



EST. 1881

Albany College of Pharmacy
AND HEALTH SCIENCES

Student Handbook



2014-2015



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	518-447-9650

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. Any changes will be updated on ACPHS Intranet.

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PRESIDENT'S WELCOME

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

Founded in 1881, ACPHS is steeped in a tradition of academic excellence that always looks to the future. This tradition continues today through a diversity of degree programs that educate our students to become the innovators of the 21st century. Our distinctive programs open for you a whole new world of discovery, development and practice that address the ever-changing priorities and needs of healthcare.

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

I encourage you to take advantage of the many hands-on learning opportunities outside the classroom. Community service, global experiences, leadership involvement, professional organizations, research, and other opportunities provide an additional form of education that will enable you to gain valuable work and life experience before graduation.

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

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



T. Gregory Dewey, 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 ACPHS Intranet.

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

ACPHS 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. Twenty percent 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

All P1 through P3 students on the Vermont campus are required to participate in the meal plan, operated by the Brain Food Café, provides a \$345 meal plan to all students. Students are not charged taxes for their purchases, which results in a nine percent savings for the student. Meal plans are billed to the student’s account. In order to use the meal plan, students must present their College ID card at the register at the time of the purchase. Each plan works on a declining balance basis. Each time the Meal Plan is used, the balance is reduced by the amount of the purchase. Should the student meal plan balance expire before the end of the semester, money may be added 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

ACPHS has established e-mail as a means of sending official information to students enrolled in credit courses. To support this objective, the College has provided an e-mail account to all ACPHS students. All accounts are subject to the ACPHS Computer Policy 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 are the responsibility of the students. Any student on the Albany Campus needing help with maintaining their account can come to the Computing and Technology Support Center located in Room 212 of the Student Center for assistance. On the Vermont Campus, the Support Center is located in Room 104.

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

ACPHS strives to provide the best possible academic experience for all of our students. As stewards of the school, the administration recognizes that the promotion of health and wellness is vital to academic success. ACPHS requires all full-time students to have health insurance, either through a family employee plan, a private insurer or the quality, low-cost sickness and accident plan offered by the College. The student health insurance policy is provided by 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. 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 ACPHS 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. antibody titer, as opposed to proof of vaccination; drug screen; background check). These additional requirements would be documented in the RxPreceptor database system, as well as communicated to the appropriate students via email in advance of the rotation by Experiential Education staff.

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. 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. 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

ACADEMIC LEARNING SERVICES

Academic Learning Services works to inspire confidence, increase student self-efficacy and create self-reflective independent learners in a friendly, welcoming environment through the following comprehensive programs: the Peer Tutoring Program, the Science Assistance Center, Peer Mentors for First-Year Students, the Writing Center and CLASS Resources. A variety of tutoring services, individualized assistance and resources ensures that every student's learning needs are met.

Peer Tutoring Program

The Peer Tutoring Program provides academic assistance to all students enrolled in core science and math courses on both campuses. The primary goal of the Peer Tutoring Program is to encourage, promote and foster students' independent learning. This is accomplished through small group and individual tutoring sessions. Tutors are current ACPHS students who have been successful in their courses, have all received training and are academic leaders of their class. Tutors are available during walk-in hours, for group learning sessions or by appointment. Students may schedule appointments with tutors and access additional resources at <http://albany.askonline.net>. Contact the program directly at peertutoring@acphs.edu.

Science Assistance Center

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

Peer Mentors for First-Year Students

The Peer Mentor Program partners upperclass ACPHS students with new students with the goal of creating a sense of community, cultivating support networks and connecting students to important resources. With a Mentor, students experience improvements in their motivation, transition and academic success at ACPHS. Learn more at <http://peermentors.acphs.edu> or follow us on Twitter @acphspm.

The Writing Center

The Writing Center provides support for all students' writing and oral communication needs through individual and small group sessions. The Writing Center's goal is to help students become more confident, competent and self-reflective writers and speakers. Tutors strive to provide an atmosphere in which writers and speakers can feel comfortable seeking support and feedback. Writing Center peer tutors are ACPHS students who are trained to provide writing and speaking support and who have been successful in their communication classes. Professional tutors are available to work with students as well as specialize in providing support for English as a Second Language (ESL) and graduate students. Writing Center tutors are available on a drop-in basis during daytime, weekday hours or by

appointment on the week-end. The Writing Center is located in Library 307 on the Albany campus. Writing Center support is available for Vermont students by appointment; Vermont students can schedule appointments to work with a Writing Center tutor through <http://albany.askonline.net>. The drop-in schedule is available on ACPHS Intranet and is communicated to classes at the start of each semester. Email writing@acphs.edu for more information.

