or allowing misuse of system resources including use of College resources for non-College related activities that unduly increase network load (e.g., chain mail, network games and spamming). Causing denial of computer services (i.e.: run a virus that renders a network unusable). Preventing others from using computer services.
- Interference or impairment to the activities of others, including creating, modifying, executing or retransmitting any computer program or instructions intended to (1) obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail, (2) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (3) examine or collect data from the network (e.g., a "network sniffer" program).
- Unauthorized access and use of the resources of others, including use of: College resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals; providing false or misleading information for the purpose of obtaining access to unauthorized resources; accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data and electronic mail) from any network system or file; modification or destruction of programs or data other than your own personal files.
- Unauthorized transfer of software or data. The Internet is a global network, and the importing and exporting of software may fall under the jurisdiction of the United States Department of Commerce. Exporting can occur when hardware or software is provided to persons or entities outside the United States and may require a license. The exportation of networking code or encryption code is restricted. You may not allow access to a restricted machine to persons or entities outside of the United States. Please be aware when posting information to a bulletin board, that data will probably cross the border. If you have any questions on the legality of transmissions over the borders of the United States, please seek legal counsel.
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose, including use of system resources to commit a crime (embezzlement, harassment, blackmail etc.); theft of computer related materials; theft of computer services (for example you may not use any pay service without paying); cracking passwords
- Violating copyrights and other intellectual property rights. Whenever you are shipping software from one place to another, you must consider intellectual property and license issues. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.

The College reserves the right to remove from the network and/or from any web page hosted on the network, any material which is not related to the work of the individual or to research being conducted by the individual which in the College's reasonable belief adversely affects the mission of the College.

Violation of these policies may lead to suspension or loss of privilege and may lead to expulsion or termination of employment. Reports of unauthorized use or misuse of the resources will be investigated. In the event that use is determined to be contrary to college policy or applicable law, appropriate measures will be taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the ACPHS network, referral to student or employee disciplinary processes, expulsion, or termination of employment.

COPYRIGHT AND P2P FILE SHARING IN COMPLIANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA)

This policy (also referred to as the P2P Policy), sets forth ACPHS' procedures to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. ACPHS uses a wide variety of methods to inform students, faculty, and Staff about copyright law and ACPHS policies.

This Policy should be read in conjunction with ACPHS' Computer Use Policy. Both Policies provide that violating copyrights and other intellectual property rights is prohibited. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment. Upon notification of a claim that any material resident on the system infringes a copyright or other intellectual property right the College reserves the right to:

- remove, or disable access to, the material that is claimed to be infringing or to be the subject of infringing activity;
- deny computer privileges and access to the alleged infringer.

Illegal activities may be reported to local, state or federal authorities, as appropriate, for investigation and prosecution. This policy shall be posted on the website. Further, ACPHS shall make an annual disclosure that informs students that:

- the illegal distribution of copyrighted materials may subject them to criminal and civil penalties;
- violation of this policy constitutes a violation of the Student Disciplinary Code and subjects students to the procedures and penalties set forth in that code;
- violations of this policy will subject faculty and staff to disciplinary action in accordance with the provisions of the Faculty Handbook and the Employee Handbook respectively.

ACPHS encourages all members of the ACPHS community, student, staff, and faculty to use lawful means of acquiring and distributing copyrighted materials such as those set forth in this policy. ACPHS uses technology-based deterrents to combat the unauthorized distribution of copyrighted material. The IT Department shall monitor use of ACPHS internet and intranet resources to detect and report violations of this policy and to determine whether this policy effectively combats the unauthorized distribution of copyrighted material.

ACPHS uses a wide variety of methods to inform students, faculty, and Staff about copyright law and ACPHS policies. Students are informed during orientation about ACPHS policies. Also, ACPHS' IT Department provides a copy of this P2P policy when they receive their computers. This policy with all ACPHS policies are made a part of the Student Handbook.

There are many legal sources for copyrighted material such as music and movies. They have a wide range of business models; some are free, and some charge a nominal fee. The Motion Picture Association of America (<http://www.mpa.org/>) maintains a compendium of legal sources for films and TV programs. In addition to many

available commercial download websites for music, Music Outfitters, Inc. (<http://www.musicoutfitters.com/resources.htm>) maintains a compendium of legal sources for downloadable music.

