



EST. 1881

Albany College of Pharmacy
AND HEALTH SCIENCES

Student Handbook



2012-2013



Albany College of Pharmacy AND HEALTH SCIENCES

CONTACT US

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

EMERGENCY

Fire and Emergency Services: 9-1-1

Albany Campus

University Heights Association Public Safety (first call for all student emergencies)	518-244-3177
Albany Police and Fire Department (non-emergency)	518-438-4000
Student Health Center	518-264-0900
Albany County Mobile Crisis	518-264-0900

Vermont Campus

Hunter North Associates (On-duty officer)*	603-494-4617
Emergency	518-244-3177
Colchester Police/Fire/Rescue**	802-264-5555

**Hunter North Associates will provide on-site security officer during specified hours. During these hours, the Hunter North Security "On-Duty Officer" should be the primary call.*

***Outside of normal business hours (if Hunter North 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 has student rules, regulations and guidelines pertaining 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.

We encourage you to fully read this Student Handbook and to utilize the many resources available to you. We expect all students to maintain standards of personal conduct that are in harmony with the educational and professional ideals of ACPHS and to conduct themselves in a manner that reflects positively on the College. We hope you take advantage of the co-curricular learning opportunities available on campus through residence life, student activities, student government, athletics, and community service.

The policies and procedures contained in this Student Handbook are subject to revision at any time with little or no advance notification. To the degree possible, substantive changes will only be made between academic years. See final appendix for updates.

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PRESIDENT'S WELCOME

On behalf of the faculty, staff and administration, I would like to extend our warmest greetings and welcome you to Albany College of Pharmacy and Health Sciences.

Founded in 1881, ACPHS is steeped in tradition, yet always looking to the future. This tradition continues today through a diversity of degree programs designed to help you excel in a range of settings, such as pharmacies, hospitals, laboratories and government agencies. Each of our programs also offers excellent preparation for graduate or professional school. Additionally, following the opening of our Vermont campus, the College continues to enhance and expand our facilities both there and in Albany.

Our primary goal continues to be our commitment to the success of every student. We are dedicated to supporting your efforts to explore, determine, and reach your lifetime goals. Our talented and dedicated faculty, staff and administration work hard to provide you with an enriching, rewarding, productive and safe learning environment. These individuals are committed to your success and to helping you achieve your full potential.

I encourage you to take advantage of all that the College has to offer, not only in the classroom, but also through extra-curricular activities. Professional organizations, student clubs, sports and volunteer and service opportunities available on campus provide an additional form of education that will undoubtedly enhance your overall experience at the College.

In our more than 130 years of service to the community, over 7000 students have passed through our doors and gone on to enjoy successful lives and careers. We are proud to have been a part of their journey, just as we are excited to be a part of yours.

I look forward to hearing from you as you pursue your educational and career goals. My best wishes for every success.



James J. Gozzo, Ph.D.
President

CAMPUS SERVICES AND INFORMATION

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 students, faculty and staff. Services include individual, group and family therapy for a variety of issues, including mood and anxiety disorders; adjustment and interpersonal problems; stress related difficulties; eating and substance abuse 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. Contact information can be obtained by visiting the Office of Counseling and Wellness website on Blackboard.

VERMONT CAMPUS

Free and confidential counseling services are available for all eligible ACPHS students and are provided by the Fletcher Allen Health Care (FAHC) Employee Assistance Program (EAP). 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, EAP 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 will be provided on-site when hours are available or at offsite locations near the campus to include: Fanny Allen Hospital campus, 790 College Parkway, Rte. 15, Colchester and the University Health Center campus (UHC), 1 So. Prospect St., Burlington; 802-847-2827 or email efap@vtmednet.org.

DINING SERVICES/MEAL PLANS

ALBANY CAMPUS

Albany College of Pharmacy and Health Sciences' food service provider, Chartwells, offers four meal plans to students. Students are not charged taxes for their meal plan purchases, which results in an 8 percent savings for the students. For specific information on meal plan amounts, go to 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. 20% of the “flex dollars” can be used at designated off-campus locations (information supplied on the website 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

Albany College of Pharmacy and Health Sciences’ food service provider, T-Bones, operator of the Brain Food Café on campus, provides a \$320 meal plan to all students. Students are not charged taxes for their purchases, which results in a 9 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 in \$25 increments 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. 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.

E-MAIL

Albany College of Pharmacy and Health Sciences 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 Appendix found in this handbook.

- 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 is 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. While other methods are available, they are not supported by ACPHS-IT due to the plethora of connection possibilities for students. Students who wish to utilize the Outlook MAPI client may do so only while on campus.

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 Blackboard site. Students must work with their faculty advisor and student organizations with their club advisor, 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 Campus Life. 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 for special needs related to their activities/events, such as tables and chairs, Information Technology assistance, parking and food service.

STUDENT HEALTH CENTER / HEALTH INSURANCE REQUIREMENTS

Albany College of Pharmacy and Health Sciences 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 school plan is serviced by Academic Health Plans. The student health insurance policy is provided by Capital District Physicians Health Plan (CDPHP). 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 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.

ALBANY CAMPUS

The Albany College of Pharmacy and Health Sciences believes that quality, accessible health care is essential to our students. Albany Medical College, Albany Law School, and ACPHS have joined together to form a Student Health Center (SHC). It is located at 25 Hackett Boulevard, First Floor, in the Albany Medical Center South Campus on the corner of Samaritan Road and Hackett Boulevard, directly across the street from South Hall. A portion of the facility is being set aside specifically and exclusively as the SHC for students at the three institutions.

The SHC is run by Albany Medical Center (AMC) staff and offers easy access to our students, ability for staff to make referrals to other AMC specialists, and a convenient location in the same building as some auxiliary services (e.g. x-ray), limiting the need for students to travel to other locations.

The SHC is open and available to students Monday through Friday from 8 a.m. through 4:30 p.m. Practitioners are also available by phone 24 hours a day at 518-264-0900. **Students must call 518-264-0900 to make an appointment to be seen.**

If a student's insurance coverage requires a co-pay for the office visit, the student must pay it at the time he/she is seen. If there is no co-pay required, the SHC will bill the student's insurance carrier for an office visit, consistent with the benefit plan provided by their coverage. Students will not be required to pay for other services at the time they are rendered. SHC will file the necessary claims with insurance providers. Students are responsible for payment of any balance due after the insurance provider's payment. Students are asked to bring their ACPHS picture ID and their insurance card with them to every visit to protect against identity theft and insure eligibility.

VERMONT CAMPUS

Fletcher Allen Health Care (FAHC) provides medical/physician services to the Vermont Campus of Albany College of Pharmacy and Health Sciences students as part of their Health Center Fee. This fee is mandatory for all ACPHS students on the Vermont Campus. The Fletcher Allen Health Care Department of Family Medicine (Colchester Family Practice (CFP)) will provide "acute care" to students enrolled at the Albany College of Pharmacy and Health Sciences Vermont campus. There may be additional fees for services (e.g. laboratory tests, x-rays, immunizations, vaccinations, PPDs, etc.) provided to ACPHS students. FAHC CFP is located at 883 Blakely Rd. in Colchester. The phone number is (802) 847-2055. Students should bring their ACPHS picture ID and their insurance card with them to every visit to protect against identity theft and insure eligibility.

In addition to the FAHC Colchester Family Practice location, urgent care is available in Fletcher Allen's Walk-In Center on the Fanny Allen Campus at 790 College Parkway in Colchester. No appointments are necessary at this location. The phone number is (802) 847-1170.

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. 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 end of the academic year preceding the start of rotations (timeframe will be communicated to students at an appropriate time during the academic year.) Pharm.D. candidates will need to complete this documentation annually starting with the 1st professional year (P1) 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 clerkship year.

Tuberculosis (TB) Infection Screening/(TST/Mantoux or IGRA):

- If your TB screening result is positive, you must receive a chest x-ray and provide the College with documentation of both the results and the x-ray report, as well as any follow-up treatment you receive.
- If you have had a positive TB screening in the past, you need to provide a copy of those results, along with a copy of a negative chest x-ray report, and any follow-up treatment you received.
- Those 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.

ADDITIONAL ROTATION REQUIREMENTS

Some rotation sites have additional requirements that must be documented prior to starting that specific rotation (e.g. blood titer, as opposed to proof of vaccination; drug screen; background check). These additional requirements would be documented in the E*Value database system, as well as communicated to the student in advance.

It is the student's responsibility to ensure the requirements are met prior to commencement of clerkship, 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 start of clerkship, 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.

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, according to the standards of the Accreditation Council for Pharmacy Education (ACPE). Students must have valid CPR or BLS certification before the end of their 1st professional (P1) 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).

IDENTIFICATION CARDS

All students are issued a Student Identification Card (ID Card) during or immediately following Orientation at both the Albany and Vermont campuses. New employees are also issued ID cards at the onset of employment. 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. Vermont students must wear IDs. 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

A limited number of storage lockers are available for student use, on a first-come-first serve basis, during the academic year in the O'Brien building. Students must provide their own locks and are responsible for securing their personal property. All contents must be removed from the locker prior to the conclusion of the spring semester.

LOST AND FOUND

A "Lost and Found" service is maintained by the Office of Public Safety. All lost items should be turned in to a public safety officer, the Office of Public Safety or a College employee immediately. To inquire about a lost item on the Albany campus, you may contact the public safety office at 518-244-3177 or publicsafety@ACPHS.edu or in person at their office at 84 Holland Ave., Suite B-222. 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 8:30 a.m. to 4:00 p.m., Monday through Friday, 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 weekends, holidays and days of school closings.

All resident students are assigned a mailbox which they will keep the entire time that they remain a resident student at ACPHS. Mailboxes are accessible from 7:00 a.m. until 11:00 p.m. for non-Holland/Princeton Suites residents. HS/PS students can access mailboxes 24 hours a day.

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

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

PARKING

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

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 resident lots 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 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 clerkship 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.

ACADEMIC SERVICES AND INFORMATION

INNOVATIVE LEARNING AND ACADEMIC SUPPORT SERVICES

Innovative Learning and Academic Support Services (ILASS) develops continuous innovative approaches to teaching and learning. ILASS integrates services for students and faculty that support ACPHS's academic mission: Academic Learning Services, the Writing Center, Library Services, Instructional Design Services, and the DeNuzzo Center for Innovative Learning. Academic Learning Services provides tutoring assistance. The Writing Center helps students develop their communication skills. Library Services teaches students how to become self-sufficient in the use of online and other research and information resources. Instructional Design Services helps faculty improve their teaching methodology. The DeNuzzo Center promotes educational research and development at the College. Email general inquiries to ILASS@acphs.edu.

ACADEMIC LEARNING SERVICES

Academic Learning Services works to inspire confidence, increase student competence and create self-reflective learners in a friendly, welcoming environment through comprehensive programs designed to help students grow academically, personally and professionally. Academic Learning Services includes the Peer Tutoring Program, the Science Assistance Center and the Writing Center. Through the development of study and independent learning skills our services seek to help students develop a deeper understanding of classroom concepts, reinforce integration of ideas between courses, and ultimately to improve their chances of academic success at the College. A variety of tutoring services, individualized assistance, and workshops ensures that every student's 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 at <http://albany.askonline.net> or on our Blackboard page. Contact the program directly at peertutoring@acphs.edu or in room 303B in the Library building on the Albany campus.

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 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 Blackboard website as well as outside our door, room 308 in the Library building on the Albany campus. Email science.assistance@acphs.edu.

The Writing Center

The Writing Center is a free, one-on-one service available to all members of the ACPHS community. Its goal is to help students become more confident, competent, and self-reflective writers and speakers. All writers and speakers need trained, supportive and responsive readers and listeners. Tutors strive to provide an atmosphere in which writers and speakers can feel comfortable seeking support and feedback. English as a Second Language (ESL) support is available as well. Writing Center tutors are available on a drop-in basis or by appointment during daytime hours in room 306 in the Library building on the Albany campus. The schedule is available on Blackboard and communicated to classes at the start of each semester. Email writing@acphs.edu for more information.

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 print and electronic 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. Professional librarians are available on both campuses to provide one-on-one research assistance to students in person and via phone, email and instant messaging. Librarians also plan and deliver formal instruction that develops the skills students need to find, retrieve, analyze and ethically use information. For more information visit our website, <http://library.acphs.edu> or email to library@acphs.edu.

INSTRUCTIONAL DESIGN SERVICES

Instructional Design Services provides faculty with resources on innovative teaching to promote learning and academic excellence. IDS helps faculty develop experiences for face-to-face, hybrid and distance learning and promotes students' active learning by engaging them using creative methods and technologies. Email to instructionaldesign@acphs.edu.

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.

ATTENDANCE POLICY

Students are expected to attend all assigned classes. Students who have documented absences which exceed 10 percent of the total number of scheduled instructional hours for any given course may, at the discretion of the instructor, receive a grade of I or F and/or be refused admission to the final examination. The College expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) personal illness; or (2) family bereavement and/or other compelling circumstances. Instructors and the College have the right to request documentation verifying the basis of any absences resulting from the above factors. Any student who believes that his or her final grade for a course has been reduced unfairly because of attendance factors has the right to appeal that grade if an attempt to resolve the issue with the instructor is unsuccessful. Procedures for a grade appeal are described in the "Course Concerns" policy which is found in the College Catalog.

CAREER SERVICES

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. Career Services is located in the Library Building, Room 303A; Telephone: 518-694-7164; E-mail: careers@acphs.edu.

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.
- Networking opportunities with alumni and employers for career opportunities through Alumni Career Awareness Roundtable Discussions, on-campus recruiting, the annual Career Fair and Interview Day, career seminars, virtual mentoring by alumni through ACPHS Alumni Outreach LinkedIn site, and various additional special events
- Offering opportunities for alumni to interact 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, recruiting opportunities, and special events
- Posting of available positions from employers using current technologies

CELL PHONES AND OTHER ELECTRONIC DEVICES POLICY

Cell phones and pagers should be set to a non-audible mode (vibrate or flashing light) during class (classroom or laboratory) and all meetings. Calls should not be answered until the class or meeting is over, except in extenuating circumstances. Electronic devices, other than calculators and computer without communication capabilities, should not be used during examinations or classroom instruction, unless it is permitted by the instructor. Cell phones and pagers should be set to a non-audible mode during business hours while a student is on experiential education rotations. Calls should not be allowed to disrupt any activity at the site, other than in extenuating circumstances. The preceptor has the final decision regarding cell phone and pager use while at the site. Beyond the above basic College policy stated herein,

faculty members, at their discretion may also have strict individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

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.

LEAVE OF ABSENCE / WITHDRAWAL

A student requesting leave of absence from the College is required to meet with and to provide written notice to the dean of students in the Office of Student Affairs. For leave of absence, the request should state the reason(s) for the leave and the duration desired. Additionally, a meeting with the dean of students is required and supporting documentation must be provided. Leaves are limited to one year and may be granted for medical reasons or for other extenuating personal circumstances. Students who wish to withdraw from the College must provide written notice to the Office of Student Affairs at studentaffairs@acphs.edu or the Office of the Registrar at registrar@acphs.edu.

LIFE ON CAMPUS

ATHLETICS

All full-time students on the Albany campus are eligible to participate in intercollegiate athletics at ACPHS. The College offers intercollegiate soccer, basketball, and cross country for men and women; and club teams in tennis, softball and men's lacrosse. The Panthers travel regularly throughout New York State and New England for competition, and also compete in tournaments across the country, with trips to Texas, Florida, North Carolina and California in recent years. All six ACPHS teams compete in the Hudson Valley Athletic Conference and the United States Collegiate Athletic Association (USCAA). In the 2011-12 season, the women's basketball, men's soccer, and women's soccer teams earned conference championships. ACPHS students on the Albany campus also are eligible to participate in Union College athletic programs that are not offered at ACPHS. Union, in nearby Schenectady, offers a full range of NCAA Division III sports (men's hockey is Division I and ACPHS students are not eligible to participate in hockey) including football, lacrosse, softball, baseball, swimming and track. ACPHS students also are involved in a variety of intramural activities, including karate, indoor soccer, volleyball, Ultimate Frisbee, flag football and basketball. The entire campus community also can enjoy the Albert M. White Gymnasium, running track, and soccer field. Anyone interested in participating in intercollegiate, intramural or recreational activities should contact the College's director of athletics and recreation. The Vermont campus does not offer intercollegiate athletic programs.

CAMPUS PUBLICATIONS

POSTSCRIPT

Features news of the faculty, students, alumni, programs and activities of ACPHS.

THE PULSE

The Pulse offers news, photos, extended features and profiles of the people, offices and departments that make up the College community. It is published twice each semester.

ESTABLISHING CLUBS AND ORGANIZATIONS

ACPHS's Student Government Association (SGA) and Clubs Congress offer a number of clubs, organizations, and extracurricular activities to meet the needs of our diverse student population. Occasionally a student or group of students will have the desire to initiate a new club or organization to benefit the College community. SGA welcomes new ideas and new groups. If interested in starting a new club or organization at ACPHS, please contact the Clubs Congress Chair or the Student Activities Assistant in the Office of Campus Life, located in SC 207 on the Albany Campus, or the Administrative Assistant to the Assistant Dean for Students, located in Room 102 on the Vermont Campus.

In the first year of operation at the Vermont campus, students became active in a number of these, including the Academy of Students of Pharmacy and Student Government Association in association with the Albany campus. Additionally, the Vermont Campus developed its own MultiCultural Club, an Outdoors Club, Colleges Against Cancer chapter and a Ski Club. It is anticipated that additional clubs will be formed in accordance with the SGA's Establishing Clubs and Organizations Policy.

AFRICAN STUDENT ASSOCIATION

This club strives to raise awareness about the diverse African cultures, traditions, nations and people as a whole. ASA participates in community service activities within the Capital Region, and members are active within the campus community through participating in the Student Ambassadors Program and peer tutors. The club regularly participates in the Multicultural Festival held in the Spring Semester.

