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**ALBANY  
COLLEGE OF  
PHARMACY  
AND HEALTH  
SCIENCES**

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# **STUDENT HANDBOOK**

**2019-2020**

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## **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.

Moving forward...in 2008, to better reflect its expanding range of academic programs, the school officially changed its name to Albany College of Pharmacy and Health Sciences. In 2009, a campus in Colchester, Vermont with an inaugural class of 74 students opened. And in 2011, the College's first Master's degree was awarded in the study of Pharmacology. The College now has six Bachelor's programs and five Master's degree programs in addition to the now standard PharmD, or Doctor of Pharmacy degree awarded to graduating pharmacists.

## **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.

## **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**

### **MISSION STATEMENT**

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



## **CONTACT US**

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

## **EMERGENCY**

**Fire and Emergency Services: 9-1-1**

### **ALBANY CAMPUS**

University Heights Association Public Safety (first call for all student emergencies)	<b>518-244-3177</b>
Albany Police and Fire Department (non-emergency)	<b>518-438-4000</b>
Albany County Mobile Crisis	<b>518-447-9650</b>

### **VERMONT CAMPUS**

Censor Security (On-duty officer)*	<b>802-735-2693</b>
Colchester Police/Fire/Rescue**	<b>802-264-5555</b>

*\*Censor Security will provide an on-site security officer during specified hours. During these hours, Censor Security's "On-Duty Officer" should be the primary call.*

*\*\*Outside of normal business hours (if Censor Security is not available) or to report potential criminal activity, please contact the Colchester Police Department.*

## **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 Success' 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**

Albany College of Pharmacy and Health Sciences does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, place of birth, ancestry, disability, military status, veteran status, or age in its programs and activities with respect to students, applicants, or employees.

The College is required by Title IX and its regulations not to discriminate on the basis of sex, including but not limited to all forms of sexual harassment and sexual violence.

The persons designated to handle inquiries regarding the College's non-discrimination policies, including but not limited to coordinating the investigation of any compliant alleging noncompliance with applicable federal, state, or local non-discrimination laws, including but not limited to Title IX, are:

Kimberly Keyes

Assistant Director of the Center for Student Success and Title IX Coordinator

Albany College of Pharmacy and Health Sciences (Library Building #310)

106 New Scotland Avenue

Albany, NY 12208

518-694-7893 (ext. 893)

[Kimberly.Keyes@acphs.edu](mailto:Kimberly.Keyes@acphs.edu)

Susan Karavolas

Director of Human Resources and Deputy Title IX Coordinator

Albany College of Pharmacy and Health Sciences (O'Brien Building #001)

106 New Scotland Avenue

Albany, NY 12208

518-694-7278 (ext. 278)

[Susan.Karavolas@acphs.edu](mailto:Susan.Karavolas@acphs.edu)

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 at <https://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> to find the address and phone number of the office that serves your area, or call 1-800-421-3481.

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## PRESIDENT'S WELCOME

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On behalf of the Board of Trustees, faculty, staff and administration, I welcome you to the Albany College of Pharmacy and Health Sciences.

Founded in 1881, ACPHS has a long tradition of academic excellence. Over our 138 years, we have educated pharmacists and health scientists to work in an ever-changing world of healthcare. Our degree programs will prepare students for the complexities and opportunities of the health care system of the 21<sup>st</sup> century. They will open for you a world of discovery, development and practice that addresses the ever-changing priorities and needs of society.

Our primary goal is the success of every student. We support your efforts to seek and reach your lifetime goals by providing an enriching, rewarding, productive and safe learning environment. Our talented and dedicated faculty, staff and administration are highly qualified, caring professionals who understand the needs and concerns of our students.

Throughout your course of study, our faculty will engage you in the classroom, the laboratory or in informal discussion groups. In addition to our formal course offerings, you will also have the opportunity to participate in many hands-on learning experiences outside the classroom. Community service, global experiences, leadership development, professional organizations, research, clinical rotations and other opportunities are additional forms of education that provide valuable work and life experience.

You will be entering the pharmacy and health sciences professions at a particularly critical time of change and challenge for our healthcare system. This is a time where traditional roles of point of care providers are changing and there is increased dependence on interprofessional teams and on information technology. Advances in life sciences have provided new and sophisticated therapies and diagnostics that enable the dream of personalized medicine. Healthcare access has become a national imperative, and new policies and practices are being developed to create a value-based system focused on patient outcomes. These trends offer a great opportunity for you, the next generation of pharmacists and healthcare professionals, to impact and make a difference both in people's lives and in the healthcare system as a whole.

I look forward to meeting you and learning of your educational and career aspirations. My best wishes for success as you launch your college career.



**T. Gregory Dewey, Ph.D.**  
**President**



# STUDENT SERVICES

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## ATHLETICS, RECREATION, & INTRAMURALS

### ALBANY CAMPUS

All full-time students on the Albany campus are eligible to participate in intercollegiate athletics at ACPHS. The College offers intercollegiate soccer, basketball, cross-country, and track and field for men and women; and club teams in tennis, golf, equestrian, hockey, and men's lacrosse. ACPHS teams compete in the Hudson Valley Intercollegiate Athletic Conference (HVIAC) and the United States Collegiate Athletic Association (USCAA).

During the 2018-19 season, the women's soccer team competed in the USCAA National Championship Tournament. The men's and women's cross country teams also participated in the USCAA National Championship meet.

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](http://www.acphsathletics.com).

### **FITNESS CENTER**

#### ALBANY CAMPUS

The Fitness Center, located in the basement of the Library Building on the Albany Campus, is convenient for students to work out before, between or after classes or studies. The center is equipped with cardiovascular and strength machines, free weights and shower and locker facilities. The ACPHS Fitness Center also offers the opportunity for all students to participate in group fitness classes, led by a certified instructor. Among the classes offered are core conditioning, total-body conditioning, yoga and Pilates. For more information about the Fitness Center, contact the Director of Athletics and Recreation.

#### VERMONT CAMPUS

As members of ACPHS, Vermont students have a membership at The Edge, a local sports and fitness center that has four locations around Burlington with the closest being four miles from the campus and two miles from Severance Corners. The facilities have free weights, circuit training equipment, basketball, squash and racquet ball courts, indoor track, climbing wall, hot tub and sauna. There are a wide variety of classes offered including yoga, aerobics, Zumba, spinning, and Pilates. The Edge has recreational leagues and students are welcome to create a soccer and/or volleyball team. For more information about The Edge, check out the website [www.sfedge.com](http://www.sfedge.com) and the Active Edge membership level.

## CAMPUS PUBLICATIONS

### **PRESIDENT'S NEWSLETTER**

A monthly e-mail from the President with thoughts and perspectives on topics impacting higher education and the health care industry.

### **ALUMNI NEWS**

Features news and profiles of the faculty, students, and alumni of the College. It is published twice a year and distributed throughout campus.

## **CENTER FOR STUDENT SUCCESS**

The Center for Student Success 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**

Office Location: Library Building, Suite 310

E-mail: [career.services@acphs.edu](mailto:career.services@acphs.edu)

Career Services, 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 of 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 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.

### **THE OFFICE OF ADVISING**

Office Location: Library Building, Suite 310

E-mail: [advising@acphs.edu](mailto:advising@acphs.edu)

The Office of Advising 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.

At ACPHS, students are provided with two advisors to assist and support them in their educational and career goals.

#### **ACADEMIC ADVISORS**

As members of the Center for Student Success (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.

## **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.

## **STUDENT SUPPORT SERVICES**

Office Locations: Library Building, Suite 310 and Vermont Campus 102B

The Office of Student Support Services works to 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 on both campuses. 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. Contact the program directly at [peertutoring@acphs.edu](mailto:peertutoring@acphs.edu).

### **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. Email [science.assistancecenter@acphs.edu](mailto:science.assistancecenter@acphs.edu).

### **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. You can contact the program at [peermentors@acphs.edu](mailto:peermentors@acphs.edu).

### **TRANSFER PEER MENTOR PROGRAM**

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. This program also serves AP1 students on the Vermont campus. Transfer Peer Mentors are available to guide and support incoming transfer students as they enter the ACPHS community.

### **ACADEMIC SUCCESS CONSULTATIONS**

The Office of Student Support Services houses a plethora of resources supporting students in the areas critical to personal 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.

## **THE WRITING CENTER**

The Writing Center provides support for all students' writing and oral communication needs through individual and small group sessions. The Writing Center's goal is to help students become more confident, competent, and self-reflective writers and speakers. Tutors strive to provide an atmosphere in which writers and speakers feel comfortable seeking support and feedback. Writing Center tutors are both ACPHS students and professional tutors. Peer tutors have been successful in their communication classes and are trained to provide writing and speaking support. Professional tutors provide support for English as a Second Language (ESL) and graduate students. Writing Center tutors are available on a drop-in basis during daytime, weekday hours and by appointment on the weekend. The Writing Center is located in Library 306 on the Albany Campus and in the Information Commons on the Vermont Campus. The drop-in schedule is available on ACPHS intranet and is communicated to classes at the start of each semester. Email [writing@acphs.edu](mailto:writing@acphs.edu) for more information.