GENERAL STUDENT GRIEVANCE PROCEDURES

In the event a student feels they are being treated unfairly by the College or a member of the faculty, staff or administration, the student should follow this procedure to resolve the issue. (Note: If the complaint is related to a grade in a course, please refer to the [Course Concern Procedure](#) in the College Catalog).

The student should first attempt to address concerns directly with individual or office concerned. If the student is unable to follow the procedure or is not satisfied with the response, the student should complete the [Student Complaint Form](#). The complaint form will be directed to the ACPHS office or department that can best address the issue and the student can expect initial contact within one business week.

Please note if the student is currently enrolled, all communication will be directed to their ACPHS email. Complaints must be filed by a current or prospective student, not by a family member or proxy.

If a student's issue cannot be resolved internally, the student may choose to file a complaint with **the Office of College and University Evaluation, New York State Education Department**. This office should only be contacted if ACPHS has not responded to a student complaint for resolution.

Contact Information:

Office of College and University Evaluation
New York State Education Department (NYSED)
5 North Mezzanine
89 Washington Avenue
Albany, NY 12234
Telephone: (518) 474-3852

To file a complaint with the Office of College and University Evaluation, go to <http://www.nysed.gov/college-university-evaluation/complaints>

For more information about NYSED's complaint procedures, go to <http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university>

For students enrolled in fully online academic programs, the student may choose to file a complaint with the **Office of College and University Evaluation, New York State Education Department** if ACPHS has not responded satisfactorily to a student complaint.

Contact information:

Office of College and University Evaluation
New York State Education Department
89 Washington Avenue, Suite 960
Albany, NY 12234
Telephone: 518.474.1551

<http://www.nysed.gov/college-university-evaluation/complaints>

For more information about filing a complaint about fully online programs, please go to the [NC SARA policies and procedures site](#). NC-SARA plays an important role in ensuring consumer protections for students who take advantage of interstate distance education programs. Not only do we work directly with states to help assure the quality of the programs offered, but we also help support students in instances in which they may want information or have questions about professional licensure or concerns about institutional accountability or educational experience. For more information, go to <https://www.nc-sara.org/sara-students>.

Once all other avenues have been exhausted, students may file unresolved complaints with the Middle States Commission on Higher Education, ACPHS' regional accrediting agency.

Contact information:

Middle States Commission on Higher Education

3624 Market Street

2nd Floor West

Philadelphia, PA 19104

Telephone: (267) 284-5000

Email: info@msche.org

[Middle States Commission on Higher Education](http://www.msche.org)

For complaints related to an ACPE standard:

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office.

[Accreditation Council for Pharmacy Education](http://www.acpe.org)

EMERGENCY AND THREAT INFORMATION DISSEMINATION POLICY

ACPHS strives to provide a safe and secure environment for learning and working and recognizes that a safe community is an informed community. The following policy will govern the dissemination of information to the community when danger, hazard or crime threatens any segment of the community.

EMERGENCY NOTIFICATIONS

1. ACPHS will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. Such incidents may occur on campus, near campus or anywhere that may impact the ACPHS campus.
 - a. "immediately notify" shall mean without delay and as soon as pertinent information is known.
 - i. Unless, in the professional judgment of responsible authorities, such notification will compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.
 - b. "confirmation" means that an official of ACPHS has verified that a legitimate emergency or dangerous situation exists. It does not mean that all pertinent details are known or available.
 - i. Confirmation shall be accomplished by consultation among ACPHS officials, consultation with UHA Public Safety, consultation with public sector emergency responders, consultation with other local private security and public safety entities and monitoring media accounts of incidents.
 - c. "immediate threat" shall mean imminent or impending and does not mean potential or refer to the future.
 - d. Although Clery requires Emergency Notifications only for on-campus incidents, ACPHS recognizes the importance of these notifications wherever an incident may occur and will notify the community appropriately.
2. Significant emergencies and dangerous situations may include, but not be limited to fires, explosions, weather emergencies, natural disasters, hazardous materials incidents, civil unrest, contagious disease, criminal acts, or acts of terrorism.