AMNESTY INTERNATIONAL

Amnesty International's mission is to undertake research and action focused on preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression, and freedom from discrimination, within the context of its work to promote all human rights. This club is concerned solely with the impartial protection of human rights throughout the world.

ANOTHER CREATIVE PERSPECTIVE

The goal of the club Another Creative Perspective is to encourage the creative talents in each member of the campus community including students, faculty, and staff. The club provides them the opportunity to express themselves in writing, art, and spoken word. Club members organize and support the annual Open Mic, the literary magazine *Another Creative Perspective*, and the weekly *Creative Arts Space*.

BIOMEDICAL TECHNOLOGY CLUB *(replaced Cytopathology club)*

This club seeks to raise awareness of the laboratory science profession. The club promotes professionalism amongst members of the various biomedical technology programs, which include cytotechnology and clinical laboratory sciences and encourages professional development for students, including local and national conference attendance. The club also promotes wellness and positive health care outcomes for the public by engaging in educational outreach activities like the Albany College of Pharmacy and Health Science's Health Fair.

CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Its mission is to serve Christ and the world through pharmacy. Students are welcome to participate in prayer, Bible study, and outreach activities with other students who share their personal and professional beliefs.

COLLEGES AGAINST CANCER

Colleges Against Cancer offers students on both the Albany and Vermont campuses many opportunities to become more active in the fight against cancer, with activities focused in 4 strategic directions: advocacy, cancer education programs, survivorship, and the club's signature event, the 12-hour Relay for Life held on campus. The Albany campus CAC was awarded the Leader of Hope Chapter, as well as Outstanding Chapter of the Year in the fall of 2011.

COMMUNITY SERVICE—IN MEMORY OF DR. TOM LITTLE

This new club was created in memory of Dr. Tom Little, an optometrist from Kinderhook, NY. In the summer of 2010, Dr. Little and nine other members of his medical team were ambushed and murdered in Afghanistan while there to provide eye care to Afghans in need. The club hopes to honor his memory by providing opportunities to ACPHS students to make a difference in the community through service projects to benefit Albany and other places and people in need.

CRAFT AND QUILT GUILD

The ACPHS Craft and Quilt Guild was chartered in the fall of 1998. The goals of the club are to teach and learn from each member new crafts and skills, to encourage friendship and interaction between students, faculty and staff, and to give something back to the College by donating money raised through quilt raffles to the Kirkpatrick Scholarship Fund.

DANCE CLUB

The Dance Club offers every ACPHS student an opportunity to join, from those who are interested in learning to dance to those who have been dancing for years. The club performs at ACPHS basketball games and holds an annual exhibition show open to the College community as well as the public.

EQUESTRIAN CLUB

This club offers students the opportunity to learn about many of the aspects associated with horses, from feeding and grooming to riding. The club is open to all students, whether they have a background in riding or are interested in learning how to ride.

GOLF CLUB

The Golf Club provides the opportunity for students to either develop or continue their interest in golf. It is open to ACPHS students of all skill levels. Golf Club members can play at local courses with the cost of greens fees subsidized by the SGA. The Golf Club is a great way to meet new people from the College community.

KARATE CLUB

The Karate Club's mission is to improve the overall physical, mental and spiritual health of students through practice of traditional martial arts. The licensed head instructor for the club is Dudley Moon, Ph.D., a professor at ACPHS. Dr. Moon teaches traditional Shito-Ryu Karate-Do which emphasizes the use of techniques in self-defense. However, it is ultimately focused on character development and self-knowledge. The Karate Club has been on campus for more than 20 years.

LACROSSE CLUB

The Lacrosse Club seeks to meet the growing demand for additional athletic activities at ACPHS. During parts of the Fall and Spring semester, members participate in indoor leagues where they play against teams from other area colleges. In the spring, members also participate in outdoor games against local teams. Players are expected to provide their own stick.

MEDICAL ASSOCIATION

The Medical Association strives to provide information and peer support to both graduate and undergraduate students in pursuit of a career in the medical field. The club also hosts academic events to further educate and support students in all programs at ACPHS.

MULTI-CULTURAL CLUB

The Multicultural Club, offered on both the Albany and Vermont campuses, supports the interests of culturally minded students and seeks to enrich its members with the knowledge of many different ethnic cultures and ways of life. Among its activities are an annual Ramadan Fast-a-thon, Lunar New Year Festival, Multi-Cultural Festival and outings to local international restaurants.

ORTHODOX CHRISTIAN STUDENT ASSOCIATION

The Orthodox Christian Student Association (OCSA) is open to all students, regardless of religious affiliation. Activities include Bible study, community service projects and weekly open gym nights for all students.

OUTDOORS CLUB

Outdoors Club members, on both the Albany and Vermont campuses, participate in such activities as, white-water rafting, biking, snowshoeing, camping, hiking, indoor rock climbing and park cleanup days. This is one of ACPHS's most popular and active clubs.

PEER CONNECTION

Peer Connection is a peer education club on the Albany Campus. Students are trained and then provide educational and outreach programming to their ACPHS peers on contemporary health and wellness topics. The club's aim is to provide this education in a way that is helpful, comfortable, informative, interactive and fun! Members believe in helping others, providing a support system for their peers, creating a sense of community and connectedness, and promoting healthy decision-making.

SKI AND SNOWBOARD CLUB

ACPHS's Ski and Snowboard Club is offered on both the Albany and Vermont campuses. With the wide variety of ski areas located within an easy drive of both campuses, the clubs have no trouble scheduling plenty of night and weekend activities. All students who enjoy skiing, snowboarding, snow tubing or any other related activity that ski areas offer are more than welcome to join.

STUDENT COALITION FOR ACADEMIC INTEGRITY (SCAI)

The core elements of academic integrity are honesty, trust, fairness, respect, and responsibility, especially as they relate to academic excellence. The club will promote academic integrity on campus and educate students about how to avoid violations of the academic integrity policy.

STUDENT PERFORMING ARTS IN THE HEALTHCARE COMMUNITY

SPAHC seeks to serve the nursing home and hospital communities with regular visits providing live music as a source of entertainment, diversion and comfort. SPAHC members use music to help all patients cope with treatment and hospitalization. We also bring our talents to the college community to perform for special holidays.

TENNIS CLUB

The Tennis club provides a fun, relaxing environment to play tennis with other ACPHS students. The club is open to all ACPHS students, from beginners interested in learning more to those who have played for many years.

ULTIMATE FRISBEE CLUB

The Ultimate Frisbee Club is a great way to keep active, meet new people and have fun! Members organize games and tournaments amongst ACPHS students and hope to compete against club teams from other local colleges.

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

There are many fun and interesting things to do in Vermont. Waterfront Park is a must see for any visitor to the greater Burlington area. It was made for relaxation with lots of benches facing Lake Champlain—a perfect spot to watch the sun set behind the mountains. There is a path along the park for walking and biking, and the Long Trail is the oldest long-distance trail in the United States. The trail follows the main ridge of the Green Mountains from the Massachusetts-Vermont line to the Canadian border as it crosses Vermont's highest peaks. Vermont also has 20 alpine ski resorts and 30 cross-country touring centers throughout the state. With 6,052 acres of alpine terrain, 1,269 trails, 179 lifts, and 885 miles of Nordic trails, Vermont skiing accommodates every level, from the advanced downhiller to the training toddler, from moguls and snowboarding to quiet cross-country jaunts on skis or snowshoes. Please visit <http://www.vermont.org/> for a full list of activities and attractions.

CONDUCT

Students are expected to abide by the standards of conduct specified in the Student Disciplinary Code, Occupancy Agreement and the printed syllabi or instructions for specific courses. A code establishing minimal standards for dress is enforced by the faculty in the professional performance areas of the curriculum. Any student who is convicted of a misdemeanor or felony may be subject to immediate dismissal from the College. Transcripts for students dismissed for disciplinary or Academic Integrity Policy violations will be designated as “Administrative Withdrawal.”

STUDENT DISCIPLINARY CODE

- The Student Disciplinary Code defines the process by which the college responds to violations of prescribed conduct. Any student in violation of a federal, state or local law, will be disciplined under this Student Disciplinary Code, at the discretion of the Student Conduct Committee. The Student Conduct Committee consists of student representation, as well as faculty and administrators, each selected by their respective constituencies. The Dean of Students is responsible for the administration of this Student Disciplinary Code. Please see Appendix at the end of this document for full details of the Code.

ACADEMIC INTEGRITY POLICY

- Students studying to enter the health care professions should exemplify honorable behavior and maintain a high level of integrity in their work. The College’s Academic Integrity Policy recognizes standards of professionalism; identifies examples of academic dishonesty and other unprofessional behavior and provides procedures by which violators of this Academic Integrity Policy are to be evaluated and disciplined. The Academic Integrity Policy will be reviewed during new student orientations. Every student shall be on his or her honor to abstain from unprofessional conduct and academic dishonesty as defined in this Academic Integrity Policy. Please see Appendix at the end of this document for full details of the policy.

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, students have a membership at Sports & Fitness Edge, a local fitness center that offers weights, aerobic equipment, swimming and basketball (www.sfedge.com) at four locations around Burlington with the closest being four miles from the campus and two miles from Severance Corners.

PROFESSIONAL ORGANIZATIONS

AMERICAN ASSOCIATION OF PHARMACEUTICAL SCIENTISTS

The primary purpose is to serve its membership, the pharmaceutical sciences as a whole, the biomedical and biotechnological communities, the health professions, and the public interest by; cultivating interest in the pharmaceutical sciences; encouraging student participation in research and research-related activities; providing a forum for the interchange of scientific knowledge in the pharmaceutical sciences; providing for recognition of individual achievement; fostering career growth and the development of members.

AMERICAN COLLEGE OF CLINICAL PHARMACY STUDENT CHAPTER

The American College of Clinical Pharmacy's purpose is to advance human health by extending the frontiers of clinical pharmacy. Through strategic initiatives, partnerships, collaborations, and alliances, ACCP: provides leadership, professional development, advocacy, and resources that enable clinical pharmacists to achieve excellence in practice, research, and education; advances clinical pharmacy and pharmacotherapy through support and promotion of research, training, and education; promotes innovative science, develops successful models of practice, and disseminates new knowledge to advance pharmacotherapy and patient care.

AMERICAN PHARMACISTS ASSOCIATION ACADEMY OF STUDENT PHARMACISTS

The mission of the American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, and to envision and actively promote the future of pharmacy. This distinguished professional organization has a chapter at each college of pharmacy in the United States and Puerto Rico. APhA-ASP membership is open to students in all class years. Membership includes opportunities for participation in the local chapter (at Albany College of Pharmacy and Health Sciences), the New York State chapter (the Student Pharmacists Society of the State of New York); the Vermont State Chapter (the Student Pharmacists Society of the State of Vermont; and the national organization (American Pharmacists Association). Members are involved directly in patient care projects, including Operation Diabetes, Operation Immunization and the Heartburn Awareness Challenge. Students also may participate in a variety of other activities offered through the organization (examples include the Professionalism Series and Legislative Processes). Student members are able to individualize their participation level. Members can attend local chapter meetings as well as the APhA-ASP Midyear Regional Meeting each fall and the APhA Annual Meeting each spring. APhA-ASP members receive discounts on pharmacy textbooks and resources, automobile insurance and professional liability insurance. Membership includes access to professional development resources, including Student Pharmacist Magazine, Pharmacy Today, Journal of the American Pharmacists Association, the APhA Drug Info Line newsletter and www.pharmacist.com. APhA-ASP also promotes opportunities for career guidance, networking and leadership development, including holding chapter, regional and/or national office.

PHI DELTA CHI

Phi Delta Chi, the nation's first professional pharmaceutical fraternity, sponsors a wide range of professional and social events while working to advance the science of pharmacy and develop leaders in the profession. Professional activities include a lecture series for college students on sexually transmitted diseases, participation in the annual ACPHS Health Fair, volunteering at the local Ronald McDonald house, organization of Red Cross Blood Drives on campus, involvement and sponsorship of the Adopt-A-Highway program, involvement in organizing events for the Relay for Life, and

organization of a student-pharmacist name tag sale. The fraternity also participates in setting up for the local Susan B. Komen Breast Cancer Walk, participates in Light the Night for Leukemia, and is committed to raising money and awareness for St. Jude's Children's Research Hospital. In addition, the national organization sponsors several leadership and professional conferences annually. The fraternity also coordinates several campus-wide social events and several closed functions for its brothers.

PHI LAMBDA SIGMA

The purpose of Phi Lambda Sigma, the national Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students. Phi Lambda Sigma was organized in March, 1965 by then student Charlie Thomas on the campus of Auburn University. The Omicron Chapter at Albany College of Pharmacy and Health Sciences was established in 1983. The Gamma Omega Chapter was established in 2011 on the Vermont campus. By peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses all organizational lines, the Society does not compete with other pharmacy organizations. Phi Lambda Sigma honors leadership. Members are selected by peer recognition. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy. Membership in Phi Lambda Sigma consists of four categories: student, faculty, alumni and honorary. For a student to be eligible for membership, he or she shall be of high moral and ethical character, shall have successfully completed at least one professional year of scholastic work applicable toward a recognized pharmacy degree, and shall have a cumulative grade point average of 2.50 on a 4.00 grading scale. Prospective members are nominated on the basis of their demonstration of dedication, service and leadership in the advancement of pharmacy. By promoting such recognition, Phi Lambda Sigma provides an incentive for the development of future leadership potential for the profession.

RHO CHI: THE ACADEMIC HONOR SOCIETY IN PHARMACY

Established in 1922, Rho Chi is the national honor society for pharmacy and holds membership in the Association of College Honor Societies. The Rho Chi Society's vision and mission are to achieve universal recognition of its members as lifelong intellectual leaders in pharmacy. As a community of scholars, the Society instills the desire to pursue intellectual excellence and critical inquiry to advance the profession. The Rho Chi Society encourages and recognizes excellence in intellectual achievement, fosters fellowship among its members, encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy. High standards of intellectual and scholarly attainment are required for election to Rho Chi membership; symbolized by the Rho Chi Key pin awarded to all new members at the annual chapter induction ceremony. National bylaws hold individual chapters responsible for election of the student membership, under the direction of faculty advisors. Membership nomination by the chapter is based on individual academic qualifications. Students enrolled full-time in an accredited professional pharmacy program are eligible for membership after having completed no less than one-half of the required professional didactic course work as defined for their degree. The minimum requirements for membership for professional entry-level degree students includes: rank in the highest 20 percent of their class and a minimum professional grade point average (GPA) of 3.0 on a 4.0 scale. Graduate Membership is also available for eligible graduate students who (1) are pursuing a Master of Science or a Doctor of Philosophy degree and are majoring in one or more areas of pharmaceutical study mentored or supervised by a member of the pharmacy faculty, and (2) have maintained the equivalent of a cumulative grade point average of 3.5 or higher on a 4.0 scale in graduate course work. All membership eligibility is subject to the College's dean or the dean's

designee certifying that candidates have no known disciplinary action for academic dishonesty, misconduct, or unprofessional behavior. The Rho Chi Society's Gamma Gamma chapter at ACPHS was formed in 1976. ACPHS's Gamma Gamma chapter was the proud recipient of the 2008 and 2009 Chapter Achievement Award, an honor given to one chapter annually by the Rho Chi Society's National Office.

RHO PI PHI

Rho Pi Phi, commonly known as ROPE, is the first co-ed, international, pharmaceutical fraternity. The Beta Chapter of Rho Pi Phi sponsors several professional activities including: an annual Suicide Prevention Seminar, two Blood Drives on campus, as well as monthly visits to the Regional Food Bank. We also participate in events around campus and bonding during fraternal social activities. Our motto is: "As the ROPES lengthen, the bonds strengthen..."

STUDENT CHAPTER OF THE ACADEMY OF MANAGED CARE PHARMACY

The college has created a student chapter of the Academy of Managed Care Pharmacy (AMCP), which became fully active in the 2010-11 academic year. This chapter will enable student members to experience managed care pharmacy policies, practices, and concerns through direct contact with AMCP members. Students may experience learning and networking opportunities through residencies, fellowships, internships, and externships in managed care pharmacies.

STUDENT SOCIETY OF HEALTH SYSTEM PHARMACISTS

The mission of the Albany College of Pharmacy and Health Sciences chapter of the Student Society of Health System Pharmacists (SSHP) is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the student, local, state and national societies as a student and after graduation. SSHP is a dynamic organization that collaborates with the New York State Council of Health-system Pharmacists (NYSCHP); the Vermont Society of Health System Pharmacist (VtSHP); and the American Society of Health-system Pharmacists (ASHP). Becoming a member of SSHP offers multiple opportunities for networking. Members also receive free membership in the ASHP Pharmacy Student Forum, a group of 9000 people who represent the new generation of pharmacists in clinical practice; membership in one or several practice based sections that allows numerous opportunities for networking; 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 AJHP.

RESIDENCE LIFE

ALBANY CAMPUS

ACPHS has a variety of residence halls on the Albany campus to meet the needs of students. South Hall is located on Samaritan Drive, on the south end of campus. The rooms in this facility are two-, three-, and four-person rooms 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 4 single rooms and one double room, and 14 suites that have 3 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 campus, and they 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 Coordinator of Residence Life, two 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.

All residence halls have RAs who live among the students. 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 Coordinator 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 from outside of a commuting distance from the College (defined as a 30-mile radius from ACPHS).

VERMONT CAMPUS

Students at the Vermont campus begin in the first professional year and may select the living accommodation they prefer. The College has a relationship with Severance Corners, which supplies condominium-style living, approximately 1.5 miles from campus. For more information about Severance Corners, call 802-863-6222.