## **COMMUNITY ACTIVITIES**

### **ALBANY CAMPUS**

ACPHS is one of many colleges located in New York State's Capital Region. The City of Albany maintains skating rinks, golf courses, swimming pools, running tracks, city parks and picnic groves. Downtown Albany also provides a host of cultural facilities, including the Nelson A. Rockefeller Empire State Plaza and the New York State Museum, as well as a number of shops, art galleries and dance clubs. The Times Union Center is the site of many concerts and special events. Movie theaters, shopping malls and outlet stores can be found uptown and within a short drive of the campus. Ski trails, hiking paths, campsites, parks and lakes are scattered throughout New York and are accessible easily from Albany. The adjoining states of Vermont and Massachusetts add even more ski slopes, museums, theaters, galleries and shops for ACPHS students to enjoy.

### **VERMONT CAMPUS**

ACPHS's Vermont campus is in the greater Burlington area which is home to six colleges that contribute to an active and engaging community. Burlington is the largest city in the state and plays host to some of Vermont's biggest attractions and festivals. From relaxing and watching sunsets at Waterfront Park to exploring Church Street's local shops and restaurants to seeing Lake Champlain's coast via a bicycle seat to hiking the Long Trail in the nearby Green Mountains, there is something for everyone. With the change of seasons the mountains are colorful in the fall and become home to 20 alpine ski resorts and 30 cross-country touring centers in the winter. Foodies will appreciate the farm-to table restaurants, breweries, chocolatiers, and farmer's markets. Music lovers will not be let down and will enjoy the numerous music festivals and outdoor concerts. Vermont attracts a wide variety of artists and promotes their talents in museums and cultural events, creating a vibrant art scene. Vermont tops many "Bests" lists and is frequently recognized for its livability and overall quality of life. Visit <http://www.vermont.org/> for a full list of activities and attractions.

## **COUNSELING AND WELLNESS**

### **ALBANY CAMPUS**

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. They may be contacted directly by phone or e-mail, or appointments can be made through the confidential secretary/receptionist

at 518-694-7107 or emailing [counselingservices@acphs.edu](mailto:counselingservices@acphs.edu). Contact information can be obtained by visiting the Office of Counseling and Wellness website on ACPHS Intranet.

#### VERMONT CAMPUS

Free and confidential counseling services are available for all ACPHS students and are provided by the University of Vermont Medical Center Employee and Family Assistance Program (EFAP). Services provided include initial assessment, counseling and referral. Crisis counseling is available when necessary, and unlimited telephone consultation is available. Students will be given timely appointments within 48 hours of the request. Should the need for services extend beyond the short-term model of treatment, EFAP can provide additional services using the student's insurance, or with the student paying out-of-pocket, or a referral can be made to an agency in the area. Counseling services are provided on-campus every other week, or off-campus in locations near the campus to include: Fanny Allen Campus, 790 College Parkway, Rte. 15, Colchester and the University of Vermont Medical Center, 1 So. Prospect St., Burlington. Call or email for an appointment; 802-847-2827 or [efap@uvmhealth.org](mailto:efap@uvmhealth.org). For 24/7 service, call 888-329-3327.

### **DINING SERVICES/MEAL PLANS**

#### ALBANY CAMPUS

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/](http://www.dineoncampus.com/acphs/). All resident students in South Hall and Notre Dame 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/](http://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 and Notre Dame 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.

#### VERMONT CAMPUS

All AP1 through P3 students on the Vermont campus are required to participate in the meal plan, operated by the Mountain View Café. Students are not charged tax for their purchases, which results in a nine percent savings for the student. 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 the purchase. Each plan works on a declining balance basis. Each time the Meal Plan is used, the balance is reduced by the amount of the purchase. Should the student meal plan balance expire before the end of the semester, money may be added directly at the register in the café. Students who are enrolled in the fall semester meal plan are billed automatically for the same meal plan in the spring semester. Students in the Accelerated Program are automatically enrolled in a pro-rated summer meal plan. Dollars left over from the fall semester will carry over into the spring semester. Balances remaining at the conclusion of the spring semester are forfeited.



## **DISABILITY 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**

### **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 3rd professional year (P3). 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**, he/she 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**, he/she needs 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 CoreELMS database 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, he/she 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 as a component of the Foundations of Pharmacy course, and annually thereafter. Students will complete the online trainings through *The Collaborative Institutional Training Initiative (CITI Program)*, and is provided free of charge to students. If a student does not complete one of the above requirements initially (during the Foundations of Pharmacy course), 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) year. All certifications **MUST** include a hands-on skills portion (training cannot be done online only).

## **HIPAA and Bloodborne Pathogens Trainings**

Students will be required to complete an **Information Privacy Security (IPS/HIPAA)** and a **Clerkship Bloodborne Pathogen Training** during the P1/AP1 year as a component of the Foundations of Pharmacy course.

## **INTERNATIONAL STUDENTS**

The Office of Student Engagement and Leadership hosts International Student Orientation at the start of each academic year for the incoming international student population. The Associate Registrar serves as the Primary Designated School Official (PDSO) with a team of trained Designated School Officials (DSO) throughout both the Albany and Colchester campuses. Services provided by the PDSO and DSOs include issuing Form I-20s, advising students in matters related to

their F-1 status, responding to questions related to program extensions, travel policies, optional practical training, transfer requests, obtaining a driver's license, on-campus employment, and maintaining F-1 student status.

## **INTERNATIONAL TRAVEL EXPERIENCES**

The College is committed to providing learning opportunities for international travel in an effort to meet a variety of students' personal and professional interests. The Assistant Registrar serves as the point of contact for international travel opportunities. The opportunities are currently made possible with a partnership with St. John's University.

## **LIBRARY SERVICES**

The libraries on both campuses provide 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 libraries provide ample hours of service throughout the year as well as comfortable and engaging spaces with seating for both individual study and collaborative learning. Students may print, photocopy, fax and scan materials in the libraries. Professionals provide one-on-one research assistance to students in person and via phone, email and instant messaging. Librarians also plan and deliver in-person and online instruction that develops the skills students need to find, retrieve, analyze and ethically use information. For more information visit our website, <https://libraryservices.acphs.edu> or email to [library@acphs.edu](mailto:library@acphs.edu).

## **RESIDENCE LIFE**

### **ALBANY CAMPUS**

ACPHS has a variety of residence halls on the Albany campus 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.

Notre Dame Hall provides suite-style living with individual bedrooms and a common area for the suitemates to share. The building is comprised of 14 suites that have four single rooms and one double room, and 14 suites that have three single rooms and two double rooms. The double rooms accommodate two people. The common area includes a kitchenette equipped with a microwave, refrigerator, sink and kitchen cabinets. Each suite has its own bathroom. Each bedroom is furnished with a bed, dresser, closet, desk and desk chair for each student.

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).

At the Albany campus, the Residence Life staff consists of the Director of Residence Life, Assistant Director of Residence Life, three 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. At least one RA is scheduled to be "on duty" every night, monitoring the building, checking in visitors and ready to assist in cases of emergency.

South Hall and Notre Dame Hall are closed during Thanksgiving, inter-semester and spring breaks. Students are not permitted to remain in any residence hall without prior permission from the Director of Residence Life. All residence facilities are secured with fob access doors and 24-hour monitored security. They are also equipped with closed-circuit television cameras on 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.

## VERMONT CAMPUS

Students at the Vermont campus may select the living accommodation they prefer. A very popular choice of the students is Severance Corners, which supplies condominium-style living and contracts that coincide with the educational program, approximately 1.5 miles from campus. For more information about Severance Corners, call 802-872-0019 or visit their website.

## **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 and during 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 his/her 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 and Notre Dame, 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, 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 Notre Dame and 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 his/her 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 on both ACPHS campuses. Although each campus has its own SGA and governs independently, the Executive Boards work collaboratively on issues affecting all students on both campuses. The Albany campus SGA is advised by the Office of Student Engagement and Leadership, and the Vermont campus is advised by the Student Affairs staff.

The SGAs are organized into several different meeting bodies:

- On both campuses, 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.
- On the Albany campus, 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.
- On the Albany campus, 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.
- On the Albany campus, the Senate also include At-Large positions to ensure the voices of transfer students, international students and student athletes are represented and heard.
- On the Albany campus, 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).
- On the Vermont campus, leaders of student clubs and student chapters of professional organizations attend a governing body called Leadership Council, to learn and discuss information and to vote on important matters related to the leadership of clubs and professional organizations.
- On the Vermont campus, leaders of the Activities Planning Committee meet to discuss, plan, organize, and host events related to class-specific and large-scale campus events and activities. The committee membership includes the appointed Programming and Media Chairs from each class.

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 use the following contacts:

### **ALBANY STUDENTS:**

[SGA@acphs.edu](mailto:SGA@acphs.edu), or see the Director or Assistant Director of Student Engagement and Leadership (advisors)

### **VERMONT STUDENTS:**

[SGA-VT@acphs.edu](mailto:SGA-VT@acphs.edu), or see the Director or Coordinator of Student Affairs (advisors)

## **STUDENT CLUBS AND ORGANIZATIONS**

Clubs are overseen by the Student Government Association (SGA) and Clubs Congress (Leadership Council in Vermont) 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](mailto:clubs@acphs.edu).