3. Emergency notifications will be made through SendWordNow (SWN), a text messaging phone and email program maintained by ACPHS.
 - a. Students' and employees' email addresses will be automatically enrolled in SWN upon entry to ACPHS. Students and employees are strongly encouraged to enter personal phone numbers.
 - b. Other methods of notifying the community, such as voicemail, website notices and flyers may be used, when appropriate, at the discretion of ACPHS.
4. SWN messages shall briefly describe the emergency or danger.
5. SWN messages shall describe actions recipients should take to safeguard themselves from the danger. Examples of such actions include:
 - a. Evacuate [building or campus]
 - b. shelter in place
 - c. avoid contact
 - d. avoid [building or location]
 - e. lock doors
6. Emergency Notifications may be segmented.
 - a. "segmented" means that the notification may be directed to a particular sub-group of the community when a threat or danger is specific to that sub-group.
7. Every Emergency Notification shall be followed by another message indicating that the threat has been mitigated, resolved or with additional instructions/information.
8. The following officials of ACPHS (or their designees) shall be authorized to send, or have sent, Emergency Notifications:
 - a. Administrative Operations
 - b. Director of Residence Life
 - c. Director of Public Safety
9. The following offices of ACPHS shall insure that a sufficient number of employees are trained to send Emergency Notifications; said persons shall be trained and drilled annually in sending Emergency Notifications
 - a. Administrative Operations
 - b. Public Relations
 - c. Student Affairs
 - d. Public Safety
10. The Send Word Now system shall be tested at least once each semester. The test shall be scheduled in advance, announced to the ACPHS community, documented, and evaluated at its completion for effectiveness. Documentation shall include
 - a. a description of the test
 - b. date and time of the test
 - c. whether the test was announced or unannounced.

TIMELY WARNINGS

1. ACPHS will issue a Timely Warning in the event that a Clery Crime occurs within the institution's Clery geography, is reported to a Campus Security Authority or local law enforcement, and poses a serious or continuing threat to students and employees.
 - a. Clery crimes include murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, auto theft, arson, domestic violence, dating violence and stalking.
 - b. Clery geography includes:
 - i. "campus" means any building or property controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational

purposes, including residence halls and, property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

- ii. “non-campus building or property” means any building or property controlled by a student organization recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution of higher educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.
 - iii. “public property” means all public property, all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.
 - iv. “residence hall” mean residential facilities for students on campus.
2. A Campus Security Authority is a person required to report to the official or office designated by ACPHS to collect crime report information, those allegations of Clery Act crimes that they conclude were made in good faith.

MISSING STUDENT/NOTIFICATION POLICY

ACPHS seeks to assure the safety and security of its entire community. The following policies shall be followed in the event that a student is reported to be missing from an on-campus student housing facility and may be used in the event that any student or employee is believed to be missing from anywhere.

DEFINITIONS:

1. “**Reported to be missing**” means that any associate of a student is unable to locate that student and seeks the assistance of college officials to locate that student.
2. “**Determined to be missing**” means that after a preliminary investigation conducted by UHA Public Safety, the Vice President for Student Affairs and the Office of Residence Life, a resident’s whereabouts are unknown. Presence in the residence hall, attendance in class, attendance at work, activity on access and meal cards, appearance on CCTV and interaction with friends and family should all be considered in making this determination.
3. “**On-campus housing facility**” shall mean any student housing facility that is owned or controlled by ACPHS or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus. It shall include:
 - a. Undergraduate, graduate, and married student housing
 - b. Single family houses that are used for student housing
 - c. Summer school student housing
 - d. Buildings owned by a third party that has a written agreement with the institution to provide student housing
 - e. Housing for officially and not officially recognized student groups that are owned or controlled by ACPHS or are located on property that is owned or controlled by ACPHS

CONSIDERATIONS:

1. It is often difficult to determine where a person is missing from. Careful consideration must be given in determining if a person is missing from campus, from a residence hall, from an off-campus residence, from a permanent residence, or from a place of employment or recreation.

2. The disappearance of a person may occur under a variety of circumstances, including but not limited to, abduction (by family, by romantic interest, by stranger), intentional flight or concealment (runaway), withdrawal or separation from the institution or when a person becomes lost, disoriented, and unable to “find their way.” Until proven otherwise, each case shall be treated as occurring under the most urgent circumstances.
3. Law enforcement agencies may have policies that do not provide for report taking when a person is first thought to be missing. Circumstances such as age, time and place last seen, mental health and personal circumstances may affect their decision to take a report.
4. College students frequently reside in communal situations. Roommates, suitemates, and other residents may have privacy concerns and expectations that should be considered, when appropriate. However, the most important concern is the safety of the missing person.
5. The location from where a person is missing may be a crime scene. It should be treated as such until determined otherwise.