STUDENT GOVERNMENT ASSOCIATION / SGA

Student Government Association is the umbrella under which all student government and student organizations fall. There are many leadership opportunities for students available through SGA. Class officers, class representatives and organizational leaders have the responsibility to attend the monthly council meetings and to report any and all information regarding their class or organization. These representatives also are responsible for bringing information about SGA activities, events and issues back to their constituencies. It is easy to become active in SGA. Questions about elections or how you can become involved in student government should be forwarded to the coordinator of student activities or to SGA@acphs.edu. Vermont students are represented through the Executive Vice President of the SGA Executive Board and Vermont student members and may contact SGA-VT@acphs.edu.

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 Blackboard web site and click on Students. Students participate in the following committees:

Dean's Student Advisory Council	Academic Standards Committee
Affirmative Action Committee	Advisory Committee to Campus Safety
Educational Resources Committee	Efficiency Committee
Academic Advising Committee	Dining Service Committee
Student Conduct Committee	Dept of Pharmaceutical Sciences Faculty Search Committee
Student Conduct Appellate Committee	Pharmacy Admissions Committee
Academic Integrity Policy Committee	Public Safety Committee
Curriculum & Assessment Committee	Initiative for Substance Abuse Prevention (ISAP)

STUDENT PROFESSIONALISM

Students enrolled in the pharmacy program at ACPHS are expected to maintain a high standard of professional conduct, including respect for others, honesty and integrity, altruism, professional stewardship, and motivated attitude; demonstrate a commitment to learning and to providing optimal patient care; and develop habits of life-long learning and self-assessment. In every action and behavior, students should realize that they are a representative of the College community, which includes students, faculty, staff, alumni, trustees, and preceptors. As student pharmacists, students in the professional program also represent the profession of pharmacy. Thus, students should conduct themselves in accordance with the College's tenets of professionalism as described in the Oath of the Pharmacist and the Code of Professionalism at all times, especially when engaged in professional practice.

Students must exhibit professionalism in both manner and dress, especially in the practice laboratory, and experiential practice settings. Laboratory faculty and experiential preceptors will provide further direction with respect to appearance codes.

As a student of pharmacy, it is not enough to simply study for an exam; rather, there is a professional responsibility inherent in the Oath of the Pharmacist to "study for the patient," which often encompasses learning much more than what may be expected to perform well on exams and other classroom assessments.

Professional obligations include but are not limited to:

- Maintaining patient confidentiality and adhering to HIPAA
- Adherence to the Academic Integrity, Student Conduct, and Code of Professionalism policies
- Meeting deadlines for submission of official paperwork, such as that required for intern licensure, immunization documentation, criminal background check, etc
- Respecting others in all forms of communication, including on social media sites
- Being a role model and good steward of the profession and the College
- Putting the patient first above all other obligations

Violations of the above are considered unprofessional and may lead to serious consequences, including course failures, possible dismissal from the College, and/or federal fines (in the case of HIPAA violations).

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.

ALEMBIC PHARMAKON

Every year each student receives a copy of the ACPHS yearbook, Alembic Pharmakon. The staff consists primarily of fifth-year students, but underclassmen help sort, compile and arrange the many aspects of ACPHS life into a unified document. Together, these students work to develop a unique and interesting representation of the students, faculty and staff that make up ACPHS.

THE MORTAR AND PESTLE

Mortar and Pestle is the student-operated online newspaper at ACPHS. Students are encouraged to contribute their thoughts and information in a variety of ways. No matter what the seasonal topic, one usually can find class and organization updates, an editorial and a personal interview with an ACPHS faculty member. To view the online newspaper visit www.acphs-studentnews.com.

CAMPUS SAFETY AND SECURITY

ALBANY CAMPUS

Public Safety services for Albany College of Pharmacy and Health Sciences are provided by the University Heights Association's Office of Public Safety. The University Heights Association is a consortium of four colleges –Albany Law School, Albany College of Pharmacy and Health Sciences, Albany Medical College and The Sage Colleges – which share contiguous campuses and a variety of services. The Office of Public Safety is located in Suite B222 of 84 Holland Ave. In an emergency, Public Safety may be reached at 518-244-3177. Non-emergency calls can be made to 518- 274-5511 or 518-244-4741.

The Office of Public Safety provides uniformed, radio-dispatched patrols on a 24 hour a day, seven day-a-week basis. Among the services provided by the Office of Public Safety are:

- Preventive patrol, by vehicle, foot and bicycle; emergency response; crisis management; law enforcement; incident reporting and Clery 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 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.*
- *Proximity card 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 the Hunter North Associates. In an emergency, Public Safety may be reached at 518-244-3177. Non-emergency calls can be made to 518-274-5511 or 518-244-4741. The following contacts/services apply only to students on the Vermont campus.

Hunter North Associates provides uniformed security personnel on the following schedule:

- Monday through Thursday from 2:00 pm to 10:00 pm; Friday from 2:00 pm to 6 pm; Saturday from Noon to 6 pm; and Sunday from Noon to 10 pm.

Services provided by Hunter North Associates include: preventative patrol by foot; emergency response; crisis management; law enforcement; incident reporting and Clery 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 Hunter North Associates during their coverage. Security cameras are recorded for investigatory and evidentiary purposes.*
- *Key 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:

Hunter North Associates (On-duty officer)*

603-494-4617/ Emergency – 518-244-3177

Colchester Police/Fire/Rescue**

802-264-5555

**Hunter North Associates will provide on-site security officer during specified hours. During these hours, the Hunter North Security "On-Duty Officer" should be the primary call.*

***Outside of normal business hours (if Hunter North 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 the authority request identification from all persons on campus, and to determine the reason for their presence on campus.

Public Safety Officers have the authority to issue UHA tickets for parking violations and moving offenses on any of the UHA campuses.

BACKGROUND CHECKS

The College requires that all students, at the student's expense, provide a background check prior to entry into the first professional year (P1). Negative findings contained within the background check will be reviewed by a committee appointed by the Provost, to determine if the finding prevents the student's admission, progression, or ability to successfully complete experiential rotations. Negative findings will not automatically disqualify a student from matriculation or continued enrollment. If the committee in its sole discretion, determines that progression in the program is inappropriate, the student will be informed in writing and/or by e-mail. The student may appeal the committee's determination to the President within five (5) business days of the receipt of notification of the committee.

The Dean of Students will meet with students denied progression to discuss alternate educational options.

In addition, for those ACPHS degree programs which require the completion of College-supervised experiential education rotations, specific rotation sites may require a student to provide a background check prior to commencement of their rotation at that site. In such cases, ACPHS will provide appropriate instructions for students to begin a background check, and ACPHS will cover the cost of the check. Rotation sites hosting experiential education students may deny a student's participation in the experiential program because of a negative finding, or could result in delayed graduation or in the inability to graduate from the program.

Nothing contained in this policy shall limit or supersede the College's provisions, processes or penalties established pursuant to the Student Disciplinary Code.

ACPHS EMERGENCY MANAGEMENT PLAN

To assist all members of the Albany College of Pharmacy and Health Sciences community on both the Albany and Vermont campuses, in dealing with an emergency and/or crisis situation, the College has developed a Emergency Management Plan and committee. Although a specific crisis cannot be predicted, we can anticipate that the College community may encounter a wide range of crisis 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 and/or crisis 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 crisis is different and may be handled in a slightly different manner. The Emergency 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 associate vice president for administrative operations. Students may acquire a summary of the plan from the associate 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 Send Word Now 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. Send Word Now 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, Blackboard announcement or by posted flyers. In the event that a threat is both immediate and continuing, Send Word Now may also be used.

All crimes reported to the Office of Public Safety will be recorded in the crime log, which is available to the public at 84 Holland Ave., Suite B222. 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 the Albany College of Pharmacy and Health Sciences, 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 US Department of Education also offers this information for all colleges and universities in the country. It is available at Security Survey. The City of Albany crime mapping program, showing the types and locations of crimes occurring throughout the City, is available at Crime Mapping.

EMERGENCY NOTIFICATION AND *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 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. 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, the Albany College of Pharmacy and Health Sciences 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 academic each 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 2008, 2009 and 2010 are as follows:

Residence	Year	Fires	Injuries	Deaths	Value of property damaged	Fire Drills	Fire Alarms	Malicious False Alarms
Notre Dame	2008					3	4	
	2009	0	0	0	0	3	0	0
	2010	0	0	0	0	3	6	0
South Hall	2008					3	16	
	2009	0	0	0	0	3	4	0
	2010	0	0	0	0	3	8	0
Holland Suites	2008					3	3	
	2009	0	0	0	0	3	1	0
	2010	0	0	0	0	4	6	0
Princeton Suites	2008					3	6	
	2009	0	0	0	0	3	8	0
	2010	0	0	0	0	4	6	0
UHCS ₁	2008					3		
	2009	0	0	0	0	0	94	0
	2010	0	0	0	0	0	67	0
1Privately owned residence hall shared by 3 institutions								

FIREARMS AND DANGEROUS ITEMS OR SUBSTANCES POLICY

Possession and/or use of firearms and/or other dangerous items including, but not limited to, handguns, rifles, bb guns/rifles, paint guns, pellet guns, sling shots or martial arts weapons, anywhere on the Albany College of Pharmacy and Health Sciences campus is strictly prohibited. This includes College-operated buildings, property or automobiles parked on College property. The possession of a New York or Vermont weapons permit does not authorize the person to have firearms or other prohibited items on campus. If a student has knowledge of any prohibited items, he/she is required to advise the Office of Student Services. Failure to do so will be a violation of College policy. The use or possession of fireworks on campus is strictly prohibited. Any or all chemicals that either can be made to possess or that inherently possess volatile, explosive or dangerous properties are forbidden on campus, except under the academic supervision of a member of the College faculty or a College official.

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 Institutional Laboratory Safety Committee (ILSC) web page by logging onto Blackboard, clicking on the MY ACPHS tab, then on the Laboratory Safety header.

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 the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 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 in compliance with this act. The Clery Act 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, 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 for the years 2011, 2010 and 2009 for the Albany Campus are listed below.

OFFENSE	YEAR	ON CAMPUS PROPERTY	NON CAMPUS PROPERTY	PUBLIC PROPERTY	OPTIONAL TOTAL	**RESIDENTIAL FACILITIES
MURDER/NON-NEGLIGENT MANSLAUGHTER	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
ROBBERY	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
AGGRAVATED ASSAULT	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
MOTOR VEHICLE THEFT	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
ARSON	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
BURGLARY	2009	0	0	0	0	0
	2010	3	0	0	3	1
	2011	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2009	0	1	0	1	1
	2010	0	0	0	0	0
	2011	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
LIQUOR LAW ARRESTS	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	65	0	0	65	65
	2010	55	0	0	55	55
	2011	45	0	0	45	45
DRUG LAW ARRESTS	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	2	0	0	2	2
	2010	3	0	0	3	3
	2011	30	0	0	30	30
ILLEGAL WEAPONS POSSESSION ARRESTS	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	1	0	0	1	1
	2010	0	0	0	0	0
	2011	0	0	0	0	0
**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON CAMPUS CATEGORY.						

Crime statistics for the years 2011, 2010 and 2009 for the Vermont Campus are listed below.

OFFENSE	YEAR	ON CAMPUS PROPERTY	NON CAMPUS PROPERTY	PUBLIC PROPERTY	OPTIONAL TOTAL	**RESIDENTIAL FACILITIES
MURDER/NON-NEGLIGENT MANSLAUGHTER	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
NEGLIGENT MANSLAUGHTER	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
ROBBERY	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
AGGRAVATED ASSAULT	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
MOTOR VEHICLE THEFT	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
ARSON	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
BURGLARY	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
SEX OFFENSES, FORCIBLE	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
SEX OFFENSES, NON-FORCIBLE	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
LIQUOR LAW ARRESTS	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
DRUG LAW ARRESTS	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
ILLEGAL WEAPONS POSSESSION ARRESTS	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	0	0	0	0	
	2010	0	0	0	0	
	2011	0	0	0	0	
**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON CAMPUS CATEGORY.						

MISSING STUDENT

ACPHS has notification procedures for a missing student who resides on campus. For the purposes of this policy on-campus housing means student housing operated by ACPHS.

In the event that it shall come to the attention of any ACPHS faculty or staff that a student who resides in on-campus housing is missing, that employee must promptly advise UHA Public Safety, ACPHS' Associate Vice President for Administrative Operations (AVPAO), or the Vice President for Campus Life and Global Initiatives (VPCLGI).

At the beginning of each academic year, ACPHS' VPCLGI will provide all students residing in on-campus housing a missing student notification form to complete if they desire, and will inform all students residing in on-campus housing that the VPCLGI will notify either a parent, or an individual selected by the student, not later than 24 hours after the time that the student is deemed to be missing. Please see appendix at the end of this document for the full policy and notification form.

UHA Public Safety	518-244-3177
Vice President for Campus Life and Global Initiatives	518-694-7107
Associate Vice President for Administrative Operations	518-694-7118
Coordinator of Residence Life	518-694-7155

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 the Albany College of Pharmacy and Health Sciences are encouraged to immediately report to Public Safety 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 instant replay. Although the Public Safety Dispatch Center has direct communication with the Public Safety Answering Points (PSAPs) in both Albany and Rensselaer counties, emergencies may also be reported directly to the Albany Police or Fire Departments by dialing 911 from any campus telephone.
- Please remember that 911 calls made from a cellular phone may not connect the caller to local emergency services and may not locate the caller for emergency services as does a 911 call from a wired telephone.

- Non-emergencies may be reported by calling 518-244-3167 or 518-244-4741.
- 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 Albany 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:

Vice President for Campus Life and Global Initiatives	518-694-7107
Associate Vice President for Administrative Operations	518-694-7118
Dean of Students	518-694-7307
Director of Campus Life	518-694-7366
Director of Human Resources	518-694-7278
Coordinator of Residence Life	518-694-7155

REPORTING SEXUAL HARASSMENT OR SEXUAL OFFENSES

If you have been the victim of sexual harassment, or of a sexual offense, as a result of the actions of another member of the College community, you are encouraged to report the actions to either the Affirmative Action Officer (694-7298 or Office OB 104D) or University Heights Association Public Safety (244-3177) and/or the Albany Police Department. All of these individuals/offices can assist you in initiating disciplinary procedures against the offender, refer you to counseling resources that are available, report, if warranted, the matter to local police authorities, and assist you in dealing with this incident. If you are uncomfortable reporting the incident to either of these individuals, speak to an advisor, friend, etc. and ask for their assistance.

RESPONSE TO REPORTS

Victims, witnesses and any other persons affected by criminal activity are encouraged to report that activity to the Office of Public Safety immediately. Accurate and timely information is essential to the investigation of any incident. It is the policy of the Public Safety Office to investigate all crimes, complaints and incidents reported. It may also proactively investigate any activity or situation of potential hazard or criminality. When a complaint or report of criminal activity is reported, it is investigated immediately. Depending on the needs of the Colleges, the wishes of the complainant and the severity of the crime, it may also be referred to the appropriate local, state or federal law enforcement agencies. Public Safety and other appropriate Campus offices will also investigate reports of non-criminal activity that violates College policy. The Office of Public Safety cooperates closely with the judicial process at the Albany College of Pharmacy and Health Sciences.

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 Hunter North for the Vermont Campus. Throughout the course of the school year, UHAPS and Hunter North will also provide notices, information sessions and advice on public and campus safety. Also, Resident 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 on October 28, 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, already 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 <http://criminaljustice.state.ny.us/nsor/index.htm>. In addition, the City of Albany maintains a sex offender registry that may be accessed by "Entities of Vulnerable Population." The UHA Office of Public Safety has been so declared and the registry may be accessed through the director of public safety.

SEXUAL ASSAULT POLICY

The sexual assault policy for the Albany College of Pharmacy and Health Sciences is located within the institution's Affirmative Action Policy. It is under periodic review by the General Counsel of the institution.

SEXUAL ASSAULT PREVENTION INFORMATION

- *Communicate.* If you do not want to have sex, or are uncomfortable with actions or comments, clearly state it. If a person says "no," they mean it, regardless of what has occurred in the relationship to this point.
- *Do not abuse alcohol or drugs.* Alcohol and drugs impair your decision making process and sometimes cause confusion. The use of alcohol and drugs drastically increases the chance of being a victim of a sexual crime. Recently, the availability of date-rape drugs like Rohypnol and Gamma-hydroxybutyric acid has heightened the concerns of college students. Both cause sleep and amnesia-like symptoms, impairing a victim's memory.
- *Do not accept drinks from strangers or casual acquaintances.* Also, do not leave drinks unattended where someone could "spike" your drink.
- *Do not travel alone.* There is strength in numbers. Attend social functions with friends. If you feel threatened or uncomfortable, let someone know.
- *Trust your feelings.* If the situation does not feel right or you feel you are being pressured into something against your better judgment, change the situation or get out of it.

- *Plan ahead.* Do not leave yourself in a situation where you may be stranded with no safe way of getting home from a social function.
- *Be assertive.* When you feel uncomfortable with your companion’s behavior, stand up for your rights.

RESOURCE PHONE NUMBERS

Rape Crisis Hotline	518-445-7547	Vice President for Campus Life	
Rape Crisis Center of Albany County	518-447-771	and Global Initiatives	518-694-7175
Student Health Center	518-264-0900	UHA Public Safety	518-244-3177
Affirmative Action Officer	518-694-7298	Dir. of Counseling/ Wellness	518-694-7262
Dean of Students	518-694-7307	Colchester Police	802-264-5555
Fletcher Allen Health Care	802-847-2055		

Information about sexual harassment is included in the Student Handbook and the College’s Affirmative Action Plan. The College also presents information as part of their Orientation Program. Members of the College community are encouraged to contact the Affirmative Action Officer should they have needs or concerns about this topic. If you are the victim of sexual harassment of any type within the College community, you are encouraged to report the incident(s) to the Affirmative Action Officer, the Student Conduct Officer, or any College official. You 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 you of the additional support services that are available to you in the Capital District.