CLASS Resources: Comprehensive Learning and Academic Study Strategy Resources

The Office of Academic Learning Services houses a plethora of resources supporting students in the areas critical to personal and academic success: time management, procrastination, motivation, goal setting, study strategies, learning styles, test-taking skills and more. Through live and online workshops, skill assessments and one-on-one coaching students will benefit from learning techniques specifically geared toward their unique needs. Sign-in to <http://albany.askonline.net> to access CLASS Resources.

ACADEMIC ADVISING

When students arrive on campus, they will be assigned a faculty advisor who will help guide them through their academic career. The faculty advisor will provide direction on matters such as course selection, research, and leadership opportunities. Students in years one through five are required to meet with their faculty advisors at least once a semester.

In addition, all students are assigned to a professional academic advisor who can connect them with campus resources and assist students in learning the necessary skills for their academic success.

To find out how to access who your faculty advisor is, please follow the directions below:

- Students can view who has been assigned to them as their academic advisor through our CAMS Student Portal
- Go to: <http://mycampus.acphs.edu>
- Click in the “Students” box
- Enter your username and password and then click the login button
- Click on the “My Advisor” link found in the menu on the left-hand side of the page
- If you have trouble with this, please e-mail advising@acphs.edu

To contact the professional advisors, their information is as follows:

- Mollie DeFont – first year students
- Judy Schmonsky – second year students
- Luke Schmonsky – all professional level students including P1 through P4, third and fourth year undergraduate, and graduate students

The Advising offices are located in Room 309 of the Library Building.

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 requesting absence from classes due to illness or family emergencies must receive approval from the Associate Dean of Student Academic Support. 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 third floor Library Building, Telephone: 518-694-7293; E-mail: luke.schmonsky@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.

OFFICE OF INNOVATIVE LEARNING

INSTRUCTIONAL DESIGN SERVICES

Instructional Design Services (IDS), a unit of the Office of Innovative Learning, is under the leadership of the director and is staffed by instructional designers who implement systematic instructional design processes to promote innovative teaching and academic excellence. IDS assists faculty with continuous improvement of instruction, recommends strategies for student-centered active teaching, and evaluates and facilitates effective use of emerging technologies. IDS provides resources and supports to meet the teaching goals for various teaching modes, i.e. face-to-face, blended and distance teaching environments. IDS is located on the third floor of the library building on the Albany campus. See the Instructional Design Services website for more information at

<http://acphs.edu/academics/innovative-learning/instructional-design>. Email to instructionaldesign@acphs.edu.

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 Associate Dean of Student Academic Support. For leave of absence, the request should state the reason(s) for the leave and the duration desired. Additionally, 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 and meet with the Associate Dean of Student Academic Support. Email studentaffairs@acphs.edu or contact the dean's assistant at 518-694-7307.

LIBRARY SERVICES

The libraries on both campuses provide high quality resources, services and educational experiences to meet students' information needs. We support educational and research activities through access to quality resources in a variety of formats. The libraries provide ample hours of service throughout the year as well as comfortable and engaging spaces with seating for both individual study and collaborative learning. Students may print, photocopy, fax and scan materials in the libraries. 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://libraryservices.acphs.edu> or email to library@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, cross country and track and field for men and women; and club teams in tennis, softball and men's lacrosse. ACPHS teams compete in the Hudson Valley Athletic Conference (HVIAC) and the United States Collegiate Athletic Association (USCAA). During the 2012-13 season, the women's basketball team won the USCAA National Championship while the men's and women's cross country teams and men's basketball team all participated in their respective USCAA National Championships. ACPHS students are also 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 turf 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. For more information, please visit the Department of Athletics and Recreation website at www.acphsathletics.com.

CAMPUS PUBLICATIONS

ALUMNI NEWS

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

E-PULSE

The e-Pulse is a weekly electronic newsletter that provides timely news and event information for the College community.

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 Multi-Cultural 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 ACPHS 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 four 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.”