DESIGNATED CONTACT PERSON:

ACPHS shall provide every student, and may provide any student or employee, regardless of age, the opportunity to register one or more persons to be contacted in the event that a person is determined to be missing.

1. A designated contact person is in addition to an emergency contact person although both can be the same person.
2. A designated contact person can be anyone.
3. A student may identify multiple designated contact persons.
4. The identity of a designated contact person shall remain confidential, but shall become available to the appropriate College officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
5. Form (electronic or paper).

WHEN A STUDENT IS REPORTED MISSING:

1. A student or employee who reasonably believes that a student may be missing from campus without an explanation should report that suspicion to:
 - a. UHA Public Safety at 244-3177.
 - b. The Vice President for Student Affairs at 518-694-7319
 - c. The Director of Residence Life at 518-694-7155.
2. If UHA Public Safety is not the original recipient of the report, the original recipient shall immediately notify UHA Public Safety.
3. Upon receipt of such a report, the appropriate offices shall begin a collaborative preliminary investigation which addresses the following considerations:
 - a. Is the student missing from campus, his or her permanent home or some other location?
 - b. Is there a witness or physical evidence of an abduction or foul play?
 - c. Is the student mentally and emotionally stable?
 - d. Is the student experiencing academic, personal, or financial problems?
 - e. Has the student disappeared before?
 - f. Is there a substance abuse issue?
 - g. Has the student been recently threatened or warned?
 - h. Have any similar incidents been reported in the area?
4. The preliminary investigation, conducted by either the Vice President for Student Affairs UHA Public Safety or a designee, will also:
 - a. Check access systems for use by the student.
 - b. Check class attendance and with faculty.
 - c. Check with roommates, suitemates, floor mates, teammates, co-workers, etc.

- d. Check place of employment.
- e. Check with friends.
- f. Check with family.

WHEN A STUDENT IS DETERMINED TO BE MISSING:

1. If a student is determined to be missing, within 24 hours ACPHS shall notify:
 - a. Local law enforcement [*Once local law enforcement has been notified, interaction between ACPHS, the Police Department and University Heights Association Public Safety shall be governed by the Memorandum of Understanding currently in place among those entities.*]
 - b. Designated contact persons.
 - c. If the student is under 18 years of age and is not emancipated, the student’s custodial parent or guardian.
2. Nothing shall preclude ACPHS from making the notifications described above prior to 24 hours of the determination that a student is missing, particularly if foul play, threat, danger, or instability is suspected.

NOTIFICATION OF RIGHTS UNDER FERPA POLICY

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review your student education records within 45 days of the day Albany College of Pharmacy and Health Sciences (ACPHS) receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. ACPHS will respond to reasonable requests for explanations and interpretations of the records.
2. The right to request an amendment of your student education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. FERPA, however, only allows students to challenge and correct "ministerial errors" in their records, not to bring substantive claims regarding the reasons for a particular notation having been made. Students may ask ACPHS to amend a record that they believe is inaccurate or identify the part of the record they want changed and specify why it is inaccurate or misleading. If ACPHS decides not to amend the record as requested by the student, ACPHS will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your student education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to ACPHS officials with legitimate educational interests. An ACPHS official is a person employed by ACPHS in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom ACPHS has contracted (such as a database provider, an attorney, auditor, security personnel or collection agent or an enrollment or degree verification service, and includes the National Student Clearing House, the New York State Board of Pharmacy and similar licensing authorities, and NAPLEX); iParadigms, LLC developers of Turnitin; a person serving on the Board of Trustees of ACPHS; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another ACPHS official in performing his or her tasks. An ACPHS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional or job responsibilities.
4. The right to refuse to permit the designation of any or all of the following categories of personally identifiable information, hereafter “directory information,” which is not subject to the above restrictions on disclosure and may be disclosed by the College at its discretion:
 - a. name and campus e-mail address