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination that is illegal under Title VII of the Civil Rights Act for employees and under Title IX of the Elementary/Secondary Education Act for students. Sexual harassment includes, but is not limited to, sexual assault, rape, sodomy, sexual abuse, abusive and/or lewd behavior or language, coercion and intimidation. Although these are the more obvious forms of harassment, other activities such as: offensive physical contact, indecent exposure, persistent requests for social and/or sexual encounters or favors are also forms of sexual harassment. Sexual harassment involves the use of force or coercion to the point that an individual feels either physically or emotionally powerless. It is a sexual act, either physical or emotional, which is committed against a person without the person’s consent. Often, sexual harassment involves relationships of unequal power. However, sexual harassment may also involve relationships among equals, colleagues or peers.

In addition to complying with all local, state and federal laws regarding sexual harassment, Albany College of Pharmacy and Health Sciences strives to educate all members of the College community about sexual harassment. In doing so, the College is providing a safer environment for students, faculty and staff members. Information regarding definition, prevention, victim’s rights and institutional sanctions is disseminated in a number ways, including: the Student Handbook, Orientation presentations and various pamphlets.

SEXUAL OFFENSES

Separate and apart from sexual harassment are categories of serious conduct of a sexual nature which may lead to the arrest of an individual by state or local police and which may be punishable by fine or imprisonment, or both, under the New York State Penal Law. The most serious of these behaviors include: rape, sodomy and sexual abuse. Other conduct which is punishable as a sexual offense under New York State Law include: sexual misconduct, aggravated harassment, public lewdness, and criminal trespass. Article 130 of the New York State Penal Code sets forth a description of these crimes and their penalties in more detail. For more detailed information, please consult with the Associate Vice President for Administrative Operations or College Counsel.

SEXUALLY ASSAULTED—WHAT TO DO

If you are the victim of a sexual assault, there are several steps that you should take:

- Escape from the situation as quickly and safely as possible.
- Get to a safe place, i.e. your room, a friend's house, the police station or hospital.
- Write down or as much information as you can remember about the incident.
- Leave all evidence exactly the way that it is. This will assist in any criminal investigation.
- Get medical assistance for any injuries that you may have received.
- In the event of a rape, request that the hospital complete a "Rape Kit."
- Report the incident to the proper authorities as soon as possible. If the assailant is a member of the College Community, report the incident to the Vice President of Campus Life or UHA Public Safety.
- Seek counseling, whether you plan to report the crime or participate in legal action. Counseling will be beneficial to you as you work through your reaction to a sexual assault.

VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the ACPHS judicial process or within the criminal justice process, you may want to consider making a confidential report. With your permission, the Director of Public Safety will cause a report to be filed recording the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the incident confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students and staff, determine if and where there is a pattern of crime, and alert the ACPHS community to a potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

APPENDICES

APPENDIX A

ACADEMIC INTEGRITY POLICY

Academic integrity is an essential component of successful completion of the educational experience at the Albany College of Pharmacy and Health Sciences. When all members of the College community practice the core principles of academic integrity, the entire institution enjoys the shared benefits of mutual respect, trust, fairness and responsibility. The purpose of this policy is to define the responsibilities of all members of the College community in upholding the principles of academic integrity and to describe the process for dealing with violations of academic integrity. This policy applies to all undergraduate and graduate students enrolled in all programs at the College, in all Schools of the College.

Definition of Academic Integrity

Academic integrity is defined as fair and rigorous behavioral practices that promote academic excellence and are consistent with the educational mission of the College. Upholding the principles of academic integrity, that are fully accepted by the academic community, benefits individuals and the College community as a whole. The core elements of academic integrity include honesty, trust, fairness, respect and responsibility.¹

Responsibilities of Students and Faculty

All members of the College community are responsible for upholding the principles of academic integrity. Students and faculty have a mutual responsibility to create and maintain an educational environment that values honesty in academic work. Within this context, students and faculty have unique roles in helping to achieve this goal.

Student Responsibilities

- Understand and abide by the Academic Integrity Policy and Procedures
- Report suspected violations of academic integrity
- Understand and abide by specific course policies related to the Academic Integrity policy
- Consult faculty for clarification on the academic integrity expectations for each course

Faculty Responsibilities

- Understand and abide by the Academic Integrity Policy and Procedures, including handling and reporting violations of academic integrity according to the process described below
- Set and communicate academic integrity expectations for courses, laboratories, clinics and practice sites, particularly defining the level of collaboration between students that is acceptable
- Integrate methods for reducing opportunities for academic dishonesty within the course
- Direct students to the resources provided by the College to ensure all values of academic integrity are practiced

Violations of 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:

- 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
- Paraphrasing or summarizing another author's ideas or research without giving proper credit
- Submitting a paper or other assignment as original work for more than one course
- Using someone else's production (e.g. writing, artwork, photograph, multimedia, video) without proper citation
- Giving incorrect information about the source of a quotation

Unauthorized Assistance in Course Assessments: The use or attempted use of unauthorized aids, electronic or other, or assistance from others on examinations or other assignments submitted for evaluation

- Unauthorized collaboration in completing assignments or examinations
- 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)
- Allowing others to copy or use work
- Any action that aids another in violating academic integrity

Communicating False or Dishonest Information

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

Falsification of Records or Identity

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

Process for Handling Violations of Academic Integrity

Overview

Alleged violations of academic integrity within a course, laboratory, clinic or practice site are reported to and handled by faculty responsible for assigning course grades. Course coordinators should be consulted when alleged violations are reported in a course involving multiple faculty. These faculty are responsible for determining whether violations of academic integrity have occurred and, if a violation has occurred, are responsible for imposing sanctions on the student(s) found in violation. If the faculty member determines a violation has occurred and imposes a sanction, they are then required to complete and submit a report of the incident to the Dean of Students. Accused students who disagree with the faculty decision or sanctions may request review of the case by the Academic Integrity Committee (AIC). The AIC will review the request and make a decision. Students may appeal the decision of the AIC to the Provost, who will make a final determination. Decisions and reports by faculty on alleged violations will be completed within two weeks from the time the violation is reported. Review and decisions by the AIC will be completed within two weeks from the time the case is forwarded to the committee by the Dean of Students. Review and decisions by the Provost will be completed within two weeks from the time the case is forwarded by the Dean of Students. See Appendix B for a summary timeline for the process.

Reporting a Violation

Any member of the College community may report an alleged violation of the academic integrity policy. Alleged violations of the academic integrity policy should be reported to the faculty member responsible for assigning course grades or the coordinating faculty member. In courses involving multiple faculty, course coordinators should be informed by the faculty member about the alleged violation if it is reported to another faculty in the course. Allegations should be made in writing or through oral communications. Faculty may also identify violations in their own courses. All allegations will be kept in confidence.

Faculty Review and Decision

The faculty member will review the allegation, collect any additional necessary information and make a decision on the merits of the allegation. If the faculty member decides the allegation does not warrant any action, nothing more needs to be done. If the faculty decides the allegation does have merit, he/she will contact the student within one week of making the determination to inform him/her of the allegation and to discuss the matter. Course coordinators should also be consulted/informed about decisions related to the accusation. Faculty must make reasonable attempts to notify the accused student(s) of the reported violation.

After consultation with the accused student(s) and review of all available information, the faculty member makes a decision on the case within one week of meeting with the student(s). If the faculty member decides that no violation has occurred, he/she informs the student(s) of this decision and no further action is taken. If it is determined that a violation has occurred, the faculty member decides on an appropriate sanction (See Appendix C for suggested sanctions) and completes the Academic Integrity Faculty Report Form (Appendix D). The faculty member informs the accused student(s) of the decision and sanction.

A student has the option to accept or reject the decision and sanction(s). When making a decision on these options, the student may consult with his or her academic advisor. The student's decision must be made and communicated back to the faculty member within one week of being presented with the faculty's decision and sanction. If a student fails to communicate back to the faculty member within the one week timeframe, the original decision and sanction given by the faculty member stand.

Option 1: The student accepts the faculty decision and sanction and the faculty member makes note of this acknowledgment on the Academic Integrity Faculty Report Form. The faculty member provides a copy of the completed form to the student and submits the completed form to the Office of the Dean of Students. Documents related to the case will be kept on record in the Office of the Dean of Students. These documents will be reviewed by the Dean of Students and the AIC to determine if the student has had prior violations and, if so, to decide if further action is warranted. In cases of a repeat offense, the AIC may decide to impose additional sanctions on the student.

Option 2: The accused student does not accept the decision and/or sanction made by the faculty member. In this case, the faculty member indicates that the student disagrees with his/her decision on the Academic Integrity Faculty Report form, provides a copy to the student, and submits the form to the Office of the Dean of Students.

Once the Academic Integrity Faculty Report form is received by the Office of the Dean of Students, the Dean of Students contacts the accused student and provides the student with the Academic Integrity Student Report form (Appendix D). This form must be completed by the student to make a formal request for review of the case by the Academic Integrity Committee (AIC). Student request for review by the AIC must be made no later than one week after the student is contacted by the Dean of Students. If a student fails to complete the form within the one week timeframe, the case will not be reviewed and the original decision and sanction given by the faculty member stand.

Review by the Academic Integrity Committee

A student requesting review of his/her case must complete an Academic Integrity Student Report form (Appendix D). Once completed, the form is submitted to the Office of the Dean of Students. The Dean of Students then forwards the request to AIC, along with the Academic Integrity Faculty Report form filled out by the supervising/coordinating faculty member.

The committee reviews forms submitted by the faculty member and the accused student. The committee may also request additional information from the student, faculty member or other individuals involved in the incident. AIC then makes a formal decision on the case within two weeks of receiving the information from the Dean of Students. The committee completes an Academic Integrity Committee Report form (Appendix D) and submits it to the Office of the Dean of Students. The decision may uphold the original faculty decision and sanctions, reverse the decision, or modify the sanctions. The Dean of Students informs both the student and the faculty member of the committee's decision. All records related to the case will remain in the Office of the Dean of Students.

AIC Committee

The AIC meets regularly each semester to review assessment data on academic dishonesty supplied from the Office of the Dean of Students, and to review requests submitted by students. A complete description of the committee, with membership and charge, is given in Appendix A. Data on violations of academic integrity are reviewed by the AIC as a means to monitor multiple violations by a single student and to assess the number of instances and types of violations that occur at the College and to make recommendations about changes to the policy.

Appeal to the Provost

A decision reached by the Academic Integrity Committee (AIC) may be appealed by the accused student. The student must appeal in writing to the Provost by completing the resolution section of the Academic Integrity Committee Report Form within one week of receipt of the AIC's decision. The Dean of Students will forward all materials related to the case to the Provost for review. Review and decision by the Provost will be completed within two weeks from the time the case is received from the Dean of Students. The Provost may reverse prior decisions, or uphold in whole or in part such prior decisions. The Provost informs the student, faculty and the Dean of Students of the final decision in the case.

Records of Violations of Academic Integrity

All violations of academic integrity are documented. The documentation is kept in the office of the Dean of Students. The data may be used in making decisions regarding student privileges including, but not limited to, committee appointments, honors, admissions and progression for programs at the College, internships and externships. Documents and correspondence related to accusations and violations of the academic integrity policy, and individuals with access to documents, are required to comply with FERPA regulations.

Adjustments to the Proposed Timeline for Review and Resolutions of Cases

The process of review and appeal associated with a reported violation of academic integrity is expected to be completed in seven weeks or less during a regular academic semester. Cases that do not require review or appeal are expected to be completed in three weeks or less. However, if cases arise at the end of a semester, during semester breaks or holidays, or if other extenuating circumstances exist, an extension of time to complete the process may be required. In these instances, accused students or coordinating/supervising faculty may request an extension of the timeline to the Dean of Students. The Dean of Students will develop an estimated timeline for completion of the process and inform the faculty and student of the timeline. Every effort will be made to expedite the process as quickly as possible. In instances where course or other grades are time sensitive, grades of “incomplete” may be assigned until the issue is resolved.

1. For more information regarding the fundamental principles of academic integrity, see the International Center for Academic Integrity at Clemson University at <http://www.academicintegrity.org>.

APPENDIX A: Academic Integrity Committee

Description and Membership

- The Academic Integrity Committee is a faculty committee and reports to the Faculty Senate. The Academic Integrity Committee is made up of 4 faculty (2 members from the School of Pharmacy and Pharmaceutical Sciences (SoPPS) with one member from each campus, 1 member from the School of Arts and Sciences (SoAS) and 1 member from the School of Health Sciences (SoHS), no term limits, elected by the faculty of each School), and 4 students (2 members from SoPPS with one member from each campus, 1 member from SoAS and 1 member from SoHS, no term limits, selected by students). Alternate faculty and student members are elected to serve in the event that a committee member is unable to perform his/her duties. The Dean of Students and the Assistant Dean of Students for the Vermont campus serve as *ex-officio* members of the committee. All members of the committee, except the Dean and Assistant Dean of Students, have regular voting rights. Only in the event of a tie, the Dean of Students will vote on cases that occur on the Albany campus and the Assistant Dean of Students for Vermont will vote on cases that occur on the Vermont campus.

Charge

- The committee regularly reviews data on academic dishonesty and uses this data to inform the Faculty Senate and to make recommendations to the appropriate bodies for prevention measures or education. This data will include the number and types of violations occurring on campus, the sanctions given, the number of student-requested reviews, the number and type of decisions from the AIC, and the number and outcomes of further appeals to the Provost. The committee will provide regular reports to the College community on the collected data.
- The committee reviews requests from accused students who reject decisions made by faculty. The committee reviews forms submitted by the faculty member and the accused student and any other evidence, as requested. The committee informs the Dean of Students of its decision.
- The committee reviews any repeat offenses of academic dishonesty. The data of these offenses will be provided to the committee from the Office of the Dean of Students, where all of the records are kept. In cases of repeat offenses, the committee may decide to impose additional sanctions on the student.
- The committee will have regularly scheduled meetings (at least three per semester), to accommodate their charge (i.e. review AIC review requests, look at assessment data, and review any repeat violations).

APPENDIX B: Timeline for Process in Reviewing Allegations of Violations

Faculty Review	
Week 1	Alleged violation reported
	Faculty reviews facts of case and decides on merits
	If the case has merit, faculty meets with accused student
Week 2	Faculty makes decision on the case and sanction
	Faculty completes the Academic Integrity Faculty Report Form
	Faculty meets accused student and informs him/her of the decision and sanction
	Student decides on options and informs faculty
	Academic Integrity Faculty Report Form is completed and submitted to the Office of the Dean of Students
Academic Integrity Committee (AIC) Review	
Week 3-4	Dean of Students sends Academic Integrity Student Report Form to student. Student completes the Academic Integrity Student Report Form and submits to Dean of Students.
	Dean of Students forwards forms to AIC for review
Week 5-6	AIC makes decision on case and completes AIC Report Form and submits to the Dean of Students. The Dean of Students informs the student and faculty of the decision made by AIC
	Student accepts decision of AIC or appeals the decision to the Provost
Appeal to Provost	
Week 7	Dean of Students forwards all materials to Provost. Provost makes a final decision on the case

APPENDIX C: Suggested Sanctions for Violations of Academic Integrity

Sanctions may be imposed upon any student found to have violated the Academic Integrity Policy. These sanctions may include, but are not limited to the following:

- Academic Integrity Warning: an official warning indicating a first offense is on record
- Re-assignment: The Accused Student can be required to complete the same or a similar assignment
- Reduction of Grade: The Student's grade for the particular assignment(s) can be lowered
- Assignment Failure: The Student is assigned a grade of "F" on the assignment
- Course Failure: The Student is assigned a grade of "F" for the course
- Discretionary Sanction: Any additional sanction(s) at the discretion of the AIC Committee
- Suspension: The Student may be suspended from the College for a designated period of time
- Expulsion: The Student may be permanently expelled from the College

In determining appropriate sanctions, the AIC, Dean or Provost may consider past violations of College policy (i.e. Academic Integrity Policy, Student Disciplinary Code, Occupancy Agreement, etc). Multiple violations typically lead to more severe sanctions.

APPENDIX D: Forms available through Blackboard *Academic Integrity* menu links, or by contacting the Office of Student Affairs at studentaffairs@acphs.edu .

APPENDIX B

AFFIRMATIVE ACTION POLICY

Article I General Policy Considerations

Section 1.01 Purpose:

To provide all members of the Albany College of Pharmacy and Health Sciences (ACPHS) community with equal opportunities regardless of race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status or disability. To take affirmative steps to encourage and assist in the process of bringing minorities and women into every facet of the College's society.

Section 1.02 Application:

This policy applies to all employees and students.

Section 1.03 Definitions:

- (a) Minorities include: Blacks, not of Hispanic Origin; Hispanics; Asians and Pacific Islanders; Native Americans and Alaskan Natives.
- (b) Blacks, not of Hispanic Origin: Persons having origins in any of the Black racial groups of Africa.
- (c) Hispanics: Persons of Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture or origin, regardless of race.
- (d) Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Examples of these areas include: China, India, Japan, Korea, the Philippine Islands, and Samoa.
- (e) Native American or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- (f) Disabled: Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
- (g) Disabled Veterans and Veterans of the Vietnam Era:
 - Disabled Veterans: Persons entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
 - Vietnam Era Veterans: Persons who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and were discharged or released with other than a dishonorable discharge, or were discharged or released from active duty for a service-connected disability if any part of such active duty occurred between August 5, 1964 and May 7, 1975 and were discharged or released within forty-eight months preceding the alleged violation of the act.
- (h) Discrimination: To distinguish, determine, consider, favor, treat differently, treat unequally, be motivated by or act on the basis of a distinguishing characteristic, category, trait, heritage or condition. Not all forms of discrimination are prohibited. For example, ACPHS customarily discriminates on the basis of competency. Discrimination on the basis of certain impermissible considerations including race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status or disability, is illegal.
- (i) Sexual Harassment: Sexual harassment is a form of discrimination and is illegal as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of substantially interfering with an

individual's work performance or creating an intimidating, hostile or offensive business or learning environment. Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting. Activities such as: comments repeatedly emphasizing the sexuality or sexual identity of an individual; or persistent requests for social-sexual encounters and favors; or physical contact of an offensive nature; or indecent exposure; or realized sexual encounters; or sexual crimes.....constitute sexual harassment when they are of such severity as to create a hostile work or learning environment, or are requested in exchange for a change in the students, or employees conditions of learning or employment, the latter being referred to as quid pro quo sexual harassment. Examples of quid pro quo sexual harassment are where one or more of the following terms or conditions accompanies demands or requests for sexual favors:

- Explicit or implicit promises of rewards for cooperation via misuse of institutional authority, e.g. to affect a subordinate's admission/ employment, academic/professional advancement, financial aid/ salary, grades/ performance ratings, graduation/tenure, etc.
- Explicit or implicit threats of punishment for non-cooperation via misuse of institutional authority, e.g. to affect a subordinate's admission/employment, academic/professional advancement, financial aid/salary, grades/ performance ratings, graduation/tenure, etc.
- Intimidation which creates a hostile or offensive academic/business environment; interferes with an individual's scholastic/work performance; prevents an individual's full enjoyment of educational/professional opportunities; or induces conformance, stress, anxiety, fear or sickness on the part of the harassed person.