### **ALZHEIMER'S AWARENESS CLUB (ALZ)**

Alzheimer's Awareness Club hosts entertainment and service events to educate, raise awareness, fundraise, and provide advocacy surrounding one of the leading challenges in brain science. If you have questions or wish to be involved, contact the club leadership at [ALZ@acphs.edu](mailto:ALZ@acphs.edu). (Albany)

### **ANOTHER CREATIVE PERSPECTIVE**

Another Creative Perspective is the art and writing club on campus. The club co-hosts open-mic nights, coordinates art nights, plans museum trips, and publishes an annual literacy magazine! This group provides students with a multitude of opportunities to express themselves creatively. Send any questions to [creative@acphs.edu](mailto:creative@acphs.edu). (Albany)

### **BIOMEDICAL TECHNOLOGY CLUB**

This club is for students in the Bachelor programs who are interested in various healthcare fields. This club holds events for students interested in a Physician's Assistant master's degree program, as well as students interested in the fields of research, clinical laboratory science, and MD or DO programs. (Albany)

### **CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL (CPFI)**

The purpose of CPFI is to offer a place of encouragement and support in faith, as well as an inspiring positive atmosphere. The mission statement befriends people of all faiths, serving both physical and spiritual needs, and sharing the love of Christ. For more information, contact [asc-cpfi@acphs.edu](mailto:asc-cpfi@acphs.edu). (Albany)

### **COLLEGES AGAINST CANCER (CAC)**

CAC is a club sponsored by the American Cancer Society. It is a nationwide collaboration of college students, faculty, and staff dedicated to educating people about cancer, advocating for cancer research, fighting for survivors, and planning and executing the annual Relay for Life event. Cancer touches the lives of many and CAC and its members are dedicated to fighting for a cure! If interested in joining CAC, please email to [cac@acphs.edu](mailto:cac@acphs.edu). (Albany and Vermont)

### **COMMUTER STUDENT CLUB**

Commuter Student Club provides a network between current and new ACPHS commuter students with the aim of creating a sense of community and connection as well as to promote active commuter student involvement within both the ACPHS community and the community at large. (Albany)

### **CRAFT CLUB**

Craft Club meets bi-weekly and is open to students and faculty. NO experience is required! Crafts range from crocheting to jewelry making to ornament making for all types of events and holidays throughout the year, often with a pharmacy and science spin! (Albany)

### **DANCE TEAM**

The Dance Team provides students an opportunity to fulfill a passion for dance. While learning routines, technique is developed as well as relationships. Hip-hop routines are performed at basketball games in the fall. A special dance show is organized in the spring, which includes a variety of dance styles. (Albany)

### **EQUESTRIAN CLUB**

The Equestrian Club is for anyone who loves horses and wants to spend time with them. The club rides weekly, no experience necessary, with a local riding academy and does community service projects around the farm. The Equestrian Club provides great stress relief with a little "animal therapy." (Albany)

### **GAME CLUB**

Game Club is all about hanging out with your friends and playing some of the best video games, board games, card games, and really any other game that you can imagine! Whether its Dungeons and Dragons or Mario Kart, Game Club tries to showcase the entire spectrum of the gaming world to its members. Who is a member? Well, everyone is a member, and as long as you like relaxing and having a good time, this is the club for you! (Albany)

### **GOLF TEAM**

The Golf Team is a sports club that organizes a variety of golf-related events. Activities have included organized golf outings, a golf tournament, the use of a golf simulator, and more. New members are always welcome to practice, play, or just chat about the sport. (Albany)

### **INTEGRATIVE MEDICINE CLUB**

The Integrative Medicine Club provides the opportunity for students to develop their knowledge of the field of Integrative Medicine. Student members invite external practitioners and experts to speak on campus, hold yoga workshops, and facilitate hands-on lab practice with herbal products and plant sales. (Vermont)

### **HOCKEY CLUB**

The co-ed Hockey Club supports members' ice-hockey skill development. Running from November through February, practices and home matches are held at neighboring Albany Academy. There are also a few travel opportunities for away-matches against local clubs. Annually the club hosts a charity event for younger hockey players in the local Albany area. All interested fans are welcome to the home matches! (Albany)

### **LACROSSE CLUB**

The Lacrosse Club invites students to practice and play the sport of lacrosse. With home matches and trips to play local clubs, members are able to play this amazing and historic American sport. (Albany)

### **LOVE YOUR MELON**

Love Your Melon strives to raise awareness about pediatric cancer and support the organizations that care for the patients and their families. Through donations and volunteering, we are trying to put a smile on every child's face. (Albany)

### **MICROBIOLOGY & INFECTIOUS DISEASE CLUB**

The mission of the Microbiology & Infectious Disease Club is to serve as a forum for all undergraduate and graduate students interested in microbiology and infectious diseases to come together and learn about opportunities in the field, interact with core microbiology faculty, and attend interested discussion of new research. This club will also offer academic and professional mentorship between the graduate students and undergraduate students. (Albany)

### **MULTI-CULTURAL CLUB (MCC)**

MCC is an ACPHS organization that celebrates cultural diversity on campus and is committed to raising global healthcare awareness. We cater to the interests of culturally minded students and seek to enrich the school community with the knowledge of many different ethnic cultures and ways of life. All students, faculty, and staff are welcome to participate. (Albany)

### **MUSLIM STUDENTS ASSOCIATION (MSA)**

MSA seeks to create a supportive environment to learn about Islam. Through service and educational opportunities, MSA brings all backgrounds and levels of faith together to understand and appreciate commonalities and evolve tolerance through an understanding of the importance of religious diversity. The organization encourages promoting a positive image of Islam, and assisting in the pursuit of knowledge, both Islamic and secular, for all students. Through affiliation with MSA National, MSA strives to engage in dialogue and action as members of a nation-wide community. MSA encourages Muslims and non-Muslims alike to evolve intellectually, physically, and spiritually during their careers at ACPHS. MSA welcomes all, regardless of the extent of one's religious knowledge or determination. (Albany)

### **ORTHODOX CHRISTIAN STUDENT ASSOCIATION (OCSA)**

Open to all students, OCSA aims to provide opportunities to grow spiritually and learn more about Orthodox Christianity. Club activities include a weekly Bible study, local community service projects, an annual retreat to Boston, and many open social activities and gatherings. (Albany)

### **OUTDOORS CLUB (ODC)**

ODC is committed to providing convenient access to outdoors activities for all skill levels and interests. Anyone interested in the outdoors is invited to participate in all, or one, of the exciting year-round activities such as white water rafting, indoor rock climbing, and high ropes courses. ODC encourages students to try something new and create new adventures. All are encouraged to join this unique club and embrace the outdoors. For more information, contact [ODC@acphs.edu](mailto:ODC@acphs.edu). The Vermont campus Outdoors Club also has a recreational sports component. (Albany and Vermont)

### **PANTHER PROJECT**

Panther Project is a club committed to helping others through service. Working with local organizations and not-for-profit groups, members raise funds, participate in projects, and volunteer their time and efforts to help the community. The club holds regular meetings, and all ideas are welcome. (Albany)

### **PEER CONNECTIONS**

Peer Connections is a peer education club that strives to bring awareness to important social and health topics, including rape awareness with the Free Hugs Campaign, suicide and self-esteem awareness with Post Secret and To

Write Love on Her Arms, as well as LGBTQ awareness with the Day of Silence. Peer Connections promotes community outreach and helps make fellow classmates cognizant of the intensity and importance of these topics. The members of Peer Connections participate in various events that enhance communication skills, creativity, and even help them to be stronger allies for others. For more information, contact [PeerConnections@acphs.edu](mailto:PeerConnections@acphs.edu). (Albany)

#### **PRE-PHYSICIAN ASSISTANT CLUB**

The Pre-Physician Assistant Club is for students interested in pursuing PA school or who simply want to learn more about the profession. The club celebrates national PA week, hosts professional and student speakers, and explores various PA programs in the area. It provides students with opportunities to understand the PA profession and support each other along the way. (Albany)

#### **PUBLIC HEALTH CLUB**

The Public Health Club strives to offer a variety of curricular and co-curricular student activity programming, which provides opportunities for social and educational development for students in all prospective majors. The Public Health Club is determined to educate, improve, and expand the knowledge of public health among students at ACPHS. Our venture is the first of its kind and will be a professional organization that engages in campus and community outreach to model national public health ideals.