- b. city, town or village and state or country of residence
- c. class, anticipated date of graduation, major field of study, including the college, division, department, or program in which the student is enrolled
- d. participation in officially recognized activities and sports
- e. weight and height of members of athletic teams
- f. the most recent educational institution attended, and previous educational institutions attended and dates of graduation therefrom
- g. honors and awards received, including selection to a Dean's list or honorary organization
- h. photographic, video, or electronic images of students taken and maintained by ACPHS
- i. marital status and spouse's name
- j. parents' names and city, town or village and state or country of their residence

Any student wishing to exercise this right must inform the ACPHS Registrar in writing, by completing a form available in the Registrar's office, within two weeks of the date you receive this notice, of the categories of personally identifiable information which are not to be designated as directory information with respect to that student.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACPHS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

US Department of Education
 400 Maryland Avenue, SW Washington, DC 20202-5920
 Phone: (202) 260-3887

PROFESSIONALISM POLICY

Professionalism in pharmacy requires the pharmacist to serve the interests of the patient above his or her own self-interest. Professionalism aspires to altruism, accountability, excellence, duty, honor, integrity, and respect for others. Students become a member of the pharmacy profession at the commencement of the P1/AP1 Year. The profession recognizes these students as "student pharmacists," as defined by the American Pharmacists' Association (APhA). As such, student pharmacists are expected to meet the same standards of professionalism as licensed pharmacists. This policy is accessible through the ACPHS student policy page.

TOBACCO FREE POLICY

PURPOSE

ACPHS is committed to providing a healthy working and learning environment for the entire College community. The school's tobacco-free policy has been established to help limit the negative effects of tobacco use and promote a culture of health and wellness. All members of the ACPHS community (including visitors) are expected to exercise respect, cooperation, and compliance with this policy.

DEFINITIONS

"Tobacco Products" is defined as all forms of tobacco, including but not limited to, cigarettes (commercial or handmade), oral tobacco (spit and spit less, chew, snuff), cigars, cigarillos, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco products, or any other smoking material or device.

"Community Members" refers to all faculty, staff, students, contractors, vendors, volunteers, and visitors conducting business or participating in activities on campus.

“Campus Facilities” is defined as any facility or property owned, leased, used, or occupied by the College, including all college vehicles. This applies to personally owned and rented vehicles when located on campus facilities or used to transport faculty, staff, or students on any College related business, academic or student life activities.

POLICY

Effective August 1, 2013, ACPHS is a tobacco-free institution. This policy prohibits community members from using tobacco products on campus facilities. The sale or free distribution of tobacco products on campus is also prohibited.

PROCEDURES

SUPPORT AND EDUCATION:

The College will provide programming to educate the College community of the policy and offer access to cessation programs to those who wish to quit the use of tobacco products. The College will promote the tobacco-free policy by placing highly visible signs throughout the College property, as well as having information available online and in designated administrative offices.

RESPONSIBILITY:

Effective implementation of this policy depends on the courtesy, respect, and cooperation of all members of the College community. All community members share the responsibility of adhering to and enforcing the policy and have responsibility for communicating the policy to visitors in a courteous and considerate manner.

COMPLIANCE:

The primary goal is to achieve voluntary compliance with the tobacco-free policy by educating community members about the existence of the policy, the rationale for the policy, and the availability of tobacco cessation support services both on and off campus. Continuous violation of this policy may be referred to the Student Code of Conduct or the Office of Human Resources for resolution.

Visitors who violate the policy will be educated that the College is a tobacco-free campus. Visitors who refuse to comply with the policy following this education will be asked to leave campus.

COLLEGE DIRECTORY

Accommodations under the Americans with Disability Act or Section 504 of the Rehabilitation Act Director of Counseling and Wellness

Student Center, Room 209
counselingservices@acphs.edu

Accreditation, Assessment, and Institutional Effectiveness

O'Brien Building, Room 113C
518-694-7320

Add/Drop Procedure

Registrar
O'Brien Building, Room 225
518-694-7172
registrar@acphs.edu

Address Changes

Registrar
O'Brien Building, Room 225
(518)-694-7172
registrar@acphs.edu

Administration

President's Office
O'Brien Building, Room 104
518-694-7255
Vice President of Academic Affairs' Office
O'Brien Building, Room 113
518-694-7337

Admissions

Undergraduate and Pharmacy
O'Brien Building, Room 124
518-694-7221
admissions@acphs.edu