Article II Policies

Section 2.01 Affirmative Action:

(a) It is the policy of ACPHS that all persons be provided equal opportunities regardless of race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status or disability. There will be no discrimination against any student or employee or applicant for employment or admission to any position for which she/he is qualified.

(b) ACPHS commits itself to Affirmative Action and will make major efforts to increase the number of minority members, women or disabled individuals in the student body, faculty and staff. We will seek to expand opportunities for these individuals at all levels of the College. While maintaining high standards of excellence, ACPHS will continue to broaden its pool of available minority, disabled and women candidates for positions on the faculty, staff and in the student body. We will, furthermore, endeavor to graduate men and women with a commitment to affirmative action and to help make equal opportunity a reality in our society.

(c) This policy applies to all aspects of the employment relationship including advertising, recruitment, hiring, transfers, training, promotion, compensation, separation, wage and salary administration, as well as to all construction, vending and procurement activities. It requires that all employment decisions and human resource policies be administered solely on the basis of an individual's ability and qualifications without regard to race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status or disability.

Section 2.02 Discrimination:

(a) ACPHS is committed to a business and learning environment that is free of discriminatory intimidation or harassment. Discrimination on the basis of race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status or disability, is illegal. Such conduct will not be tolerated.

Section 2.03 Sexual Harassment:

(a) The exploitation of institutional, academic or supervisory authority to sexually harass students, faculty, or staff members is a form of illegal sex-based discrimination in violation of Title IX of the Education Amendments Act of 1972 and of Title VII of the Civil Rights Act of 1964. Such conduct will not be tolerated.

(b) To avoid the potential for sexual harassment and conflict of interest, it is the policy of the College that no intimate relationship should exist between supervisor (or evaluator) and subordinate or between teacher and student. If a sexual relationship develops in such a situation, the supervisory authority and/or responsibility for grading, evaluation, etc. should be transferred promptly to another individual.

Section 2.04 Protection of Complainants against Retaliation:

(a) Retaliatory action against any person filing a complaint of any type of discrimination, including sexual harassment, is strictly prohibited. The Affirmative Action Advisor to the President (the "Advisor"), while attempting to mediate any sexual harassment complaint, will establish mutually agreed upon safeguards against retaliation as a part of the settlement.

(b) In addition, retaliatory action against any individual or group for participating in, or cooperating with, an investigation or complaint of discrimination under these procedures is strictly prohibited.

Section 2.05 Restrictive Membership Clubs:

Official functions of ACPHS will not be held in clubs or other facilities that maintain restrictive membership requirements relating to race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status or disability. In addition, ACPHS will not pay for membership in such clubs, nor any bills or expenses incurred at such clubs.

Article III Sanctions

ACPHS, in its sole discretion, shall determine appropriate sanctions to be imposed on individuals found to be engaging in sexual harassment, or a violation of any other of the policies hereby established. Examples of possible sanctions are warning letters to personnel or student discipline files; poor job performance ratings impacting upon salary, work assignment, promotion and contract renewal, job termination or suspension or expulsion of a student.

Article IV Affirmative Action Advisor to the President**Section 4.01**

The Affirmative Action Advisor to the President shall be appointed by the President and shall serve at the pleasure of the President.

Section 4.02

The Affirmative Action Advisor to the President shall have the following duties, and responsibilities:

- (a) To assure that the entire College Community is aware of this policy, the identity of the Advisor and the identity of the members of the Affirmative Action Committee.
- (b) Hold meetings at least once each semester with the Affirmative Action Committee to discuss current cases pending at the College and developments in the law which affect this policy.
- (c) Conduct annual training sessions, mandatory for all faculty and staff, on this policy and procedures.
- (d) Receive any complaint of any faculty, staff, student or administrator who believes that he/she has been a victim of harassment or discrimination and explain Discrimination Complaint Procedures to complainant.
- (e) Notify the President, or in the event that there is a conflict of interest, notify the Dean, that a complaint has been filed. Apprise President, or in the event that there is a conflict of interest, notify the Dean, of ongoing progress regarding complaint, determinations, recommended sanctions, appeals etc.
- (f) Investigate the complaint, interviewing the complainant, the subject(s) of the complaint (respondent) and witnesses, and any relevant evidence—e.g. notes, e-mails, etc; access all human resource records, and/or student records, and records relating to action pertaining to the individual which may be located in the department, Office of the President or any other repository at the

College. Initially discuss the factors of the case separately with the complainant and the respondent and discuss the possible actions to be taken. At these meetings, the Advisor will give copies of the Discrimination Complaint Procedure and the Appeal Procedure to the complainant and to the respondent.

- (g) Within 40 days of the date a complaint is made, make a preliminary determination of probable cause or no probable cause and the reasons therefore and document and transmit in writing to both complainant and respondent and the Affirmative Action Committee, the preliminary determination and recommend sanctions, if any.
- (h) Within six (6) ACPHS business days of receipt of the preliminary determination, the respondent or complainant may provide to the Advisor a written response to the preliminary determination of the Advisor either admitting or disputing the determination made or the findings and bases for the findings made by the Advisor. Matters not denied shall be deemed admitted. Respondent's and complainant's responses, if any, shall promptly be provided to the Committee.
- (i) Upon advice from the Affirmative Action Committee of its determination, and sanctions imposed if any, advise complainant and respondent if he/she is not satisfied with the determination and sanction(s) that he/she has the right of the appeal to the President as hereafter set forth in this policy.
- (j) If complainant or respondent appeals notify President and the Chair of the Affirmative Action Committee that an appeal has been filed, and provide the President with a complete record of the proceedings to the date of the appeal.

Article V Affirmative Action Committee

Section 5.01

The Affirmative Action Committee shall consist of 8 persons, 3 members appointed by the President from the Administration/Staff, 3 faculty members appointed by the Faculty, and 3 student members. Terms of all members shall commence on July 1 and end June 30. Student members shall be appointed annually by the Student Government. Administration/Staff and Faculty members shall serve three-year staggered terms. The initial appointments made by the President and by the Faculty for the year of this revised policy commencing July 1, 2004, shall be designated as one-year, two-year and three-year terms. Thereafter appointments made by the President and by the Faculty shall be for three-year terms. The Committee shall elect a Chair from its ranks.

Section 5.02

The Chair of the Affirmative Action Committee (the "Committee") has been delegated with the responsibility under the Affirmative Action Complaint Procedure to appoint a three-member panel (the "Panel") to conduct hearings when hearings are determined to be necessary. The Panel shall make a recommendation through the Committee to the President who shall render the final decision on a discrimination complaint.

Section 5.03 Affirmative Action Committee Preliminary Procedures:

- (a) Within ten (10) ACPHS business days of receipt from the Affirmative Action Advisor of the preliminary determination and determine whether:
 - to adopt the preliminary determination;
 - to amend the determination and/or the recommended sanctions; or
 - to conduct a hearing.
- (b) If the Committee shall determine that a hearing is necessary, the Chair will appoint three members of the Committee, one from Administration/Staff, one from the faculty and one student, as a panel to review the case (the "Panel"). The Panel shall elect one of its members to be chair of the Panel.
- (c) The complainant and the respondent will be notified by the Advisor whether a hearing will be conducted, and if the Committee's initial determination is that a hearing is to be conducted the complainant and the respondent also will be notified of the names of the persons chosen as the Panel, and they will be advised that they each may file a response within (3) business days, to the Advisors preliminary determination specifying the portions of the preliminary determination and/or recommended sanctions which they

support or dispute, with an outline of any additional evidence to be offered at the hearing in support of their position including a list of proposed witnesses.

(d) If the Committee has determined that no hearing should be conducted, the complainant or respondent may request a hearing. Such request shall be made within three (3) business days of notification of the Committee's initial determination that no hearing will be held. Said request shall be delivered to the Advisor who shall promptly provide copies to the Committee and to the other party, the complainant or respondent as the case may be. The request shall specify the portions of the preliminary determination and/or recommended sanctions which they support or dispute, with an outline of any additional evidence to be offered at the hearing in support of their position including a list of proposed witnesses.

(e) Within three (3) days of receipt of the request, the other party may file with the Advisor a response thereto which shall specify the portions of the preliminary determination and/or recommended sanctions which they support or dispute, with an outline of any additional evidence to be offered at the hearing in support of their position including a list of proposed witnesses.

(f) The Committee has sole discretion to determine if a hearing is necessary or if the matter can be decided on the basis of the record without a hearing. In the event the Committee, after considering the request for a hearing and the response thereto, reverses its initial determination and determines to hold a hearing, the Chair shall select a Panel in accordance with the procedures set forth above.

(g) Within three (3) ACPHS business days of receipt of the notice identifying the members of the Panel, the complainant and respondent will each be allowed to disqualify one person from the Panel if so desired. If an individual is disqualified, the Committee Chair will appoint another member of the Committee to serve on the Panel. The Chair shall endeavor to replace an Administration/Staff member with another Administration member, a faculty member with a faculty member and a student member with a student member where possible, but if not possible the Chair may appoint another member of the Committee to replace a disqualified member of the panel.

(h) The record before the Panel upon which it shall base its recommendation to the President will be comprised of the:

- Submissions of the parties;
- Any testimony taken during the hearing;
- Any documents or other evidence submitted and accepted by the Panel;
- All records or material reviewed by the Advisor in reaching a determination on the complaint but excluding materials such as interpretations or analyses prepared by the Advisor in the case.

(i) The Advisor shall prepare and give the record to the Panel except for information or testimony to be taken during the hearings. In addition, she/he shall make a copy of the record available for review by the complainant and respondent.

Section 5.04 Conduct of the Hearing:

(a) The Panel shall give the parties written notice of the date, time and place of the first session of the hearing. If possible, this notice will be given seven (7) ACPHS business days prior to the first session, but in no event will less than three (3) business days notice be given.

(b) The respondent(s) and the complainant(s) have the right to be represented or aided by a member of the ACPHS community.

(c) A transcript will not be kept unless the Panel determines otherwise. Proceedings will be recorded.

(d) The Panel hearings shall be closed.

(e) All parties, participants and witnesses will observe strict rules of decorum.

(f) The Panel will strive to conduct the hearing as expeditiously as possible. Any rulings made during the course of the proceeding shall require the approval of at least two members.

(g) The order of presentation on the matters to be examined in the hearing shall be as follows: the appellant or her/his representative first offer evidence in support of the appeal followed by the adverse party, followed by the Advisor if the Advisor determines additional evidence should be brought to the attention of the Panel. Complainant, respondent or the Advisor may present evidence through witnesses, documentation or in a narrative manner. Five copies of all documents offered shall be made available by the party offering the document, such that there is a copy for the complainant, respondent, Advisor and each Panel

member. All documents shall be identical to the original. The complainant, respondent and the Advisor shall each have the right to cross exam witnesses and to challenge the authenticity, or relevance of other evidence.

(h) Complainant, respondent and the Advisor shall have the opportunity for rebuttal in the same order. Additional rebuttal by each side may be permitted at the discretion of the Panel. This procedure may be altered if the Panel believes that orderly development of the issues requires a different method of examination.

(i) Neither complainant, respondent or the Advisor or their representative(s) are to discuss the proceedings with members of the Panel unless the Panel is meeting as a body. This does not, however, preclude Complainant, respondent or the Advisor or her/his representative from reviewing with the Panel Chair purely technical matters such as the names of witnesses or the nature of documents to be introduced at a hearing.

(j) The Panel is not bound by the rules of evidence, or by the rules of law relating to due process, and its determinations shall not be challengeable when made in good faith. Neither complainant or respondent shall be entitled to be represented by an attorney. When new matters, not set forth in the submissions of the parties prior to the hearings, or in the notices from the Committee or the Panel to the parties, are raised at the hearing, the parties shall be afforded a reasonable opportunity to prepare and to respond to the new material, and the Panel may in its discretion, but is not required to, refer the matter to the Advisor for reconsideration. Discussion of the matter by the members of the Panel, including discussion of procedural matters, should be limited to occasions when the Panel is meeting as a body.

(k) In the conduct of the hearing, its deliberations and its determinations the Panel should be sensitive to the interests of both the complainant and the respondent, but that if it shall determine that a preponderance of the credible evidence establishes a violation of the policy, its first duty is to the College to assure that appropriate action is taken to redress the situation and to assure that such violations of this policy do not recur.

Section 5.05 Findings and Decisions:

(a) The panel's recommendation shall require the approval of at least two members. Written dissenting or concurring opinions are permitted and shall be submitted with the recommendation.

(b) The Panel shall render its written recommendation to the Chair of the Committee within thirty (30) ACPHS business days after it received the record from the advisor or from the conclusion of the hearing, where a hearing was held.

(c) The Chair of the Committee shall submit the panel's recommendation to the President within six (6) College business days after the issuance of the Panel's recommendation.

(d) Within twenty (20) ACPHS business days after receipt of the recommendation from the Panel, the President, or his/her designee, shall issue in writing a decision on the case, and shall inform all parties, the Advisor and the Chair of the Committee of the decision, and the basis for the decision. The Chair of the Committee shall notify the Committee of the decision. The President shall not be required to adopt the determination or recommendations of the Panel or of the Advisor.

(e) The President's decision along with the Panel's recommendations shall be made available to all parties in the proceeding.

(f) The President's decision shall be final.

Article VI Procedure for Processing Complaints of Discrimination

Section 6.01 Who May File a Complaint:

Any employee, applicant for employment or student at ACPHS who believes that she/he has been discriminated against in violation of this policy may file a complaint of discrimination. A group of eligible people may jointly file a complaint.

Section 6.02 When to file:

In order to pursue redress through ACPHS's affirmative action procedures an aggrieved employee or student should meet with the Affirmative Action Advisor to the President (the "Advisor") as soon as possible after the alleged act of discrimination to discuss the complaint, or in the event of a conflict with the Dean of Students.

Section 6.03 Where to File:

An employee, student, or applicant who wishes to file a complaint of discrimination must first meet with the Advisor or, in his/her absence, the Dean of Students, who shall act in the Advisor's capacity until the Advisor returns.

Section 6.04 How to File a Complaint:

When the employee or student meets with the Advisor the employee or student will be given a written form (example attached) to be filled out that contains the following information:

- Name of Complainant; Signature of Complainant.
- Home Address (Street, County, City, State, Zip Code).
- Home Telephone Number (including area code).
- Business or College Address (complete).
- Business or College Telephone Number (including area code).
- Position Held.
- Basis for filing a complaint of discrimination (race, color, sex, sexual preference, age, religion, creed, national origin, marital status, Vietnam Era Veteran's status, disabled Veteran status or disability).
- Place of alleged discriminatory act.
- Person (respondent) who committed alleged act of discrimination.
- Person designated to represent the complainant if she/he wants to be assisted. (The complainant may select a faculty member, staff person or student from ACPHS. The representative may not be an attorney nor may it be anyone who has a conflict of interest in the matter).
- A detailed account of the events that led to the filing of the complaint of discrimination

Article VII Miscellaneous Rules

Section 7.01 Confidentiality:

Due to the sensitive nature of these complaints, the Advisor, Committee, Panel and all parties shall endeavor to maintain confidentiality, provided, however, if the credible evidence establishes a violation of the policy, the College shall take such steps to assure that appropriate action is taken to redress the situation and to assure that such violations of this policy do not recur. Where not inconsistent with this duty the College, the Panel, the Committee and the Advisor shall take such steps as shall reasonably be required to protect any requested confidentiality or anonymity of:

- i.) victims of the violations of this policy;
- ii.) provided no credible evidence exists supporting the charges, persons charged with violating this policy.

Section 7.02 Conflict of Interest Resolution:

In the event that a complaint is filed against a person who has a major responsibility under these procedures, the Committee will make a recommendation to the President who shall determine the appropriate change(s) in procedures or persons implementing this policy, and inform the Committee, Advisor, complainant and respondent in writing of such changes. Where there is a conflict of interest with the President, the Dean shall act in the place and stead of the President.

Section 7.03 Record Retention Time of Discrimination Complaints:

The Advisor will retain the concluded Discrimination Complaints in a locked confidential file for three (3) years. At the end of the three years, the Discrimination Complaints will be boxed, archived and maintained by the College. Access to the files will be limited to the President or his/her designee and the Advisor. The Advisor and the President will review the files after seven (7) years and a decision to dispose or to retain the files for a longer period will be made at that time. Nothing in this policy shall affect any obligation of ACPHS to comply with lawfully issued process such as subpoenas and Court Orders in regard to these documents.

Section 7.04 Record Retention Demographics:

The College shall maintain for a minimum period of three years, beginning with the year after the year of compilation or acquisition, the following records:

- Records indicating the racial composition of the student body, faculty and administrative staff for each academic year;
- Records sufficient to document that scholarship and other financial assistance is awarded on a racially nondiscriminatory basis;
- Copies of all brochures, catalogues and advertising dealing with student admissions, programs and scholarships.
- Copies of all materials used by or on behalf of the school to solicit contributions.