CODE OF PROFESSIONALISM FOR PHARM D STUDENTS

- Students in P1 – P4 on both the Albany and Vermont campuses are required to adhere to the standards of professionalism as outlined in the Code of Professionalism. The Code of Professionalism can be assessed at https://intranet.acphs.edu/academics/sopps/Shared%20Documents/ProfessionalismCode_FINAL.pdf. Student pharmacists take the Pledge of Professionalism by the American Pharmacists Association (APhA) at the White Coat Ceremony in P1, as they become official members of the pharmacy profession. As student pharmacists, P1-P4 students are held to the same standards of professionalism as pharmacists, as described in the Oath of Pharmacist and the Code of Ethics for Pharmacists. The Code of Professionalism is administered by the Assistant Dean for Pharmacy Professional Affairs.

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 the 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. 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. The Academic Integrity Policy will be reviewed during new student orientations. Please see the 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 Zumba, 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.

OFFICE OF GLOBAL INITIATIVES

The Office of Global Initiatives provides students with opportunities to develop as culturally-sensitive, self-aware and empathetic healthcare professionals by:

1. Creating and supporting short-term travel programs abroad. Students are given the opportunity to participate in an international experience through the following:
 - Service-Learning & Cultural-Exchange: This type of experience provides a chance for students to enhance their didactic coursework through hands-on participation and personal interaction with their host community. Students will work directly with members of local communities to contribute to the resolve of a particular social problem (i.e. healthcare, human rights, education, healthcare, environment, etc.). Service-Learning & Cultural-Exchange experiences are typically two-week programs.
 - Rotations (APPE/IPPE): Whether a two or six week experience, students work alongside professionals abroad to not only test and expand their knowledge and skills, but also gain a global perspective on healthcare. In conjunction with the clinical aspect, students are given the opportunity to investigate the local traditional medicine of the region they are placed and explore significant historical and cultural sites.
 - Faculty-Led Travel Courses: There are two frameworks available to students who are interested in completing a travel course. During either the winter or summer break, students complete an intensive three or four credit course abroad. The majority of the coursework and assignments are completed at the international site. The second format requires students to enroll and attend a course on-campus during the academic year. As part of the assessments, students are given the choice to either participate in a trip abroad or complete another type of evaluation (writing assignment, project, etc.).
 - Exchange Programs: ACPHS has affiliation agreements with over nine universities and institutions abroad allowing the reciprocal exchange of students. Students can spend either a semester or summer abroad taking courses at a partner institution earning credits toward their ACPHS degree requirements. Likewise, ACPHS hosts students from abroad who come to the Albany campus to complete coursework or participate in research projects.

Project sites include Argentina, Belize, Brazil, China, Dominica, Ghana, Guatemala, Italy, Korea, Peru, Senegal, Spain and Switzerland with new locations added each year.

2. Providing on-campus cultural, educational and social events designed to challenge and expand students' global perspectives.

The Office of Global Initiatives recognizes that not all students will be able to participate in an international experience, thus we try to bring the world to campus. From advocating Fair Trade principles through coffee and chocolate tasting and sales, hosting a Ghanaian drummer to give lessons, giving a Dominican food demonstration,

showcasing holidays from around the world, hiring a Salsa & Samba teacher, to an international film festival, the Office of Global Initiatives strives to broaden the academic experience and build the foundation for global citizenship.

3. Supporting ACPHS' international student population through transition assistance, outings and classes created to meet the specific needs of international students.

Roughly ten percent of the student population consists of international students. One of the Office of Global Initiatives' highest priorities is to provide a supportive and receptive environment to those who chose our institution from abroad. Whether it be the mandatory four day International Student Orientation, programming throughout the year, ESL opportunities, or simply answering random questions that arise, we are committed to creating a responsive and inclusive campus.

PHARMACY PROFESSIONAL ORGANIZATIONS

PROFESSIONAL ORGANIZATIONS COUNCIL (POC)

SGA approved organizations, which meet the criteria set forth in the POC constitution as a pharmacy professional organization (meaning that there is a nationally recognized parent organization) is coordinated through the POC on both campuses. The purpose of the POC is to facilitate the coordination of initiatives that support the advancement of pharmacy practice, research, professional, patient advocacy and leadership development across the student chapters of recognized national pharmacy organizations. The POC vision is to be nationally recognized as an energetic, effective collaboration of professional pharmacy organizations, which advances and promotes the profession of pharmacy, professional and patient advocacy and leadership development of student and future pharmacists. Each professional organization elects a member to serve on the POC and is responsible to share information with their organization from the POC and from their organization to the POC. The POC coordinates invited speakers, outreach events and a joint collaborative project (such as substance abuse awareness) in which all pharmacy professional organizations participate. POC organizations are all also required to participate in the Pharmacy Lobby/Legislative/Advocacy Day that is held each year in Albany and Montpelier and is charged to motivate the pharmacy student body to become active members of the profession. The POC is advised by the Assistant Dean for Pharmacy Professional Affairs.