#### **SEXUALITY AND GENDER ALLIANCE (SAGA)**

The Sexuality and Gender Alliance aims to make ACPHS a school where students of all gender identities and sexual orientations feel safe and welcome. (Albany)

#### **SKI AND SNOWBOARD CLUB**

The Ski and Snowboard Club organizes group trips to local ski areas near the Capital District as well as some in Vermont on weekends, complete with discounted passes. The club also plans a week-long trip during winter break. Ski outings are a great way to meet new people while getting a chance to hit the slopes. (Albany, Skiing is part of the Outdoors Club in Vermont)

#### **STUDENT PERFORMING ARTS IN THE HEALTHCARE COMMUNITY (SPAHC)**

SPAHC is a performing arts organization with a strings group, band, and choir. Each ensemble rehearses for 1-2 hours a week in preparation for a variety of events. Each semester the ensembles perform at a local nursing home and in the Student Center atrium during Common Hour among other little concerts. (Albany)

#### **TENNIS CLUB**

The Tennis Club is a flexible program that encourages tennis players of all experience levels to join in order to create a balanced environment for every member, whether it be competitive or casual. Tennis is played on indoor and outdoor courts, primarily on the weekends. The club provides free transportation and facilitates court time reservations, with flexible scheduling. (Albany)

#### **ULTIMATE DISC CLUB**

The Ultimate Disc Club coordinates games and matches within the ACPHS community and with other college clubs around the Capital District. All skill levels are welcome. Games are typically announced on the Facebook page "ACPHS Ultimate". (Albany)

### **STUDENT PROFESSIONAL ORGANIZATIONS**

#### **PROFESSIONAL ORGANIZATIONS COUNCIL (POC)**

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 (Leadership Council in Vermont), 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).

### **ACADEMY OF MANAGED CARE PHARMACY (AMCP)**

AMCP is a national professional society of pharmacists, health care practitioners, and others who develop and provide clinical, educational, and business management services. The society is dedicated to the concept and practice of pharmaceutical care in managed health care environments. The student chapter of AMCP enables members to experience managed care pharmacy policies, practices, and concerns through direct contact with AMCP members. Throughout the course of the year, there are countless learning and networking opportunities such as health screenings, the P&T competition, national conferences, career panels, and many others. For more information, contact [AMCP@acphs.edu](mailto:AMCP@acphs.edu), or visit the website at [www.amcp.org](http://www.amcp.org). (Albany)

### **AMERICAN ASSOCIATION OF PHARMACEUTICAL SCIENTISTS (AAPS)**

AAPS is a premier professional and scientific organization of pharmaceutical scientists worldwide, who are dedicated to discovery, development, and manufacture of pharmaceutical products and therapies through advances in science and technology. AAPS-ACPHS Student Chapter serves the campus and students, by cultivating interest in the pharmaceutical sciences, encouraging student participation in research, and facilitating research-related activities. Email [aaps@acphs.edu](mailto:aaps@acphs.edu) for more information. (Albany)

### **AMERICAN COLLEGE OF CLINICAL PHARMACY (ACCP)**

ACCP is a professional and scientific society that provides leadership, professional development, advocacy, and resources that enable clinical pharmacists to achieve excellence in practice, research and education. Students are able to provide direct patient care to members of the community through clinical services. Patient care programs include Cardiovascular and Renal Evaluation (CaRE) screenings, Script Your Future events, and Clinical Pharmacy Challenge nights. Contact [accp@acphs.edu](mailto:accp@acphs.edu) for more information. (Albany)

### **AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)**

AMSA, with a half-century history of medical student activism, is the oldest and largest independent association of physicians-in-training in the United States. AMSA members are medical students, premedical students, interns, residents and practicing physicians. AMSA is the only national, independent, student-led association dedicated to physicians-in-training. When you join ACPHS AMSA, you become part of a vital force of future physicians who believe that patients and health professionals are partners in the management of health care and that access to high-quality health care is a right, not a privilege. (Albany)

### **AMERICAN PHARMACISTS ASSOCIATION – ACADEMY OF STUDENT PHARMACISTS (APhA-ASP)**

APhA-ASP aims to improve patient care and provide opportunities for professional growth. Patient Care projects focus on diabetes education, immunization advocacy, and prescription drug abuse education for a breadth of the population from elementary school-aged children to elderly patients. The association prepares student pharmacists for any field of pharmacy they wish to pursue and welcomes all years in school. For more information, email [APhA@acphs.edu](mailto:APhA@acphs.edu). (Albany and Vermont)

### **AMERICAN SOCIETY OF CONSULTANT PHARMACISTS (ASCP)**

ASCP is a student chapter that distributes information about the role of consultant, senior-care, and long-term care pharmacists. ACPHS-ASCP will operate as a student chapter to lobby for the participation and education of student pharmacists in long-term care pharmacy. This organization will assist in providing the ever-growing senior population of America with the associated medication services required to achieve safe and effective medication use for long-term care residents.

ASPHS-ASCP focuses on serving by means of volunteering and fundraising with the local senior and long-term care populations of the Capital Region of New York. The goal is to promote healthy aging and comfort in long-term care environments by advocating for appropriate medication use and optimizing patient health outcomes. (Albany)

### **AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACY – STUDENT SOCIETY OF HEALTH-SYSTEM PHARMACY (ASHP-SSHP)**

ASHP-SSHP is an organization dedicated to making students aware of pharmacy practice in health systems; providing information to students about career directions and credentials needed for pharmacy practice in health systems; fostering leadership and career development; and encouraging membership and participation in the student, local, state, and national societies as a student, and after graduation. SSHP collaborates with the New York State Council of



Health-System Pharmacists (NYSCHP) and the Vermont Society of Health-System Pharmacist (VTSHP). Becoming a member of SSHP offers multiple opportunities for networking. Members receive free membership in the ASHP Pharmacy Student Forum; membership in one or several practice-based sections; discounts on the midyear and summer ASHP meetings; discounts on valuable pharmacy references; opportunities to be involved in multiple patient care projects (Tar Wars, Poison Prevention, etc.); and a free subscription to the journal (AJHP). For more information, contact [ASHP@acphs.edu](mailto:ASHP@acphs.edu). Like us on Facebook at [www.facebook.com/acphssshp](http://www.facebook.com/acphssshp). (Albany and Vermont)

### **COLLEGE OF PSYCHIATRIC AND NEUROLOGIC PHARMACY (CPNP)**

CPNP is an organization with a goal to encourage development of student pharmacists into knowledgeable and competent healthcare professionals by providing opportunities to understand the unique needs of the individual living with psychiatric and/or neurologic illness. This is addressed by increasing student awareness of current issues facing the psychiatric and neurologic pharmacy profession through programs, meetings, speakers, and other opportunities for engagement. The College of Psychiatric and Neurologic Pharmacy ACPHS collegiate chapter's mission is to promote awareness, the importance of mental health and destigmatization of mental illness to the ACPHS community and people living with mental disorders. CPNP also aims at promoting the practice of the Psychiatric and Neurologic Pharmacy specialty to ACPHS students. These goals would be accomplished through education, discussion, and fundraising activities.

### **INDUSTRY PHARMACISTS ORGANIZATION (IPhO)**

This student chapter of IPO focuses specifically on students who have a career interest in the pharmaceutical industry. The chapter provides professional development opportunities through workshops and guest speakers. More information about the national organization can be found at [www.industrypharmacist.org](http://www.industrypharmacist.org). (Albany and Vermont)

### **NATIONAL COMMUNITY PHARMACISTS ASSOCIATION (NCPA)**

NCPA is an organization of students, pharmacists, and other advocates that promote independent pharmacy growth. Explore the field of independent pharmacy through visits to independent pharmacies, coordinating Bone Density & Women Health events, fighting for independent pharmacy legislation, and hosting CPR trainings on campus. If interested, email [NCPA@acphs.edu](mailto:NCPA@acphs.edu). (Albany)

### **PHI DELTA CHI**

The Alpha Theta chapter of Phi Delta Chi is a professional social pharmacy fraternity that strives to advance the science of pharmacy and promote a fraternal spirit among its brothers. The chapter plans several professional and service projects both on campus and in the community like the Wal-Mart Initiative consisting of several presentations and hosting a blood drive each semester with the American Red Cross. Phi Delta Chi provides many opportunities to develop the future leaders in pharmacy. (Albany)

### **PHI LAMDA SIGMA (PLS)**

PLS is a National Leadership Society dedicated to the recognition, contributions, and support of pharmacy students to their school, community, and chosen profession. Admission into the society is based on peer recognition of an individual's leadership and organizational skills demonstrated throughout their time at the College. Applicants must have successfully completed 90 semester hours at ACPHS with a minimum GPA of 2.5. Students enrolled in the P1/AP1 year of pharmacy school or above are eligible to apply for membership. For more information, contact [PLS@acphs.edu](mailto:PLS@acphs.edu), or visit the national website at [www.philambdasigma.org](http://www.philambdasigma.org). (Albany and Vermont)

### **RHO CHI SOCIETY**

Rho Chi is the National Academic Honor Society for Pharmacy. The Society recognizes professional and intellectual achievement, and encourages high standards of conduct. Rho Chi membership is upon invitation only for full-time pharmacy students in the top 20% of their class academically at the time of induction invitation. Additionally, invited candidates must have no disciplinary action for academic dishonesty, misconduct, or unprofessional behavior. Rho Chi organizes many activities, centralized around a "balance beyond the books" theme, including activities like exam reviews, trivia nights, and the Balance Challenge, which promotes fitness. Rho Chi also participates in joint projects with organizations and clubs on campus. Recent joint projects focused on prescription drug abuse and pharmacy advocacy/legislation. (Albany and Vermont)

## **RHO PI PHI (ROPE)**

ROPE is a co-ed professional social pharmacy fraternity dedicated to friendship, professionalism, and community service. Giving back to the community is a pillar of the organization. Recently the group hosted monthly community service activities, such as Adopt-A-Highway. (Albany)

## **STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION (SNPhA)**

SNPhA is an educational service association dedicated to the pharmacy profession and serving the underserved. It is the student affiliate of the National Pharmaceutical Association. SNPhA plans, organizes, coordinates, and executes programs geared toward the improvement of the health, educational, and social environment of minority communities.