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES DISCRIMINATION COMPLAINT

Name of Complainant: _____

Date Filed: _____

Home Address: _____

Street City State Zip Code

Home Telephone: _____

Area Code

Signature _____

College Address: _____

Street City State Zip Code

College Telephone: _____

Position Held: _____

Basis for filing complaint of discrimination: Circle appropriate classification(s)

- | | | | | |
|------------------|--------|----------------------------|----------------|-------------------------|
| Race | Sex | Ethnic | Origin | Religion |
| Color | Age | Sexual | Harassment | Sexual Preference |
| National | Origin | Creed | Marital Status | Disability |
| Veteran's Status | | Vietnam Era Veteran Status | | Disabled Veteran Status |

Place of alleged discriminatory act: _____

Person(s) who committed alleged act(s) of discrimination: _____

Person assisting complainant (Optional):

Name: _____

Title: _____

Address: _____

Street City State Zip Code

Telephone: _____

Area Code

Description of Events Leading to Filing a Complaint: _____

APPENDIX C

ALCOHOL AND OTHER DRUG ABUSE PREVENTION POLICY / VIOLATIONS POLICY

The Albany College of Pharmacy and Health Sciences strongly encourages self reporting of nicotine, alcohol and other drug abuse. Resources exist to assist and support individuals that have recognized this issue and have come forward seeking help. The College provides clinical services through the Office of Counseling and Wellness to address the mental health issues that typically underlie substance use and abuse, as well as recommending and coordinating services with licensed substance abuse treatment centers throughout the Capital District. Additionally, the College supports the Initiative on Substance Abuse Prevention (ISAP) Committee, which is comprised of students, faculty, and staff and has the mission of providing educational and preventive outreach throughout the ACPHS Community. Initiatives include the annual Substance Abuse Awareness Week as well as providing workshops and having information available for groups and individuals in a variety of formats. The College provides the broadest level of confidentiality allowed. Individuals seeking voluntary assistance prior to allegations of policy violation may be subject to alternative steps and sanctions than those in place for persons who are alleged to be in violation of the policy.

If an ACPHS student is alleged to be in violation of these policies, in accordance with the Student Disciplinary Code they may be required to meet with the Director of Counseling and Wellness (or other licensed professional) for an assessment. Based upon that assessment, the Director of Counseling and Wellness (or designee) can recommend additional interventions/evaluations to be completed by an approved licensed agency at the individual's expense. Additional action may be required when allegations involve illegal or controlled substances. All ACPHS students are informed that if allegations are made against them indicating that they are using illegal substances, then pursuant to the Student Disciplinary Code they may be required to meet with the Director of Counseling and Wellness and may be required to complete a substance abuse assessment with appropriate follow-up administered by an approved licensed agency at the student's expense. Note: These steps represent those taken following an allegation of illegal substance use and do not necessarily apply to individuals who are voluntarily seeking services prior to an allegation or policy violation.

APPENDIX D

ALCOHOL/ TOBACCO AND DRUG FREE WORKPLACE / SCHOOL POLICY

Definitions:

1. **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 Association housing facility which is governed by its own policy.
2. **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 and inhalants, and it 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]).
3. **Psychoactive effects** means effects produced by a drug or substance that alter mental processes including mood, cognition, thinking or behavior.
4. **Alcohol** means and shall include any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.
5. 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 employee's at the employee's cost; and the penalties that may be imposed upon students, faculty and staff for violations of this policy.

Albany College of Pharmacy and Health Sciences recognizes that controlled substance abuse is illegal, and that illegal drug consumption, illegal alcohol consumption and secondhand smoke 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.

Albany College of Pharmacy and Health Sciences strongly encourages self reporting of nicotine, alcohol and drug abuse. Resources exist to assist and support individuals that have recognized this issue and have come forward seeking help. The College provides the broadest level of confidentiality allowed. It is a condition of each person's employment that the employee: 1) become familiar with the provisions of this policy and acknowledge in writing having read this policy; 2) after commencing their employment, attend the next scheduled drug-free awareness program; 3) abide by the terms of this policy; and 4) notify the College of any criminal drug 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 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 violation occurring in the workplace.

It is a condition of each student's enrollment that the student abides by the terms of this policy. Any student who violates the terms of this policy shall be subject to such disciplinary actions as are set forth in the Catalog.

This policy applies to all members of the College Community (students, faculty and staff) while on campus.

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

Alcohol dispensation, distribution and 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 New York State Liquor Authority.
2. Alcohol will not be permitted at ACPHS athletic events.
3. In compliance with New York State Law, individuals under the age of 21 are not allowed to purchase, possess or consume alcoholic beverages on Campus.
4. Only the College's food service provider is authorized to sell or provide alcoholic beverages on Campus, except for events covered by item #9 below.
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 sponsor or host is 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 there is any charge for food or beverages, must receive permission from the Vice President for Campus Life, twenty-one (21) days in advance if they wish to serve alcohol on Campus. The organization must make necessary arrangements with the College's food service provider. Service of alcohol is at the discretion of the administration and staff of the food service provider.
9. Faculty or staff sponsored events where admission is not charged, and there is no charge for food or beverages, must receive permission from the Associate Vice President of Administrative Operations three (3) days in advance if they wish to serve alcohol on Campus.
10. Student organizations must receive permission from the Vice President for Campus Life twenty-one (21) days in advance if they wish to serve alcohol on Campus. The organization must make necessary arrangements with the College's food service provider.
11. Service of alcohol is at the discretion of the administration and staff of the food service provider. Permission to serve alcohol is NOT automatic. Approval by the College may be based on: the nature of both the event and the facility; the capacity of the facility; demonstration by the sponsoring organization of its ability to comply with State and College regulations; nearby scheduled activities; the number of underage (21) participants; if the percentage of underage attendees is 50% or higher, the function may not be approved; where and how alcohol will be available; the past history of event or sponsor; 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.
12. Alcohol is prohibited from all College owned or operated residence halls, except Holland/Princeton Suites. (This does not include the University Heights Association housing facility.)
13. Individuals are not allowed to remove an alcohol container (i.e. cup, can, bottle) from the designated area that the beverages are being served.
14. 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 themselves with applicable laws including the following:

NEW YORK STATE STATUTES REGARDING ALCOHOL LIABILITY

- A. 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.

B. 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.

C. 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.

D. 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.

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 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.

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 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:

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

- First violation: license suspension for six months and until the person complies with certain alcohol and driver education provisions.
- 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.

APPENDIX E

COMPUTER POLICY

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). 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 Albany College of Pharmacy and Health Sciences 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. By attaching a personal computer to the network 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. Albany College of Pharmacy and Health Sciences has the unconditional right to monitor the computer system and to examine user files. 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 the 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. As it is possible for your password to be stolen when using the Internet, you are encouraged to change it often. Do not consider e-mail private or secure.

Use of System Resources – Do's

You are responsible for all use of your accounts. 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 diskettes or digital media in a secure place. Secure backup copies of valuable files or data off site. When throwing out old diskettes or 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 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 or connected to any 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:

- Accessing, reading, altering or deleting another's computer, electronic files or email;
- 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 or of e-mail;
- 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);
- Misrepresenting one's identity or relationship to ACPHS;
- Unauthorized access and use of the College resources or of 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 in its sole discretion 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 or any material which in the College's 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.

APPENDIX F

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-line on the website of General Counsel. 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 Exhibit B to this policy.

ACPHS uses technology-based deterrents to combat the unauthorized distribution of copyrighted set forth in Exhibit C to this Policy. 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.

Exhibit A to P2P Policy

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 on-line Student Handbook and are also available on the College's General Counsel's website.

Exhibit B to P2P Policy

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.

Exhibit C to P2P Policy

This policy defines ACPHS's strategy for identifying and prioritizing network traffic to provide a fair and equitable amount of bandwidth for all users.

The policy is divided into three sections. They include bandwidth & traffic shaping, P2P file sharing, and online gaming. The bandwidth & traffic shaping section defines the terms used and explains why traffic shaping and traffic blocking is necessary. The P2P file sharing section covers in some detail why P2P file sharing is not recommended and why it needs to be blocked. The online

gaming section details how gaming may be affected and also attempts to answer some common gaming related support questions.

Section I: Bandwidth & Traffic Shaping

What is bandwidth & how does it affect ACPHS?

Bandwidth refers to the amount of information that can flow in and out of the network. To further define the term "bandwidth," as it relates to this article, bandwidth will specifically refer to ACPHS's internet connection and not the connections between internal network components. ACPHS has a very fast internal network and network analysis has shown that congestion is very rare within the internal ACPHS network. Congestion may occur at ACPHS's point of connection to the internet though. Because of this, ACPHS must manage its bandwidth carefully.

How much bandwidth does ACPHS have for its internet connection?

ACPHS currently has a 50Mb connection to the internet. In an attempt to provide an acceptable level of bandwidth for academic purposes, ACPHS manages this internet connection using a technique called traffic shaping.

What is traffic shaping?

Traffic shaping (also known as "packet shaping") is an attempt to manage computer network traffic in order to optimize or guarantee performance, low latency, and/or bandwidth by delaying packets. More specifically, traffic shaping is any action on a set of packets (often called a stream or a flow) which imposes additional delay on those packets such that they conform to some predetermined traffic rule or profile.

ACPHS has a traffic shaper installed between the internal network and the internet. All network traffic that goes out to the internet or comes in from the internet will go through the traffic shaper appliance.

Why does ACPHS need to manage internet traffic?

ACPHS needs to provide an acceptable level of bandwidth for academic purposes and at the same time provide a fair and equal of amount of bandwidth for all of its users. The core academic needs include the Blackboard Academic Suite, ACPHS email, ACPHS's public facing websites, off-campus web proxy service, faculty and student research, daily web searching, and others. Without traffic shaping in place, other less critical services and applications could dominate the internet connection and cause performance issues with our everyday academic needs.

Section II: P2P File Sharing

How does P2P file sharing affect ACPHS's network?

Peer-to-peer file sharing networks include BitTorrent, Gnutella, KaZaA, Ares, BearShare, Morpheus, LimeWire, and many others. ACPHS strongly recommends that users do not install P2P software on their computer(s) and/or participate in file sharing services. There are many reasons why this is not recommended.

Legal & Ethical:

First and foremost, most of the available content is copyrighted and being distributed without the permission of the owner. The college is responsible for obeying the Digital Millennium Copyright Act. Complaints under this act come primarily from the recording and movie industries. There are actually documented cases of lawsuits being brought against individuals sharing files themselves and universities as a whole.

Increased Infection Risk:

Many viruses/spyware and computer related infections are spread by opening up or installing files that have been obtained through a P2P network. This puts the individual's computer and the college's internal network at risk. In many virus related computer repairs, the ACPHS Computing & Technology Support Center has also found a P2P program installed.

Poor Computer Performance:

ACPHS's Computing & Technology Support Center has found over the years that in many cases, one of the sources of poor computer performance relates back to a P2P program installed and running in the background, acting as a server.

Bandwidth Hog:

P2P traffic is designed to use any and all available bandwidth possible. This could severely affect the performance of ACPHS's core academic needs as well as daily web searching needs. We can all agree that nothing is more frustrating than waiting for a webpage to load.

Does ACPHS block file sharing (P2P) traffic?

Yes, ACPHS's firewall will block P2P traffic. In addition to the reasons listed above, ACPHS needs to provide an acceptable level of bandwidth to its core academic needs., Network analysis has shown that if ACPHS did not block P2P traffic, then that traffic would likely saturate the internet link and cause very serious performance issues with academic related activities.

Section III: Online Gaming

Does ACPHS block online gaming traffic and ports?

Yes, ACPHS does block online gaming traffic. This includes network traffic for PC games and gaming consoles (Nintendo Wii, Microsoft XBOX 360, and Sony Playstation 3).

Please see the Why does ACPHS need to manage internet traffic section above for a list of some of the core academic applications.

Does ACPHS provide support for online gaming issues?

No, the ACPHS-IT department or the campus Computing & Technology Support Center does not provide assistance or support for troubleshooting online gaming issues.

Why do some games/consoles work, but others do not?

In the past, there have been reports that some online games may be played and perform very well. Others, may be played, but with high latency (high ping rating). Still, others may not be able to be played at all, usually due to a server connection failure.

This difference in experience from game-to-game and console-to-console can likely be attributed to each game/consoles design and requirements. Each game/console likely uses different internet protocols, TCP/IP port numbers, and vendor specific designs and techniques to establish a connection to the online game server. Also, some games/consoles require specific NAT (Network Address Translation) configurations. So at the end of day, some games/consoles may work well over the ACPHS network and some may not.

Can ACPHS open or forward the port that my game requires?

No, ACPHS cannot and will not open or forward TCP/IP ports on the internet firewall. Doing so would make ACPHS more vulnerable to an attacker out on the internet. By opening or forwarding a port, you're offering an attacker a way into ACPHS's internal network. Once inside, the attacker could then attempt to exploit any security holes that might exist.

Can ACPHS change the NAT configuration for my game/console?

No, ACPHS cannot change the NAT (Network Address Translation) configuration or provide a static NAT for non-ACPHS owned devices on the internal network for several reasons.

First, similar to the affect that opening ports has (as described above), changing the NAT configuration to a more open state could make ACPHS more vulnerable to an attacker out on the Internet.

Second, our ISP only provides us with a limited pool of public IP addresses (this is typical of any organization). There is simply not enough to provide everyone with a statically mapped public IP address.

And third, constantly changing port and firewall configurations and troubleshooting gaming/console connection issues would create a lot of extra administrative work. The ACPHS-IT department simply does not have the manpower to support all of the frequent network changes that would be required.

Are there any other internet connection options available to me?

Yes there is another option. Time Warner Cable offers a cable based internet service package called RoadRunner. Since Time Warner Cable provides the residence dorms with cable TV service, the wiring and infrastructure is already in place to take advantage of RoadRunner.

ACPHS has actually worked closely with Time Warner Cable to come up with a plan that will offer ACPHS students living on-campus a discounted monthly rate for RoadRunner. For pricing information and ordering details, please see the RoadRunner Internet Service Technical Reference Document. This is located on the ACPHS Information Technology Blackboard Website.

Reviewing Effectiveness

Beginning in 2010-2011 and periodically thereafter, the CIO and the Director of Networking/Telecomm will review the process for awareness, and effectiveness. We will analyze the impact of our technical efforts to combat illegal file sharing, and other aspects of our plans to combat the unauthorized distribution of copyrighted materials. Semi-annually, the CIO will send an email to students, faculty, and staff notifying them about their responsibilities under copyright law and about the web site www.wcsu.edu/technology/copyright.asp. The Vice President of Campus Life will notify students by memo on copyright laws and campus policies related to violating such law.

APPENDIX G

HAZING POLICY

No individual or group may haze another at any time, including initiation into any organization or at the time of affiliation with an organization. Hazing is defined as any action or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment or ridicule and includes any action or situation that 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. Examples of such activities and situations include, but are not limited to: physical brutality; paddling in any form; forced consumption of food, alcohol or other drugs; creation of excessive fatigue; required calisthenics; "kidnapping"; physical and psychological shock; publicly wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; assignment of illegal activities or activities that may be morally offensive to individual pledges; activities that normally are not performed by the active membership; and any other activities that are not consistent with organization ritual or policy; law; or the regulations and policies of Albany College of Pharmacy and Health Sciences. Soliciting, directing, aiding, attempting to aid, or abetting another person engaged in hazing is also prohibited. Hazing is prohibited by and prosecuted pursuant to the Student Disciplinary Code, set forth in this Handbook. Hazing is also a violation of New York and Vermont Criminal Law.

APPENDIX H

NOTIFICATION PROCEDURES FOR MISSING STUDENT WHO RESIDES IN ON-CAMPUS HOUSING

For the purposes of this policy on-campus housing means student housing operated by ACPHS.

In the event that it shall come to the attention of any ACPHS faculty or staff that a student who resides in on-campus housing is missing that employee must promptly advise UHA Public Safety, ACPHS' Associate Vice President for Administrative Operations (AVPAO), or the Vice President for Campus Life and Global Initiatives (VPCLGI).

At the beginning of each academic year, ACPHS' VPCLGI will provide all students residing in on-campus housing a missing student notification form to complete if they desire, and will inform all students residing in on-campus housing that the VPCLGI will notify either a parent, or an individual selected by the student, not later than 24 hours after the time that the student is deemed to be missing. The information provided to resident students will include the following:

- Resident students have the option of identifying an individual to be contacted by the VPCLGI. Students can register this confidential contact information through the VPCLGI. Their contact information will be registered confidentially; will be accessible only to authorized campus officials; and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- If the resident student is under 18 years of age, and not an emancipated individual, the VPCLGI is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- Public Safety will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

Upon notification of a missing student Public Safety will conduct a thorough investigation and obtain such information as will aid it in its efforts to locate the missing individual. Public Safety will conduct a quick, but thorough search of the campus, check access card logs as well as surveillance videos for locations frequented by the missing person. Public Safety may also request assistance from Resident Assistants or others to assist in a search on campus. Any photographs of the missing person may be used to assist in the search. After a search has been conducted with negative results, Public Safety will notify the local law enforcement agency.

Upon determination that a student is missing, but not later than 24 hours after ACPHS first receives notice of a missing student who resides in on campus housing, the VPCLGI will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.

In all cases of a missing student, local law enforcement agency will provide information to the media in order to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with ACPHS Public Relations. Any media requests to the College will be directed to Public Relations.

MISSING STUDENT NOTIFICATION FORM

As a resident student at The Albany College of Pharmacy and Health Sciences, I understand that the Higher Education Act of 2008 requires a Missing Student Notification Policy, and that the policy requires the following:

1. That the institution may notify Public Safety and local law enforcement at the time I am reported missing;
2. That the institution will notify Public Safety and local law enforcement no later than 24 hours after I am reported missing;
3. That Public Safety and local law enforcement will conduct a joint investigation into a report that I am missing;
4. That I have the option to indentify an individual to be contacted by the institution not later than 24 hours after I am determined to be missing from campus;
5. That the identity of the individual to be contacted shall remain confidential until such time as they are notified; will be accessible only to authorized campus officials; and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation;
6. That if I am under 18 years old and not an emancipated individual, the institution is required to notify a custodial parent or guardian not later than 24 hours I after I am determined to be missing.