Advising

Center for Student Success
Library Building, Room 310
518-694-7291
advising@acphs.edu

Alcohol and Other Drugs

Director of Counseling and Wellness
Student Center, Room 209
counselingservices@acphs.edu

Alumni Programs/Institutional Advancement

O'Brien Building, Room 109
518-694-7393
alumni@acphs.edu

Athletics and Fitness Center

Gym, Room 101
518-694-7355
athletics@acphs.edu

Books and Supplies

College Bookstore
Student Center Basement
518-694-7378
bookstore@acphs.edu

Campus Activities Programming Board (CAPB)

Student Center, Room 207
518-694-7352
CAPB@acphs.edu

Career and Employer Relations

Center for Student Success
Library Building, Room 310
518-694-7295
career.services@acphs.edu

Clubs

Student Center, Room 207
518-694-7352
clubs@acphs.edu

Computer/Information Technology Services

Student Center, Room 212
acphs@service-now.com

Continuing Education and Professional Development

O'Brien Building, Room 115
518-694-7231

lori.kline@acphs.edu

Counseling and Wellness

Student Center, Room 209
518-694-7107

counselingservices@acphs.edu

Dining Services

Chartwells, Student Center
518-694-7218

Chartwells@acphs.edu

Employment (On-Campus)

Office of Financial Aid
O'Brien Building, Room 122
518-694-7256

Student_employment@acphs.edu

Experiential Education

O'Brien Building, Room 108
518-694-7365

experientialed@acphs.edu

Financial Aid

O'Brien Building, Room 122
518-694-7256

financial_aid@acphs.edu

Graduate Admissions

O'Brien Building, Room 118
518-694-7130

graduate@acphs.edu

Health Insurance

Office of Administrative Operations
O'Brien Building, Room 104
518-694-7118

admin_operations@acphs.edu

Identification Cards

Information Technology Services
Student Center, Room 212

acphs@service-now.com

Immunization Records

Experiential Program Administrator
O'Brien Building, Room 108A
518-694-7277

experientialed@acphs.edu

Innovative Learning

Library Building, Room 301

ILASS@acphs.edu

Instructional Design Services

Library Building, Room 301

instructionaldesign@acphs.edu

International Student Resources**P/DSO's**

Registrar's Office
O'Brien Building, Room 225
518-694-7172

Registrar@acphs.edu

Library Services

Library Building, 1st floor
518-694-7270

library@acphs.edu

Lost and Found

Library Building, Suite 301 or
Public Safety

Maintenance/Physical Plant

Maintenance Garage
518-694-7118

physicalplant@acphs.edu

Orientation

Office of Student Life
Student Center, Room 207
518-694-7107

Orientation@acphs.edu

Parking

Office of Administrative Operations
Library Building, Suite 301
518-694-7118

parking@acphs.edu

Peer Tutoring Program

Library Building, Room 303
<https://acphs.upswing.io>
peertutoring@acphs.edu

Pharmacy Professional Affairs

Pharmacy Professional Organizations
O'Brien Building, Room 212V
518-694-7226

Photocopying

Library Building, 1st floor
518-694-7270
library@acphs.edu

Public Relations

O'Brien Building, Room 121
518-694-7254
Tiffany.gutierrez@acphs.edu

Public Safety

Emergency 518-244-3177
Non-Emergency 518-244-4741

Registration and Course Scheduling

Registrar
O'Brien Building, Room 225
518-694-7172
registrar@acphs.edu

Residence Life

Office of Student Life
Student Center, Room 207
518-694-7155
reslife@acphs.edu

Science Assistance Center

Library Building, Room 308
science.assistancecenter@acphs.edu

Student Government Association (SGA)

Student Center, Room 207
518-694-7352
SGA@acphs.edu

Student Affairs/Vice President for Student Affairs

Library Building, Room 303
518-694-7319
studentaffairs@acphs.edu

Transcripts

Registrar
O'Brien Building, Room 225
518-694-7172
registrar@acphs.edu

Tuition and Billing

Office of Student Accounts
Library Building, Room 309
518-694-7205
student-accounts@acphs.edu

Withdrawal from College

Registrar Office
O'Brien Building, Room 225
518-694-7222
registrar@acphs.edu

Writing Center

writing@acphs.edu