## **STUDENT PHARMACIST SOCIETY OF THE STATE OF NEW YORK (SPSSNY)**

SPSSNY is the Student Pharmacist Society of the State of New York, an affiliate of PSSNY. The aim of the Society shall be to unite the pharmacists of the State for mutual assistance, encouragement, and improvement in order to maintain the standard of pharmacy practice at a high professional and ethical level.

## **VERMONT PHARMACISTS ASSOCIATION (VPA)**

VPA is the state affiliate of the APhA in Vermont. Students in this organization lead efforts to support community and independent pharmacy practice, and provide leadership of student participation in the Vermont Pharmacy Lobby/Legislative/Advocacy Day in collaboration with the state chapter and the Professional Organizations Council. Students in this chapter hold outreach events such as health screenings at local pharmacies. (Vermont)

## **CAMPUS ACTIVITY PROGRAMMING BOARD (CAPB)**

The Campus Activity Programming Board (CAPB) in Albany is a group of students responsible for designing, planning, advertising, and hosting large-scale events and programs for ACPHS Albany campus. Some all-school events include Welcome Week, Stress Relief Weeks, Charity Snowball, Spring Fest and more. Students are always welcome to attend and contribute ideas or volunteer at events. The CAPB can be reached at [CAPB@acphs.edu](mailto:CAPB@acphs.edu). The Albany CAPB is advised by the Director of Student Engagement and Leadership.

## **STUDENT PROGRAMMING**

The Campus Activity Programming Board (CAPB) in Albany and the Activities Planning Committee in Vermont are groups of students responsible for designing, planning, advertising, and hosting large-scale events and programs for the respective ACPHS campuses. On the Vermont campus, the committee membership includes the appointed Programming and Media Chairs from each class. Some all-school events include Stress Relief Weeks, Charity Snowball, Spring Fest and more. Students are always welcome to attend and contribute ideas or volunteer at events. The Albany CAPB is advised by the Director and Assistant Director of Student Engagement and Leadership. The Vermont campus Activities Planning Committee is advised by the Associate Director of Student Affairs.

On the Albany campus, 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. Visit the ACPHS Intranet website Student Tab. 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

Student Conduct Appellate Committee  
Student Conduct Committee

## **STUDENT PUBLICATIONS**

### **ANOTHER CREATIVE PERSPECTIVE**

Another Creative Perspective is an annual literary magazine that provides a creative outlet to members of the ACPHS community. This endeavor is financially supported by the Student Government Association and coordinated through the College's Writing Center. ACPHS faculty, staff and students work together to create the publication.

## **CAMPUS INFORMATION**

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### **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](mailto:registrar@acphs.edu).

### **COMMON HOUR**

Common Hour is 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. Some facilities can be reserved through Meeting Room Manager on the College's ACPHS Intranet site. Students must work with their faculty advisor and student organizations with the Club Congress of POC Chairs to access Meeting Room Manager. If a space/facility is not available on Meeting Room Manager, students should contact the College office responsible for the scheduling of the space. Athletic and recreational facilities are reserved by contacting the Director of Athletics and Recreation. Student gathering spaces can be reserved through Meeting Room Manager or the Office of Student Engagement and Leadership. Classrooms, lecture halls, student study space, etc. are all reserved through Meeting Room Manager. 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 at both the Albany and Vermont campuses. Students, faculty and staff must have their photo taken in the Student Support Center in SC 212 on the Albany Campus and in the Computer Technology and Support Center in Room 104 on the Vermont campus, in order 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 on the Albany Campus and in the Administration Offices, Room 102, on the Vermont Campus. There is a \$10 replacement fee.

### **LOCKERS**

Lockers are for daily use only and are available to students on a first-come-first-serve basis, during the academic year in the O'Brien building. Students are not allowed to keep things in them overnight, therefore students should bring a lock and their belongings with them each day.

## **LOST AND FOUND**

A “Lost and Found” service is maintained by the Office of Student Life (Library 303B). Students are asked to complete a Lost Report form. This form will be used to cross-reference and match any items that have been delayed in reaching Lost and Found. If an item is found anywhere on campus, the item needs to go immediately to LIB303B. Items will be kept up to 90 days. Students will be notified when the item is found. To inquire about a lost item on the Albany campus, please visit SC207. On the Vermont campus, please visit Room 102 for assistance with items that are lost or found or call 802-735-2620.

## **MAILROOM**

On the Albany campus, 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](mailto: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](mailto: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, Staffing 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.

## **ALBANY CAMPUS**

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

## **VERMONT CAMPUS**

Parking is available at the Vermont Campus for students with a valid parking permit in the designated student spaces in the lot adjacent to the building.

## **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 (signed and dated) by the Clubs Congress Chair/designee (Programming Chairs/designee in Vermont) 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 Director of Residence Life and must comply with these rules.

## **STUDENT COMPLAINTS**

In the event that a student feels that he/she is 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. On the Vermont Campus, the Support Center is located in Room 104.

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 the account will be deactivated 30 days following the effective date.

**Expulsion:** The Vice President for Student Success will communicate the effective date of expulsion to IT and the account will be deactivated immediately.

## CAMPUS SAFETY AND SECURITY

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### ALBANY CAMPUS

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 The Sage Colleges – 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 days -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.



## **VERMONT CAMPUS**

Public Safety services for the ACPHS Vermont Campus are coordinated by University Heights Association's Office of Public Safety and provided by Censor Security. In an emergency, Public Safety may be reached at 518-244-3177. The following contacts/services apply only to students on the Vermont campus.

Censor Security provides uniformed security personnel on the following schedule:

- Monday through Thursday from 2 p.m. to 9 p.m., Friday from 2 p.m. to 6 p.m., Saturday from Noon to 6 p.m. and Sunday from Noon to 9 p.m. These hours are adjusted during exam weeks and intersession.

Services provided by Censor Security include: preventative patrol by foot, emergency response, crisis management, law enforcement, incident reporting and Cleary Act reporting, 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 Vermont. They are trained to the standards and requirements set by the Vermont Office of Professional Regulation, Board of Private Investigative and Security Services. The security staff are assisted by several technologies that are intended to enhance the safety and security of students, faculty, and staff across all of the campuses. Technologies include:*

- *Closed circuit television systems which place cameras at a number of locations, both inside and outside, around campus. The cameras are monitored in the University Heights Association's Office of Public Safety dispatch center, as well as by Censor Security during their coverage. Security cameras are recorded for investigatory and evidentiary purposes.*
- *Fob access to exterior doors of all academic buildings, which notifies University Heights Association's Office of Public Safety when doors are opened outside of normal business hours or when they are propped open.*

The following contacts/services apply **only** to students on the Vermont campus:

### **Censor Security (On-duty officer)\***

802-735-2693/ Emergency – 518-244-3177

### **Colchester Police/Fire/Rescue\*\***

802-264-5555

*\*Censor Security will provide an on-site security officer during specified hours. During these hours, Censor Security's "On-Duty Officer" should be the primary call.*

*\*\*Outside of normal business hours (if Censor Security is not available) or to report potential criminal activity, please contact the Colchester Police Department.*

## **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 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>. Article 485 provides that a person commits a hate crime when he or she commits 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 and/or Vermont 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> Penalties for violation of the Vermont Statutes Title 13 Crimes and Criminal Procedure, Chapter 31 Discrimination, 1455 Hate Motivated crimes is available on Vermont’s website: <https://www.nysenate.gov/legislation/laws/PEN/485.10>

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 counseling 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 and in Colchester. Students may also report and file charges with the City of Albany Police or the Colchester Police.

There were no hate crimes recorded in 2017 for the Albany and Vermont Campuses.

## **CRISIS MANAGEMENT PLAN**

To assist all members of the ACPHS community on both the Albany and Vermont campuses in dealing with an emergency situation, 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 from both campuses, 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 the Vice President for Administrative Operations. Students may acquire a summary of the plan from the Vice President for 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 on both the Albany and Vermont campuses. SendWordNow enables the College to rapidly alert students, faculty, staff and administration to emergency situations on or around the campuses. 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 of the 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 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.
- Notre Dame 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.
- 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.

Fire safety related incidents for ACPHS residence halls for the years 2016, 2017 and 2018 are as follows:

Fire statistics, 2016-2018, Albany Campus

Residence	Year	Fires	Injuries	Deaths	Value of property damaged	Fire Drills	Malicious False Alarms
Notre Dame	2016	0	0	0	0	4	0
	2017	0	0	0	0	4	0
	2018	0	0	0	0	4	0
South Hall	2016	0	0	0	0	4	0
	2017	0	0	0	0	4	0
	2018	0	0	0	0	4	0
Holland Suites	2016	0	0	0	0	4	0
	2017	0	0	0	0	4	0
	2018	0	0	0	0	4	0

Princeton Suites	2016	0	0	0	0	4	0
	2017	0	0	0	0	4	0
	2018	0	0	0	0	4	0

Fire statistics, 2016-2018, Vermont Campus

Presently, there are no residence halls located on or off the Vermont Campus operated by ACPHS.