I wish to designate the following person to be notified in the event that I am determined to be missing:

Name: _____

Address: _____

Telephone: Home _____

 Work _____

 Cell _____

 Email _____

I have notified the above named person that I have designated them to be informed no later than 24 hours after I am determined to be missing.

APPENDIX I

NOTIFICATION RIGHTS UNDER FERPA

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:

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

APPENDIX J

SIGN / FLYER POLICY

- I. **Definition:** 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.
- II. Signs or flyers must not contain anything of a nature directly maligning any group or person. Albany College of Pharmacy and Health Sciences reserves the right to remove signs deemed to be in poor taste, in unsightly condition, conveying inaccurate information or in violation of this policy.
- III. 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.
- IV. Before posting, all club and organization signs and flyers must be approved (signed and dated) by the Clubs Congress Chair or Student Activities Assistant. Signs or flyers should be submitted to the Clubs Congress Chair or Student Activities Assistant for approval no later than one week prior to the advertised event. Approved signs/flyers should be posted in designated areas as stated in Appendix J, XIII for on campus announcements.
- V. Signs and flyers by or for off campus activities must be submitted to Campus Life for approval no later than one week prior to the advertised event. Approved signs/ flyers should be posted in an area designated for off campus announcements.
- VI. Properly posted signs must not be removed prior to the event(s) advertised by anyone other than a College official unless the group or person who posted the sign authorizes such removal. Signs remaining on bulletin boards must be removed by the groups that posted them within one school day following the event.
- VII. Signs may not be posted in such a way as to cover or obscure signs already on display. No sign may be posted in an unreasonable quantity in any particular space (one sign per event, per bulletin board).
- VIII. Signs and flyers cannot contain pictures associated with alcohol in any regard (i.e. Jell-O shots, pong tables, flip cup table, etc.) If the event takes place at an off campus venue with an approved NYS Liquor License, the sign or flyer may contain wording about the type of bar (i.e. open bar vs. cash bar) with explicit wording that those age 21 and over with proper ID are allowed to participate. The words and letters on the sign or flyer that pertain to the alcohol cannot be larger and cannot be shown out of context with the other words or letters on the flyer.
- IX. Special permission to hang signs in non-designated areas may be obtained from the Clubs Congress Chair or the Student Activities Assistant in SC 207.
- X. Signs placed in ACPHS residence halls are at the discretion of the director of residence life and must comply with these rules. Persons wishing to hang signs in these areas must have prior permission from the coordinator of residence life.
- XI. Restricted Areas. There are some bulletin boards that are considered “reserved” for certain groups or College departments. These areas are to be monitored by the group/ department having jurisdiction over that bulletin board, and may be restricted to containing only information pertaining to that group/department. The signs on these restricted areas must comply with this policy.
- XII. Enforcement of Rules. Potential outcome of sign/flyer policy violations include:
 - A. Immediate removal of signs.
 - B. Disciplinary action, either of offending group/organization or individual(s). Sanctions may include restriction of advertising, restriction of funds, restriction from scheduling or attending on-campus or College-sponsored activities, a fine system or referral to the Student Code of Conduct Committee. Rules and sanctions may be enforced by the coordinator of student activities, associate vice president, associate dean for students, president of the Student Government Association and the president and/or dean of the College.

- XIII. Designated areas for hanging signs and flyers. Areas designated for this purpose are clearly marked "Signs & Flyers" above bulletin boards or bulletin board strips and include the following:
- A. Student Center
 - 1. One within each main entrance to the building
 - 2. One above water fountains, across from SC202
 - 3. One on bulletin board, across from SC201
 - B. Princeton Classrooms
 - 1. One on bulletin board, across from restrooms
 - 2. One on designated area, next to PCL012
 - C. Library
 - 1. One next to library entrance
 - D. Library Building
 - 1. One on bulletin board next to gymnasium entrance
- XIV. Special Permission for hanging signs and flyers. Additional areas that require special written permission before hanging:
- A. Dormitories
 - 1. Prior written approval is required by the building's Residence Director
 - B. Restrooms
 - 1. Prior written approval is required by the Clubs Congress Chair. Material must only be educational in nature. For example, "Behind Closed Doors" or "TP Times."
 - C. Glass, including doors and windows
 - 1. Prior written approval is required by the Clubs Congress Chair, College Official, or the person in charge of maintaining that space.
 - D. All Other Locations
 - 1. Prior written approval is required by the Clubs Congress Chair, College Official, or the person in charge of maintaining that space.

APPENDIX K

STUDENT COMPLAINT PROCEDURE

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 in an effort to resolve the issue(s). All complaints against the College should be reported to the individual at the College who is directly responsible for that particular area. If the student is not satisfied with the response, they should follow this procedure to resolve the issue.

Where the complained-of conduct constitutes discrimination or sexual harassment, a complaint should be made as provided for in the College's Affirmative Action Policy (See appendix section).

1. Student should first address the issue directly with the employee involved in the situation.
2. If not satisfied with the outcome, the student should address the issue with the employee's direct supervisor, the department leader, director or vice president.
3. If not satisfied with this outcome, the student should contact the ombudsman, a designated member of the faculty, and submit his/her complaint in writing to the ombudsman. Contact the Dean for Students in Albany or the Assistant Dean for Students in Vermont to find out the identity of the ombudsman. The ombudsman will work with all parties involved in an effort to resolve the issue.
4. If not satisfied with this outcome, the student should address the issue with the Dean of Students in Albany or the Assistant Dean for Students in Vermont.
5. All written complaints and records related to the case will be forwarded to the Provost at this time. As a final step, the Provost will attempt to resolve the issue between the parties. The Provost's decision is the final step in the grievance process. Should there be a conflict of interest the Provost may turn the case over to the president for a final decision.
6. All records will be kept in the Office of Student Affairs on the Albany Campus or the office of the Assistant Dean for Students on the Vermont Campus.

APPENDIX L

STUDENT DISCIPLINARY CODE

Article I: Definitions

1. The term “**College**” means Albany College of Pharmacy and Health Sciences.
2. The term “**student**” includes all persons taking courses at the College, both fulltime and part-time, pursuing undergraduate or postgraduate studies and those who attend post-secondary educational institutions other than Albany College of Pharmacy and Health Sciences and who reside in the College residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.”
3. The term “**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.
4. The term “**College official**” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “**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 Dean of Students.
6. The term “**College premises**,” also referred to as the campus, includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks), and includes the common areas of the University Heights Campus.
7. The term “**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 Council.
8. The term “**Student Conduct Committee**” means those persons selected by their respective constituencies in accordance with Article II paragraph 2 hereof.
9. The term “**Student Conduct Officer**” means a member of the Student Conduct Committee authorized on a case-by-case basis by the Associate Registrar to perform the duties of the Student Conduct Officer under this Code. Nothing shall prevent the Associate Registrar from authorizing the same individual to act as Student Conduct Officer in several or all cases.
10. The term “**Appellate Board**” means those person or persons selected to act as the Appellate Board of the College in accordance with Article II paragraph 3 hereof.
11. The term “**policy**” is defined as the written regulations and policies of the College as found in, but not limited to, the Student Disciplinary Code, the Academic Integrity Policy, the Drug and Alcohol Policy, the Occupancy Agreement, the College Catalog, the Professional Experience Program Manual or on the College web site.
12. The terms “**cheating**” and “**plagiarism**” are defined as defined in the Academic Integrity Policy, which can be found in the Catalog or can be obtained from the Academic Integrity Policy Committee.

Article II: Judicial Authority

1. Jurisdiction of the College under this Student Code shall extend to all students charged with a violation of this Code. Where College disciplinary proceedings have been instituted against a student also charged with violation of a federal, state or local law, proceedings under this Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus, at the discretion of the Student Conduct Committee. Where charges would also constitute, in whole or in part, a violation of the Academic Integrity Policy or the Affirmative Action Policy, they will not be prosecuted under this Code, but will be prosecuted under either the Academic Integrity Policy or the Affirmative Action Policy as determined in accordance with the Academic Integrity Policy and the Affirmative Action Policy. The Dean of Students is responsible for the administration of this Student Disciplinary Code.

2. The Student Conduct Committee shall consist of six (6) persons chosen annually: two (2) faculty members, two (2) students and two (2) administrators. These members shall be selected by their respective constituencies. 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 selected. In the event cases occur at times when the student members are unavailable, the Student Conduct Officer and/or the Associate Registrar may select students randomly by computer and may limit the selection to those residing in the Capital Region.

3. The Appellate Board of the College is annually constituted and consists of three (3) individuals: one (1) faculty member; one (1) student and one (1) administrator.

The faculty and student members shall be elected by their respective constituencies. The administrator shall be appointed by the President. Members shall serve until their replacements have been selected. In the event cases occur at times when the student member is unavailable, the Student Conduct Officer may select a student randomly by computer and may limit the selection to those residing in the Capital Region.

Article III: Proscribed Conduct

A. Conduct - Rules and Regulations

Any student or organization found to have committed any of the following acts is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:

- a. Cheating, plagiarism or other forms of academic dishonesty.
- b. 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.
- c. Forgery, alteration or misuse of any College document, record or instrument of identification.
- d. Tampering with the election of any College-recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities including the College's public-service functions on or off College premises, or other authorized non-College activities, when the act occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

5. Hazing, defined as an act that endangers the mental or physical health or safety of any person, 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.

6. Failure to comply with 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.

7. Unauthorized possession, duplication or use of College identification or access cards or of keys to any College premises or unauthorized entry to or use of College premises.

8. Violation of published College policies, rules or regulations, including but not limited to those listed in the Student Disciplinary Code, the Academic Integrity Policy, the Drug and Alcohol Policy, the Occupancy Agreement, the College Catalog, the Professional Experience Program Manual or on the College website.
9. Conduct that could be a felony or misdemeanor level violation of federal, state or local law.
10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises.
13. 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.
14. 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.
15. 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. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her consent except where activities recorded are public behavior. This prohibited conduct includes, but is not limited to, taking pictures of another person in a gym, locker room, dormitory room, restroom, or other place on or off campus where a person has a reasonable expectation of privacy.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College Computer Use Policy.
17. Abuse of the judicial system, including but not limited to:
 - a. Failure, without good cause, to obey the written direction of the Student Conduct Committee to provide evidence at a hearing, provided there is proof that such direction was received in a timely manner.
 - b. Falsification, distortion or misrepresentation of information before a Student Conduct Committee.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.

- e. Attempting to discourage an individual's proper participation in or use of the judicial system.
- f. Attempting to improperly influence the impartiality of a member of a Student Conduct Committee prior to and/or during the course of the hearing by communications which are not parts of the Official Record as defined in Article IV paragraph 6 of this Code.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

18. For so long as such sanction remains in effect, a student may not participate in or attend events sponsored or conducted, in fact or in name, by a student organization that has been suspended or has been deactivated by the College.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the College community, hereafter referred to as the "Complainant" may file charges against any student, hereafter referred to as the "Accused Student" for misconduct. Charges shall be prepared in writing and directed to the Associate Registrar. Any charge should be submitted as soon as possible after the event takes place and forwarded to the Associate Registrar. The Associate Registrar will notify the Accused Student in writing of the charges. The Accused Student may, but is not required to, respond to the charges in writing. Such response shall be given to the Dean of Students within five (5) business days of receipt by the Accused Student of the charges.

2. The Associate Registrar shall designate from the faculty or administrative members of the Student Conduct Committee a member to act as the Student Conduct Officer with respect to such charges 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 investigation 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/her sole discretion, then determines if the charges can be disposed of administratively, including dismissal for lack of evidence or because the alleged misconduct does not constitute a violation of this Code, or by mediating between the parties involved and achieving a resolution acceptable to the parties and to the Student Conduct Officer. A mediated resolution shall be final and there shall be no subsequent proceedings. Other administrative resolutions can be appealed.

3. If the initial charges cannot be disposed of administratively:

- a. The Student Conduct Officer may decide the case at the request of the Accused Student; or
- b. The case shall be presented to the Student Conduct Committee for decision at the request of the Accused Student; or
- c. The case shall be presented to the Student Conduct Committee if the Student Conduct Officer having been asked by the Accused Student to decide the case, in his/her own discretion declines.

4. At the start of each semester, the Student Conduct Committee, in conjunction with the Associate Registrar, will designate times and locations for Student Conduct Committee cases to be heard. These times will be bi-weekly (unless they occur on a day when the College is not in session, i.e. legal holiday). When it is determined that the case shall be presented to the Student Conduct Committee for decision, the Student Conduct Officer shall set a time and place for a hearing to be held not less than five (5) nor more than twenty-one (21) business days after receipt by the Accused Student of notification of the time and place of the hearing, provided such hearing date shall be when the College is in session and shall not be during the period of final exams or during the week before final exams. If the hearing cannot be scheduled in accordance with the foregoing because it would occur when the College is not in session or would occur during the period of final exams or during the week before final exams, the Student Conduct Officer shall set

the hearing for a date not less than five (5) business days after the commencement of the next College session. The College shall be deemed in session whenever any course is offered by the College on College premises. Time limits for scheduling of hearings may be extended or modified at the sole discretion of the Student Conduct Officer provided the Accused Student consents thereto.

5. The Student Conduct Officer shall develop procedural rules for the conduct of the hearing that are not inconsistent with provisions of the Student Code. The Student Conduct Officer shall preside over the Hearing. The Student Conduct Officer and the Student Conduct Committee have the right to question the Accused Student, the Complainant 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:

- a. Hearings normally shall be conducted in private. See subdivision k of this paragraph. Admission of any person to the hearing shall be at the discretion of the Student Conduct Officer, provided, however, the Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations).
- b. In hearings involving more than one Accused Student, the Student Conduct Officer, in his or her discretion, may permit the hearings concerning each Accused Student to be conducted separately or jointly.
- c. The Complainant and the Accused Student have the right to be assisted by an advisor they choose from within the College community. Where the Accused Student is also charged by a governmental entity with violation of a federal, state or local law the advisor may be a legal representative from outside the College Community. Advisors are not permitted to speak or to participate directly in the hearing.
- d. The Complainant, the Accused Student and the Student Conduct Committee may identify witnesses who can give testimony relevant to the facts in dispute. The Complainant, and/or the Accused Student 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.
- e. The Student Conduct Officer shall determine in his/her sole discretion those persons who will give testimony at the hearing.
- f. 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.
- g. Witnesses will provide information to and answer questions from the Student Conduct Committee. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. Such suggestions will be made to the Student Conduct Officer rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. The Student Conduct Officer determines in his/her sole discretion whether to pose such suggested questions to the witness, or to modify or alter such suggested questions.
- h. 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. Where 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.
- i. Non-expert witnesses are only permitted to testify about facts they observed and not their opinions about these facts.
- j. Witnesses who are not available locally during the time of the hearing, may provide their testimony by conference call provided that not less than forty eight (48) hours prior to the scheduled hearing they shall have submitted a notarized affidavit, setting forth their unavailability, their willingness to participate by conference call and a telephone number at which they can be reached during the hearing.
- k. 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 Accused Student 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.

- l. All procedural questions are subject to the final decision of the Student Conduct Officer.
- m. 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 Accused Student is charged with, whether the Accused Student so acted and thereby violated the charged section of the Student Code, and the appropriate sanction(s) for the misconduct. In determining appropriate sanctions the Student Conduct Committee may consider past violations of the Code by the Accused Student.
- n. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
- o. At the discretion of the Student Conduct Officer, the Associate Registrar may be present at the hearing to assist with procedure.
- p. The Student Conduct Officer, Committee and the Associate Registrar 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.

6. There shall be a single verbatim recording, such as a tape 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.

7. No Accused Student may be found to have violated the Student Code solely because the Accused Student failed to appear before a Student Conduct Committee. In all cases, the evidence relevant to the charges shall be presented and considered even in the absence of the Accused Student.

8. The Student Conduct Officer may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Accused Student 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.

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

B. Sanctions

1. The following sanctions may be imposed upon any Accused Student found to have violated the Student Code:
 - a. Warning - A notice in writing to the Accused Student that the Accused Student is violating or has violated institutional regulations.
 - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Accused Student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of privileges - Denial of specified privileges for a designated period of time. "Privileges" can be determined by the Student Conduct Committee.
 - d. Fines - Previously established and published fines may be imposed, as well as those deemed appropriate by the Student Conduct Officer or the Student Conduct Committee.
 - e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary sanctions - Work assignments, service to the College or other related discretionary assignments.
 - g. Residence hall suspension - Separation of the Accused Student from the residence halls for a definite period of time, after which the Accused Student is eligible to return. Conditions for readmission may be specified.

- h. Residence hall expulsion - Permanent separation of the Accused Student from the residence halls.
- i. College suspension - Separation of the Accused Student from the College for a definite period of time, after which the Accused Student is eligible to return. Conditions for readmission may be specified.
- j. College expulsion - Permanent separation of the Accused Student from the College.
- k. Counseling - Counseling or a counseling program can be recommended and/or required by the Student Conduct Officer or the Student Conduct Committee. The Director of Counseling and Wellness will determine the length and type of counseling.
- l. 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.
- m. Drug Sanctions - Notwithstanding the discretionary sanctions above, any student found guilty of violating the College's Drug Policy shall be subject to the sanctions listed below. Any student that is suspended from the College for a Drug Violation, must meet the conditions stated in their sanctions and must provide appropriate documentation indicating completion of these sanctions. A Student Conduct Officer and/or the Student Conduct Committee, in accordance with the Student Disciplinary Code's "Charges and Hearings," will determine if the student is in violation of the College's Drug Policy.