### **INSTITUTIONAL LABORATORY SAFETY COMMITTEE**

The Institutional Laboratory Safety Committee (ILSC) 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 ILSC 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](mailto: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 published as part of the College Catalog and is available on the College’s website at [www.ACPHS.edu](http://www.ACPHS.edu) 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.

Crime Statistics, 2016-2018, Albany Campus

Offense	Year	On Campus Property	Non Campus Property	Public Property	Total		Residential Facilities	Unfounded
Murder/Non-Negligent Manslaughter	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Negligent Manslaughter	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Rape	2016	0	0	0	0		0	0
	2017	2	0	0	2		2	0
	2018	0	0	0	0		0	0
Fondling	2016	0	0	0	0		0	0
	2017	1	0	0	1		1	0
	2018	0	0	0	0		0	0
Incest	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Statutory Rape	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Robbery	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Aggravated Assault	2016	1	0	0	1		1	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0



Burglary	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Motor Vehicle Theft	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Arson	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0

Crime statistics, 2016 -2018, Vermont Campus

Offense	Year	On Campus Property	Non Campus Property	Public Property	Total		Residential Facilities	Unfounded
Murder/Non-Negligent Manslaughter	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Negligent Manslaughter	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Rape	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Fondling	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Incest	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0

Statutory Rape	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Robbery	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Aggravated Assault	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Burglary	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Motor Vehicle Theft	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0
Arson	2016	0	0	0	0		0	0
	2017	0	0	0	0		0	0
	2018	0	0	0	0		0	0

Interpersonal Violence, 2016-2018, Albany Campus

Offense	Year	On Campus	Non Campus	Public Property	Total		Residential Facility *
Domestic Violence	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0

Dating Violence	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Stalking	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	1	0	0	1		0

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

#### Interpersonal Violence, 2016 – 2018, Vermont Campus

Offense	Year	On Campus	Non Campus	Public Property	Total		Residential Facility
Domestic Violence	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Dating Violence	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Stalking	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0

#### Arrests and Referrals, 2016-2018, Albany Campus


Offense	Year	On Campus	Non Campus	Public Property	Total		Residential Facility *
Liquor Law Arrests	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0

Liquor Law Violations referred for disciplinary action	2016	71	0	0	71		71
	2017	59	0	0	59		58
	2018	29	0	0	29		29
Drug Law Arrests	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Drug Law Violations referred for disciplinary action	2016	8	0	0	8		8
	2017	15	0	0	15		15
	2018	9	0	0	9		9
Illegal Weapons Possession Arrests	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Illegal Weapons Possession referred for disciplinary action	2016	2	0	0	2		2
	2017	1	0	0	1		1
	2018	0	0	0	0		0

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

#### Arrests and Referrals, 2016 – 2018, Vermont Campus

Offense	Year	On Campus	Non Campus	Public Property	Total		Residential Facility *
Liquor Law Arrests	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Liquor Law Violations referred for disciplinary action	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Drug Law Arrests	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0

Drug Law Violations referred for disciplinary action	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Illegal Weapons Possession Arrests	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0
Illegal Weapons Possession referred for disciplinary action	2016	0	0	0	0		0
	2017	0	0	0	0		0
	2018	0	0	0	0		0

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

### 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 of 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.

Albany Campus

**The Albany College of Pharmacy and Health Sciences reported no incidents of hate crime in 2016, 2017 or 2018.**

Vermont Campus

**The Vermont Campus of the Albany College of Pharmacy and Health Sciences had no reported hate crime in 2016, 2017, or 2018.**

### PUBLIC SAFETY ADVISORY COMMITTEE

This committee is comprised of faculty, administration, staff and students from both campuses, and it addresses safety and security issues on both the Albany and Vermont campuses. 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 to Public Safety, the Albany Police Department (Albany campus), the Colchester Police Department (Vermont campus) 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 (Albany campus), Colchester Police (Vermont campus) 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:

<b>Vice President for Administrative Operations</b>	<b>518-694-7257</b>
<b>Vice President for Student Success</b>	<b>518-694-7307</b>
<b>Director of Counseling and Wellness</b>	<b>518-694-7262</b>
<b>Director of Student Engagement and Leadership</b>	<b>518-694-7366</b>
<b>Executive Director of Human Resources</b>	<b>518-694-7278</b>
<b>Director of Residence Life</b>	<b>518-694-7155</b>

## **SAFETY AND CRIME PREVENTION PROGRAMMING**

Beginning with the College's New Student Orientation program, students on both campuses 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 and Censor Security for the Vermont Campus. Throughout the course of the school year, UHAPS and Censor Security 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.htm](http://www.criminaljustice.state.ny.us/nsor/index.htm). The Vermont sex offender registry may be accessed at [http://vcic.vermont.gov/sex\\_offender](http://vcic.vermont.gov/sex_offender). 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 the course of 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, leaders and officers of registered or recognized student organizations, and online and distance education students, 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 a detailed list of the topics covered in these programs please refer to the Sexual Misconduct and Sexual Harassment Policy at [www.acphs.edu/titleix](http://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 MISCONDUCT AND SEXUAL HARASSMENT POLICY & PROCEDURE**

The Albany College of Pharmacy and Health Sciences (ACPHS) is committed to creating and maintaining an academic and workplace environment free of illegal sexual misconduct and sexual harassment for all of 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 this Sexual Misconduct and Sexual Harassment Policy and Procedure for Students and Employees (the "Policy") will result in responsive action, as prescribed under applicable law and this Policy, which may include suspension, dismissal or termination from the College.

When applied to Students, this Policy will apply regardless of whether the behavior occurs on campus, off campus, or while studying abroad.

For full policy and additional information, visit <http://www.acphs.edu/titleix/>

## **STUDENTS' BILL OF RIGHTS**

### **ALL STUDENTS HAVE THE RIGHT TO:**

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of Domestic Violence, Dating violence, Stalking, and Sexual Assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the Reporting Individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the Accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a Reporting Individual, Accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

### **STUDENTS ALSO HAVE THE FOLLOWING RIGHTS**

1. If the Accused or Respondent is a Student, the Reporting Individual has a right to request that student disciplinary charges be filed against the Accused or Respondent in proceedings under this Policy and/or the College's disciplinary procedures.
2. The right to a process in all student disciplinary proceedings where a Student is accused of Sexual Misconduct that may otherwise violate the student disciplinary code, that includes, at a minimum:
  - a. notice to a Respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions or provisions of this Policy alleged to have been violated, and possible sanctions;
  - b. an opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, where appropriate, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recording or other appropriate record; and
  - c. access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest. In order to effectuate an appeal, a Respondent and Reporting Individual in such cases shall receive written notice of the findings of fact, the decision and the sanction, if any, as well as the rationale for the decision and sanction. In such cases, any rights provided to a Reporting Individual must be similarly provided to a Respondent and any rights provided to a respondent must be similarly provided to a Reporting Individual.
3. Throughout proceedings involving such an accusation of Sexual Assault, Domestic Violence, Dating Violence, Stalking, or Sexual Activity that may otherwise violate the institution's code of conduct, the right:
  - a. For the Respondent or Accused, and the Reporting Individual to be accompanied by an advisor of choice, who may assist and advise the Reporting Individual, Accused, or Respondent throughout the disciplinary process including during all meetings and hearings related to such process. Rules for participation of such advisor shall be established in the code of conduct.

4. To a prompt response to any report and to have the report investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.
5. To an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest.
6. To have the institutions disciplinary process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.
7. To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the disciplinary case, consistent with institution policies and procedures.
8. To exclude their own prior sexual history with persons other than the other party in the disciplinary conduct process and their own mental health diagnosis and/or treatment from admittance in the institution disciplinary stage that determines responsibility. Past findings of Domestic Violence, Dating Violence, Stalking, or Sexual Assault may be admissible in the disciplinary stage that determines sanction.
9. To receive written or electronic notice, provided in advance pursuant to college policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the Respondent based upon the outcome of the disciplinary process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
10. To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
11. To simultaneous (among the parties) written or electronic notification of the outcome of the disciplinary process, including the sanction or sanctions.
12. To be informed of the sanction or sanctions that may be imposed on the Respondent based upon the outcome of the disciplinary process and the rationale for the actual sanction imposed.
13. To choose whether to disclose or discuss the outcome of the disciplinary process.
14. To have all information obtained during the course of the disciplinary process be protected from public release by ACPHS until a final determination is made of any appeal, unless otherwise required by law.

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

1. 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.
2. 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. Hospitals will arrange for a specific medical examination at no charge. We encourage you to do so at a facility that uses SANE, or Sexual Assault Nurse Examiners. Albany Medical Center, Memorial Hospital, Samaritan Hospital, and University of Vermont Medical Center are SANE 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 or Colchester Police Department may assist you in this effort as well.
3. 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.

4. 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.\*\*\***

**For more information on Sexual Misconduct and Sexual Harassment Policy & Procedures at ACPHS please visit:**

[www.acphs.edu/title-ix](http://www.acphs.edu/title-ix)

## STUDENT DISCIPLINARY CODE

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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 Success 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 Success 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. This does not include Severance Corners, which provides off-campus housing to students attending the Colchester 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 meeting 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 Success.

**“Organization”** means an association formed by its members, some of who 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 fulltime 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 Success 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 Success. 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 Success 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 INDIVIDUALS 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 his/her 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 of 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 an 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.
2. Misrepresentation of one's own or another's identity in an academic context.
3. Fabrication, falsification, or misrepresentation of data, results, or sources for papers or reports.
4. 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 shotgunning 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 make a photo, audio or video record of any person while on College premises without his/her 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 Misconduct and Sexual Harassment Policy and Procedure for Students and Employees section of the Student Handbook and/or [www.acphs.edu/titleix](http://www.acphs.edu/titleix) for a complete description of this policy.

### **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, cigarillos, 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 or Vermont 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, he/she is 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 staffs. 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 staffs. 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 staffs.

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:** George Foreman grills, popcorn poppers with the heating element housing in a covered unit, toaster-type closed ovens, crock pots, and electric skillets/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.

[http://www.albanyny.gov/Libraries/City\\_Clerk/DOG\\_LICENSE\\_INFORMATION\\_1-3-2013\\_2.sflb.ashx](http://www.albanyny.gov/Libraries/City_Clerk/DOG_LICENSE_INFORMATION_1-3-2013_2.sflb.ashx)

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 a disability-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](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 Contract 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 and Notre Dame 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 Success 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 his/her 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 his/her 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 he or she has 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.

## **DRUG TESTING**

Students found in violation of the drug policy may be required to submit to random drug screenings for the remainder of their time at the College under the direction of the Student Conduct Administrator.

## **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 Success, 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 Success 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 Success, or their designee.

### **APPEALS**

An appeal may be made (to the appellate board, or the Vice President for Student Success) 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.

#### **APPEAL TO THE VICE PRESIDENT FOR STUDENT SUCCESS**

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 Success 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 Success 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 Success may void, lessen or increase any sanctions imposed. The Vice President for Student Success will endeavor to render a decision within twenty (20) business days of receipt of the documentation of all records associated with the case. If the Vice President for Student Success acted as the Student Conduct Administrator due to a conflict, the appeal will move to the Vice President for Student Success.

### **INTERPRETATION AND REVISION**

Any question of interpretation regarding the Student Disciplinary Code shall be referred to the Student Conduct Administrator or his/her 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**

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### **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, or approved licensed provider on the Vermont campus, 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, or approved licensed provider on the Vermont campus, 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 the Vice President for 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, or approved licensed provider on the Vermont campus, if alcohol is at the discretion of the administration and staff of the Food Service Provider.

9. Student organizations must receive permission from the Vice President for Student Success 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 or a licensed provider on the Vermont campus to serve the alcohol.
10. Service of alcohol is at the discretion of the College administration and staff of the Food Service Provider, or approved licensed provider on the Vermont campus. 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 Notre Dame 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 his/her 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.

### **SUMMARY OF VERMONT LAWS ON OPERATING VEHICLES UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

Operating vehicle under the influence of intoxicating liquor or other substance: A person shall not operate, attempt to operate, or be in actual physical control of any vehicle on a highway when the person's alcohol concentration is 0.08 or more, or when the person is under the influence of intoxicating liquor, or when the person is under the influence of any other drug, or under the combined influence of alcohol and any other drug, to a degree which renders the person incapable of driving safely.

**Note:** the fact that a person charged with a violation of this section is or has been entitled to use a drug under the laws of this state shall not constitute a defense against any charge of violating this section.

#### **Penalties:**

1. Screening. Before sentencing, the court may order that the defendant submit to an alcohol assessment screening.
2. First offense. Fine of up to \$750.00 and/or imprisonment for up to two years.
3. Second offense. Fine of up to \$1,500.00 and/or imprisonment of up to two years.
4. Third or subsequent offense. Fine of up to \$2,500.00 and/or imprisonment of up to five years.
5. Death resulting. Fine of up to \$10,000.00 and/or imprisonment of 1-15 years.
6. Injury resulting. Fine of up to \$5,000.00 and/or imprisonment of up to 15 years.

Persons under 21; alcohol concentration of 0.02 or more. A person under the age of 21 who operates, attempts to operate or is in actual physical control of a vehicle on a highway when the person's alcohol concentration is 0.02 or more, commits a civil traffic violation subject to the jurisdiction of the judicial bureau and subject to the following sanctions:

1. First violation: license suspension for six months and until the person complies with certain alcohol and driver education provisions.
2. Second or subsequent violation: license suspension until the person reaches the age of 21 or for one year, whichever is longer, and compliance with certain alcohol and driver education provisions.

### **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 - DOS**

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. Even 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 compendia of legal sources for downloadable music.

## **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.

### **I. Emergency Notifications**

- A. 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 either of the ACPHS campuses.
  1. "immediately notify" shall mean without delay and as soon as pertinent information is known.
    - a) 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.
  2. "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.
    - a) 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.
  3. "immediate threat" shall mean imminent or impending and does not mean potential or refer to the future.

4. 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.
- B. 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.
- C. Emergency notifications will be made through SendWordNow (SWN), a text messaging phone and email program maintained by ACPHS.
  1. 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.
  2. Other methods of notifying the community, such as voicemail, website notices and flyers may be used, when appropriate, at the discretion of ACPHS.
- D. SWN messages shall briefly describe the emergency or danger.
- E. SWN messages shall describe actions recipients should take to safeguard themselves from the danger.
  1. Evacuate [building or campus], shelter in place, avoid contact, avoid [building or location], and lock doors are examples of such action.
- F. Emergency Notifications may be segmented.
  1. "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.
- G. Every Emergency Notification shall be followed by another message indicating that the threat has been mitigated, resolved or with additional instructions/information.
- H. The following officials of ACPHS (or their designees) shall be authorized to send, or have sent, Emergency Notifications:
  1. Vice President for Administrative Operations
  2. Associate Dean for the Vermont Campus
  3. Director of Residence Life
  4. Director of Public Safety
- I. The following offices of ACPHS shall insure that a sufficient number of employees are trained to send Emergency Notifications.
  1. Administrative Operations, Public Relations, Student Affairs and Public Safety
    - a) Said persons shall be trained and drilled annually in sending Emergency Notifications
- J. The Send Word Now system shall be tested at least once each semester.
  1. The test shall be scheduled in advance, announced to the ACPHS community, documented and evaluated at its completion for effectiveness.
    - a) Documentation shall include a description of the test, date and time of the test and whether the test was announced or unannounced.

## II. Timely Warnings

- A. 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.
  1. Clery crimes include murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, auto theft, arson, domestic violence, dating violence and stalking.
  2. Clery geography includes:
    - a) "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).

- b) "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.
  - c) "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.
  - d) "residence hall" mean residential facilities for students on campus.
3. 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 he or she concludes 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.

### **I. Definitions:**

- A. "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.
- B. "determined to be missing" means that after a preliminary investigation conducted by UHA Public Safety, the Vice President for Student Success 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.
- C. "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:
  - 1. Undergraduate, graduate and married student housing;
  - 2. Single family houses that are used for student housing;
  - 3. Summer school student housing;
  - 4. Buildings owned by a third party that has a written agreement with the institution to provide student housing;
  - 5. 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.

## **II. Considerations:**

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. The location from where a person is missing may be a crime scene. It should be treated as such until determined otherwise.

## **III. Designated contact person:**

- A. 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).

## **IV. When a student is reported missing:**

- A. A student or employee who reasonably believes that a student may be missing from campus without an explanation should report that suspicion to:
  1. UHA Public Safety at 244-3177.
  2. The Vice President for Student Success (Albany) at 518-694-7319
  3. Director for Student Affairs for Vermont Campus (Vermont) at 802-735-2628.
  4. The Director of Residence Life (Albany) at 518-694-7155.
- B. If UHA Public Safety is not the original recipient of the report, the original recipient shall immediately notify UHA Public Safety from either campus.
- C. Upon receipt of such a report, the appropriate offices shall begin a collaborative preliminary investigation which addresses the following considerations:
  1. Is the student missing from campus, his or her permanent home or some other location?
  2. Is there a witness or physical evidence of an abduction or foul play?
  3. Is the student mentally and emotionally stable?
  4. Is the student experiencing academic, personal or financial problems?

5. Has the student disappeared before?
  6. Is there a substance abuse issue?
  7. Has the student been recently threatened or warned?
  8. Have any similar incidents been reported in the area?
- D. The preliminary investigation will also:
1. Check access systems for use by the student.
  2. Check class attendance and with faculty.
  3. Check with roommates, suitemates, floor mates, teammates, co-workers, etc.
  4. Check place of employment.
  5. Check with friends.
  6. Check with family.
    - a. To be conducted by either the Vice President for Student Success, UHA Public Safety or a designee.