I. Use/possession of marijuana for personal use will result in the following minimum sanctions:

1. First Offense:

- a. All students are subject to one (1) year disciplinary probation.
- b. Substance use/abuse evaluation by a licensed agency and proscribed treatment, if indicated by evaluating agency.
- c. Submit to random drug testing, at the discretion of the Director of Counseling and Wellness, for the remainder of the student's enrollment at ACPHS.

2. Second Offense:

- a. Minimum suspension from the College of 1+ semester (+ equaling the remainder of the current semester).
- b. Substance use/abuse evaluation by a licensed agency and proscribed treatment, if indicated by evaluating agency.
- c. Submit to random drug testing, at the discretion of the Director of Counseling and Wellness, for the remainder of the student's enrollment at ACPHS.

3. Third Offense:

- a. Expulsion

II. Use or possession of narcotic or other controlled substance for personal use, unless expressly permitted by law, possession of marijuana of an aggregate weight of more than 25 grams and/or the sale or distribution of marijuana will result in the following minimum sanctions:

- 1. Substance use/abuse evaluation by a licensed agency, and proscribed treatment, if indicated by evaluating agency.
- 2. Minimum suspension from the college of one (1) year.
- 3. Submit to random drug testing, at the discretion of the Director of Counseling and Wellness, for the remainder of the student's enrollment at ACPHS.
- 4. Substance Abuse Community Service Project – College approved program through the NYS Office of Alcoholism and Substance Abuse Services or a comparable, pre-approved agency in the state of Vermont. This preapproved program must include a minimum of 120-hours and is to be completed by the student prior to re-admittance to the College.

III. Sale or distribution of narcotic or controlled substance or possession of narcotic or other controlled substance in quantity that would indicate "intent to sell," will result in expulsion from the College.

IV. Any student found guilty of violating Article II a second time will be expelled from the College.

- 1. More than one of the sanctions listed above may be imposed for any single violation.

2. Disciplinary violations may be considered by the College when thereafter making educational and/or employment decisions and shall be included in the Accused Student's educational records as follows: Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the Accused Student's permanent academic record, but shall become part of the Accused Student's disciplinary record.

3. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in Section B 1, a through k.

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

c. Loss of selected privileges for a specified period of time.

4. Following a determination by the Student Conduct Committee, or following a determination by the Student Conduct Officer pursuant to Article IV A. 3, the Student Conduct Officer shall advise the Accused Student in writing of the determination and of the sanction(s) imposed, if any.

C. Interim Suspension

The Associate Registrar, or a designee, may impose a College or residence hall suspension prior to the hearing before the 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 Accused Student's own physical or emotional safety and wellbeing.

c. If the Accused Student poses a threat of disruption of or interference with the operations of the College.

2. During the interim suspension, the Accused Student shall be denied access to the residence halls and/or to the College premises (including classes) and/or all other College activities or privileges for which the Accused Student might otherwise be eligible, as the Associate Registrar or the Student Conduct Officer may determine to be appropriate.

D. Appeals

1. A decision reached by the Student Conduct Committee or by the Student Conduct Officer may be appealed by the Accused Student 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 Officer, and shall set forth which of the appealable issues listed in Article IV D. 2 is being raised and the reasons for reversing the determination as to those issues. The Student Conduct Officer shall promptly provide a copy of the appeal to the President of the College and to the members of the Appellate Board, and shall provide to the members of the Appellate Board a full copy of the Official Record of the hearing before the Student Conduct Committee, including a transcript of the testimony and the exhibits introduced and a copy of the determination of the Student Conduct Committee, within three (3) weeks of receipt of the appeal.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the Official Record of the hearing for one or more of the following purposes:

a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the Complainant a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

b. To determine whether the evidence established that it is more likely than not that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the Accused Student was found to have committed, or to impose other sanctions, which can be more or less severe than those imposed by the Student Conduct Committee.

- d. To consider whether there is new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing. In such instance the matter shall be remanded to the Student Conduct Committee for consideration of the additional evidence.
3. The Appellate Board will endeavor to render a decision to be made by majority vote within thirty (30) days of receipt of the Official Record of the hearing.
4. If an appeal by the Accused Student is upheld by the Appellate Board, other than by reason of the existence of new evidence, the matter may be remanded to the original Student Conduct Committee and Student Conduct Officer to allow reconsideration of the original determination and/or sanction(s), or 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.

E. Appeal to the President

A decision reached by the Appellate Board may be appealed by the Accused Student in writing to the President. The President shall be provided a full copy of the Official Record of the hearing and a copy of the decision of the Appellate Board. The President may take such action as in the President's sole discretion the President deems advisable, including but not limited to reversing the determinations below, or upholding in whole or in part such determinations. The President may void, lessen or increase any sanctions imposed.

Article V: Interpretation and Revision

1. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or his/her designee for final determination.
2. 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.
3. The Student Code shall be reviewed at least every five (5) years or sooner as circumstances may prescribe under the direction of the Dean of Students who shall solicit comments and recommendations from the Student Conduct Committee and the Student Council. Final recommendations shall be submitted to the Board of Trustees of the College for action.

APPENDIX M

SUMMARY OF NEW YORK AND VERMONT SEX OFFENSES

SUMMARY OF NEW YORK SEX OFFENSES

Whether or not specifically stated, it is an element of every offense defined below that the sexual act was committed without consent of the victim. Lack of consent can be expressed by word, or evidenced by the victim's actions or deeds, or it can be implied from forcible compulsion, from incapacity to consent, or from circumstances in which the victim does not expressly or impliedly acquiesce in the actor's conduct. A person is deemed incapable of consent when he or she is: less than seventeen years old; or mentally disabled; or mentally incapacitated; or physically helpless.

Section 130.20 Sexual misconduct

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

Section 130.25 Rape in the third degree

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old;
or
3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

Section 130.30 Rape in the second degree

A person is guilty of rape in the second degree when:

1. Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

Section 130.35 Rape in the first degree

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. By forcible compulsion; or

2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony.

Section 130.40 Criminal sexual act in the third degree

A person is guilty of criminal sexual act in the third degree when:

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.

Section 130.45 Criminal sexual act in the second degree

A person is guilty of criminal sexual act in the second degree when:

1. Being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony.

Section 130.50. Criminal sexual act in the first degree

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

Section 130.52. Forcible touching

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

Section 130.55. Sexual abuse in the third degree

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

Section 130.60. Sexual abuse in the second degree

A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

Section 130.65. Sexual abuse in the first degree

A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.

Sexual abuse in the first degree is a class D felony.

Section 130.65-a. Aggravated sexual abuse in the fourth degree

1. A person is guilty of aggravated sexual abuse in the fourth degree when:
 - (a) He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
 - (b) He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

Section 130.66. Aggravated sexual abuse in the third degree

1. A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.
2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony.

Section 130.67. Aggravated sexual abuse in the second degree

1. A person is guilty of aggravated sexual abuse in the second degree when he inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class D felony.

Section 130.70. Aggravated sexual abuse in the first degree

1. A person is guilty of aggravated sexual abuse in the first degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.

Section 130.75. Course of sexual conduct against a child in the first degree

1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:
 - (a) He or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or
 - (b) He or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony.

Section 130.80. Course of sexual conduct against a child in the second degree

1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:
 - (a) He or she engages in two or more acts of sexual conduct with a child less than eleven years old; or
 - (b) He or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony.

Section 130.85. Female genital mutilation

1. A person is guilty of female genital mutilation when:

- (a) A person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached eighteen years of age; or
- (b) Being a parent, guardian or other person legally responsible and charged with the care or custody of a child less than eighteen years old, he or she knowingly consents to the circumcision, excision or infibulations of whole or part of such child's labia majora or labia minora or clitoris.

2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:

- (a) Necessary to the health of the person on whom it is performed, and is performed by a person licensed in the place of its performance as a medical practitioner; or
- (b) Performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.

3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.

Female genital mutilation is a class E felony.

Section 130.90. Facilitating a sex offense with a controlled substance

A person is guilty of facilitating a sex offense with a controlled substance when he or she:

1. Knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
2. Commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony.

SUMMARY OF VERMONT SEX OFFENSES

Vermont Statutes Annotated, Title 13

§ 3252. Sexual assault

(a) No person shall engage in a sexual act with another person and compel the other person to participate in a sexual act ["sexual act" means conduct between persons consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any intrusion, however, slight, by any part of a person's body or any object into the genital or anal opening of another]:

- (1) without the consent of the other person ["consent" means words or actions by a person indicating a voluntary agreement to engage in a sexual act, 13 V.S.A. § 3251(3)]; or
- (2) by threatening or coercing the other person; or
- (3) by placing the other person in fear that any person will suffer imminent bodily injury.

- (b) No person shall engage in a sexual act with another person and impair substantially the ability of the other person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person.
- (c) No person shall engage in a sexual act with a child who is under the age of 16, except:
 - (1) where the persons are married to each other and the sexual act is consensual; or
 - (2) where the person is less than 19 years old, the child is at least 15 years old, and the sexual act is consensual.
- (d) No person shall engage in a sexual act with a child who is under the age of 18 and is entrusted to the actor's care by authority of law or is the actor's child, grandchild, foster child, adopted child, or stepchild.
- (e) No person shall engage in a sexual act with a child under the age of 16 if:
 - (1) the victim is entrusted to the actor's care by authority of law or is the actor's child, grandchild, foster child, adopted child, or stepchild; or
 - (2) the actor is at least 18 years of age, resides in the victim's household, and serves in a parental role with respect to the victim.. . . [Penalties for violation of § 3252 range from three years to life and fines up to \$25,000].

§ 3253. Aggravated sexual assault

- (a) A person commits the crime of aggravated sexual assault if the person commits sexual assault under any one of the following circumstances:
 - (1) At the time of the sexual assault, the actor causes serious bodily injury to the victim or to another.
 - (2) The actor is joined or assisted by one or more persons in physically restraining, assaulting or sexually assaulting the victim.
 - (3) The actor commits the sexual act under circumstances which constitute the crime of kidnapping.
 - (4) The actor has previously been convicted in this state of sexual assault under subsection 3252(a) or (b) of this title or aggravated sexual assault or has been convicted in any jurisdiction in the United States or territories of an offense which would constitute sexual assault under subsection 3252(a) or (b) of this title or aggravated sexual assault if committed in this state.
 - (5) At the time of the sexual assault, the actor is armed with a deadly weapon and uses or threatens to use the deadly weapon on the victim or on another.
 - (6) At the time of the sexual assault, the actor threatens to cause imminent serious bodily injury to the victim or to another and the victim reasonably believes that the actor has the present ability to carry out the threat.
 - (7) At the time of the sexual assault, the actor applies deadly force to the victim.
 - (8) The victim is under the age of 13 and the actor is at least 18 years of age.
 - (9) The victim is subjected by the actor to repeated nonconsensual sexual acts as part of the same occurrence or the victim is subjected to repeated nonconsensual sexual acts as part of the actor's common scheme and plan.. . . [Penalties for violation of § 3253 range from ten years to life and fines up to \$50,000].

§ 3254. Trial procedure; consent

In a prosecution for a crime defined in this chapter or section 2601 of this title:

- (1) Lack of consent may be shown without proof of resistance;
- (2) A person shall be deemed to have acted without the consent of the other person where the actor:
 - (A) Knows that the other person is mentally incapable of understanding the nature of the sexual act or lewd and lascivious conduct; or
 - (B) Knows that the other person is not physically capable of resisting, or declining consent to, the sexual act or lewd and lascivious conduct; or
 - (C) Knows that the other person is unaware that a sexual act or lewd and lascivious conduct is being committed; or
 - (D) Knows that the other person is mentally incapable of resisting, or declining consent to, the sexual act or lewd and lascivious conduct, due to mental illness or mental retardation as defined in section 3061 of Title 14.

APPENDIX N

UPDATES TO THIS EDITION OF STUDENT HANDBOOK

COLLEGE DIRECTORY

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

Director of Counseling and Wellness
Student Center, Room 209
Confidential Receptionist
518-694-7107
counselingservices@acphs.edu

Add/Drop Procedure

Registrar
Library Building, Room 310B
518-694-7222
registrar@acphs.edu

Address Changes

Registrar
Library Building, Room 310B
registrar@acphs.edu

Administration

President's Office
O'Brien Building, Room 104
518-694-7255
Provost's Office
O'Brien Building, Room 104
518-694-7337
Associate Dean Vermont
Room 102
802-735-2621

Admissions

Albany
O'Brien Building, Room 124
518-694-7221
Vermont
O'Brien Building, Room 118
518-694-7149
admissions@acphs.edu

Advising

Library Building, Room 309
518-694-7291
advising@acphs.edu

Alcohol and Other Drugs

Director of Counseling and Wellness
Student Center, Room 209
Confidential Receptionist
518-694-7107
counselingservices@acphs.edu

Alumni Programs/Institutional Advancement

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

Athletics and Fitness Center

Albany
Gym, Room 101
518-694-7357
Vermont
Room 102C
802-735-7620
athletics@acphs.edu

Books and Supplies

Albany
College Bookstore
Student Center
518-694-7378
bookstore@acphs.edu
Vermont
VT Campus School Store
Room 103
802-735-2620
VTSchoolStore@acphs.edu

Campus Life

Albany
Student Center, Room 207
518-694-7107
Vermont
Room 102C
802-735-7620

Career Services

Library Building, Room 303
518-694-7291
careers@acphs.edu

Clubs

Albany

Student Center, Room 207
518-694-7352

Clubs@acphs.edu

Vermont

Room 102C
802-735-7620

SGA-VT@acphs.edu

Computer/Information Technology Services

Albany

Student Center, Room 212

Vermont

Room 104
518-694-7358

helpdesk@acphs.edu

Counseling and Wellness

Albany

Student Center, Room 209
518-694-7107

Vermont

802-847-2827
Toll Free 888-329-3327

counselingservices@acphs.edu

Dining Services

Albany

Chartwells, Student Center
518-694-7218

Vermont

Brain Food Café
802-735-2691

Employment (On-Campus)

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

finaid@acphs.edu

Experiential Education

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

experientialed@acphs.edu

Financial Aid

O'Brien Building, Room 122
518-694-7256
finaid@acphs.edu

Graduate and Pharmacy Admissions

O'Brien Building, Room 118
518-694-7149

graduateeducation@acphs.edu

Health Center

Albany

Student Health Center
25 Hackett Blvd.
Albany, NY 12208
518-264-0900

Vermont

Fletcher Allen Health Care Community Practice Group
883 Blakely Road
Colchester, VT
802-847-2055

Health Insurance

Albany

Office of Administrative Operations
O'Brien Building, Room 001
518-694-7118

Vermont

Room 102C
802-735-7620
studentservices@acphs.edu

Identification Cards

Information Technology Services

Albany

Student Center, Room 212

Vermont

Room 104
518-694-7358
helpdesk@acphs.edu

Immunization Records

Experiential Program Administrator
O'Brien Building, Room 108A
518-694-7277
experientialed@acphs.edu

Innovative Learning and Academic Support Services

Library Building, Room 301

ILASS@acphs.edu

Instructional Design Services

Library Building, Room 301

instructionaldesign@acphs.edu

Library Services

Albany

Library Building

518-694-7270

Vermont

Room 211

802-735-2670

Library@acphs.edu

Lost and Found

Albany

UHA Public Safety

84 Holland Avenue, Suite B-222

518-244-3177

publicsafety@universityheights.org

Vermont

Room 102C

802-735-7620

Maintenance/Physical Plant

Albany

O'Brien Building, Room 001

518-694-7118

physicalplant@acphs.edu

Vermont

802-735-2613

ACPHS_Staff_PhysicalPlant_VT@acphs.edu

Meal Plans (billing)

Office of the Student Accounts

84 Holland Bldg., Room HA B101

518-694-7205

Student-accounts@acphs.edu

Orientation

Albany

Office of Campus Life

Student Center, Room 207

518-694-7107

Vermont

Room 102C

802-735-7620

orientation@acphs.edu

Parking

Albany

Office of Administrative Operations

O'Brien Building, Room 001

518-694-7118

Vermont

Room 102C

802-735-7620

studentservices@acphs.edu

Peer Tutoring Program

Albany Library Building, Room 303B

ACPHS Blackboard under Student Tab

peertutoring@acphs.edu

Pharmacy Academic Affairs and Curricular Assessment

O'Brien Building, Room 113E

518-694-7320

Pharmacy Professional Affairs

Student Professional Organizations

Assistant Dean for Pharmacy Professional Affairs

Albany

O'Brien Building, Room 113

518-694-7226

Vermont

Room 102C

802-735-7620

Photocopying

Library

Library Building, Room 212

518-694-7270

Library@acphs.edu

Public Relations

O'Brien Building, Room 115
518-694-7394

Public Safety

Emergency 518-244-3177
Non-emergency ALB 518-274-5511
Non-emergency VT 603-494-4617

Registration and Course Scheduling

Registrar
Library Building, Room 310
518-694-7222
registrar@acphs.edu

Residence Life

Office of Campus Life
Student Center, Room 207
518-694-7107
reslife@acphs.edu

Science Assistance Center

Albany
Library Building, Room 308
ACPHS Blackboard under Student Tab
Science.assistance@acphs.edu

SGA Programming/Activities

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

Vermont

Room 102C
802-735-7620
SGA-VT@acphs.edu

Student Affairs

Albany

Dean of Students
Library Building, Room 310
518-694-7307
studentaffairs@acphs.edu

Vermont

Assistant Dean for Students
Room 102C
802-735-7620

Transcripts

Registrar
Library Building, Room 310
518-694-7222
registrar@acphs.edu

Tuition and Billing

Office of Student Accounts
84 Holland Bldg., Room HA B101
518-694-7205
Student-accounts@acphs.edu

Withdrawal from College

Registrar
Library Building, Room 310
518-694-7222
registrar@acphs.edu

Writing Center

Albany
Library Building, Room 306
ACPHS Blackboard under Student Tab
writing@acphs.edu