**V. When a student is determined to be missing:**

- A. If a student is determined to be missing, within 24 hours ACPHS shall notify:
1. Local law enforcement;
    - a. 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.
  2. Designated contact persons.
  3. If the student is under 18 years of age and is not emancipated, the student's custodial parent or guardian.
- B. 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 CODE**

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.

<https://intranet.acphs.edu/academics/sopps/Shared%20Documents/ProfessionalismCode%20for%20PharmD%20Program%202016%20Final.pdf>.

## **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 all College campuses.

**“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

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## **Accommodations under the Americans with Disability Act or Section 504 of the Rehabilitation Act**

Director of Counseling and Wellness  
Student Center, Room 209  
Confidential Receptionist  
518-694-7107  
[counselingservices@acphs.edu](mailto:counselingservices@acphs.edu)

## **Accreditation, Assessment and Institutional Effectiveness**

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

## **Add/Drop Procedure**

Registrar  
Library Building, Room 309  
518-694-7222  
[registrar@acphs.edu](mailto:registrar@acphs.edu)

## **Address Changes**

Registrar  
Library Building, Room 309  
(518)-694-7222  
[registrar@acphs.edu](mailto: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 (both campuses)  
O'Brien Building, Room 124  
518-694-7221  
[admissions@acphs.edu](mailto:admissions@acphs.edu)

## **Advising**

**Albany**  
Library Building, Room 310  
518-694-7291  
[advising@acphs.edu](mailto:advising@acphs.edu)

## **Vermont**

Room 102B

802-735-2628  
[advising@acphs.edu](mailto:advising@acphs.edu)

## **Alcohol and Other Drugs**

Director of Counseling and Wellness  
Student Center, Room 209  
Confidential Receptionist  
518-694-7107  
[counselingservices@acphs.edu](mailto:counselingservices@acphs.edu)

## **Alumni Programs/Institutional Advancement**

O'Brien Building, Room 109  
518-694-7393  
[alumni@acphs.edu](mailto:alumni@acphs.edu)

## **Athletics and Fitness Center**

**Albany**  
Gym, Room 101  
518-694-7355

**Vermont**  
Room 102C  
802-735-2620  
[athletics@acphs.edu](mailto:athletics@acphs.edu)

## **Books and Supplies**

**Albany**  
College Bookstore  
Student Center  
518-694-7378  
[bookstore@acphs.edu](mailto:bookstore@acphs.edu)

## **Career and Employer Relations**

Library Building, Room 310  
518-694-7293  
[linda.roberts@acphs.edu](mailto:linda.roberts@acphs.edu)

## **Clubs**

**Albany**  
Student Center, Room 207  
518-694-7352  
[clubs@acphs.edu](mailto:clubs@acphs.edu)

## **Vermont**

Room 102C  
802-735-2620  
[SGA-VT@acphs.edu](mailto:SGA-VT@acphs.edu)

## **Computer/Information Technology Services**

### **Albany**

Student Center, Room 212

### **Vermont**

Room 104

518-694-7358

[helpdesk@acphs.edu](mailto:helpdesk@acphs.edu)

## **Continuing Education and Professional Development**

O'Brien Building, Room 115

518-694-7231

[lori.kline@acphs.edu](mailto:lori.kline@acphs.edu)

## **Counseling and Wellness**

### **Albany**

Student Center, Room 209

518-694-7107

### **Vermont**

**24/7 Toll Free 888-329-3327**

802-847-2827

[counselingservices@acphs.edu](mailto:counselingservices@acphs.edu)

## **Dining Services**

### **Albany**

Chartwells, Student Center

518-694-7218

### **Vermont**

Mountain View Café

802-735-2691

## **Employment (On-Campus)**

Office of Financial Aid

O'Brien Building, Room 122

518-694-7256

[Student\\_employment@acphs.edu](mailto:Student_employment@acphs.edu)

## **Experiential Education**

### **Albany**

O'Brien Building, Room 108

518-694-7365

[experientialed@acphs.edu](mailto:experientialed@acphs.edu)

### **Vermont**

802-735-2639

[sandra.rosa@acphs.edu](mailto:sandra.rosa@acphs.edu)

## **Financial Aid**

O'Brien Building, Room 122

518-694-7256

[financial\\_aid@acphs.edu](mailto:financial_aid@acphs.edu)

## **Graduate Admissions**

O'Brien Building, Room 118

518-694-7130

[graduate@acphs.edu](mailto:graduate@acphs.edu)

## **Health Insurance**

### **Albany**

Office of Administrative Operations

O'Brien Building, Room 104

518-694-7118

### **Vermont**

Room 102C

802-735-2620

[insurance@acphs.edu](mailto:insurance@acphs.edu)

## **Identification Cards**

Information Technology Services

### **Albany**

Student Center, Room 212

### **Vermont**

Room 104

518-694-7358

[helpdesk@acphs.edu](mailto:helpdesk@acphs.edu)

## **Immunization Records**

Experiential Program Administrator

O'Brien Building, Room 108A

518-694-7277

[experientialed@acphs.edu](mailto:experientialed@acphs.edu)

## **Innovative Learning**

Library Building, Room 301

[ILASS@acphs.edu](mailto:ILASS@acphs.edu)

## **Instructional Design Services**

Library Building, Room 301

[instructionaldesign@acphs.edu](mailto:instructionaldesign@acphs.edu)

## **Library Services**

### **Albany**

Library Building

518-694-7270

### **Vermont**

Room 211

802-735-2670

[library@acphs.edu](mailto:library@acphs.edu)

**Lost and Found****Albany**

Gozzo Student Center  
SC207

518-694-7107

[Katharine.ross@acphs.edu](mailto:Katharine.ross@acphs.edu)

**Vermont**

Room 102C  
802-735-2620

**Maintenance/Physical Plant****Albany**

Maintenance Garage  
518-694-7118

[physicalplant@acphs.edu](mailto:physicalplant@acphs.edu)

**Vermont**

802-735-2613

[ACPHS\\_Staff\\_PhysicalPlant\\_VT@acphs.edu](mailto:ACPHS_Staff_PhysicalPlant_VT@acphs.edu)

**Orientation****Albany**

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

**Vermont**

Room 102B  
802-735-2628  
[orientation@acphs.edu](mailto:orientation@acphs.edu)

**Parking****Albany**

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

**Vermont**

Room 102  
802-735-2621  
[parking@acphs.edu](mailto:parking@acphs.edu)

**Peer Tutoring Program**

Library Building, Room 303  
<http://albany.askonline.net>  
[peertutoring@acphs.edu](mailto:peertutoring@acphs.edu)

**Pharmacy Professional Affairs****Pharmacy Professional Organizations****Albany**

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

**Vermont**

Room 102B  
802-735-2628

**Photocopying**

Library  
Library Building  
518-694-7270  
[library@acphs.edu](mailto:library@acphs.edu)

**Public Relations**

O'Brien Building, Room 121  
518-694-7254  
[Tiffany.gutierrez@acphs.edu](mailto:Tiffany.gutierrez@acphs.edu)

**Public Safety**

Emergency	518-244-3177
Non-Emergency (Albany)	518-244-3177
Non-Emergency (Vermont)	603-494-4617

**Registration and Course Scheduling**

Registrar  
Library Building, Room 309  
518-694-7222  
[registrar@acphs.edu](mailto:registrar@acphs.edu)

**Residence Life**

Office of Student Life  
Student Center, Room 207  
518-694-7107  
[reslife@acphs.edu](mailto:reslife@acphs.edu)

**Science Assistance Center****Albany**

Library Building, Room 308  
[science.assistancecenter@acphs.edu](mailto:science.assistancecenter@acphs.edu)

**SGA Programming/Activities****Albany**

Student Center, Room 207  
518-694-7352  
[SGAProgramming@acphs.edu](mailto:SGAProgramming@acphs.edu)  
[SGA@acphs.edu](mailto:SGA@acphs.edu)

**Vermont**

Room 102B  
802-735-2628  
[SGA-VT@acphs.edu](mailto:SGA-VT@acphs.edu)

**Student Affairs/Vice President for  
Student Success**

**Albany**

Library Building, Room 303  
518-694-7307

[studentaffairs@acphs.edu](mailto:studentaffairs@acphs.edu)

**Vermont**

Room 102B  
802-735-2628

**Student Life**

**Albany**

Student Center, Room 207  
518-694-7107

**Vermont**

Room 102B  
802-735-2628

**Transcripts**

Registrar

Library Building, Room 309  
518-694-7222

[registrar@acphs.edu](mailto:registrar@acphs.edu)

**Tuition and Billing**

Office of Student Accounts  
84 Holland Building, Room HAB101  
518-694-7205

[student-accounts@acphs.edu](mailto:student-accounts@acphs.edu)

**Withdrawal from College**

Vice President for Student Success  
Library Building, Room 303  
518-694-7307

[studentaffairs@acphs.edu](mailto:studentaffairs@acphs.edu)

**Writing Center**

**Albany**

Library Building, Room 306  
[writing@acphs.edu](mailto:writing@acphs.edu)