AMERICAN ASSOCIATION OF PHARMACEUTICAL SCIENTISTS (AAPS)

The American Association of Pharmaceutical Scientists (AAPS) is a premier professional and scientific organization of all scientists worldwide, who are dedicated to discovery, development and manufacture of pharmaceutical products and therapies through advances in science and technology. AAPS-ACPHS Student Chapter serves the campus and all students, by cultivating interest in the pharmaceutical sciences, encouraging student participation in research and facilitates research-related activities. The purpose of AAPS-ACPHS is to lead and serve its membership, the pharmaceutical scientists and students, the biomedical and biotechnological community, the health professions and the interest of public health. This is accomplished by providing open forums for the exchange and dissemination of scientific knowledge; by fostering the education and career growth of members and recognizing individual achievement; by sponsoring events and trips for learning experiences; by influencing the formation of public policy relevant to health and related issues of public concern; and by promoting the pharmaceutical sciences as they relate to health issues of public concern. Email aaps@acphs.edu or visit college websites and Facebook for more details. (Albany campus)

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 (Albany campus).

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 ACPHS); 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 (Albany and Colchester).

NATIONAL COMMUNITY PHARMACISTS ASSOCIATION (NCPA)

NCPA is the "voice of the community pharmacist" with a strong focus on independent community pharmacy practice. Students in this organization participate in advocacy events related to the support of independent community pharmacy and hold outreach events such as health screenings at local pharmacies. (Albany campus)

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. (Albany campus)

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 ACPHS 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. (Albany and Colchester)

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. (Albany and Colchester)

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..." (Albany campus)

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. (Albany campus)

STUDENT SOCIETY OF HEALTH SYSTEM PHARMACISTS

The mission of the ACPHS chapter of the Student Society of Health System Pharmacists (SSHP) is to make students aware of pharmacy practice in health systems. SSHSP provides information to students about career directions and credentials needed for pharmacy practice in health systems. It encourages membership and participation as a student in the local, state and national societies, and professionally 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 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. (Albany and Colchester)

VERMONT PHARMACISTS ASSOCIATION (VPA)

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

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 four single rooms and one double room, and 14 suites that have three single rooms and two double rooms. The double rooms accommodate two people. The common area includes a kitchenette equipped with a microwave, refrigerator, sink and kitchen cabinets. Each suite has its own bathroom. Each bedroom is furnished with a bed, dresser, closet, desk and desk chair for each student.

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

At the Albany campus, the Residence Life staff consists of the Director of Residence Life, 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 Director of Residence Life.

All residence facilities are secured with fob access doors and 24-hour monitored security. They are also equipped with closed-circuit television cameras on all entries, exits and parking lots around the facility. Emergency Blue Light telephone systems are located throughout the campus.

Note: Occupancy in College-owned or operated residence halls is required for all traditional-aged, first and second-year students 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 meetings and to report 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 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 ACPHS Intranet website Student Tab. Students may participate in the following committees:

Pharmacy Curriculum Committee	Efficiency Committee
Affirmative Action Committee	Dining Service Committee
Educational Resources Committee	Faculty Search Committees
Academic Advising and Mentoring Committee	Pharmacy Admissions & Academic Standards Committee
Student Conduct Committee	Public Safety Committee
Student Conduct Appellate Committee	Initiative for Substance Abuse Prevention (ISAP)
Academic Integrity Committee	Library Advisory Committee
Pharmacy Curriculum Assessment Committee	Academic Learning Services Advisory Group
Advisory Committee to Campus Safety	

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 students have the opportunity to receive a copy of the ACPHS yearbook, Alembic Pharmakon. The staff consists primarily of students in the third professional year, 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.

CAMPUS SAFETY AND SECURITY

ALBANY CAMPUS

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

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

- Preventive patrol, by vehicle, foot and bicycle; emergency response; crisis management; law enforcement; incident reporting and 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. These hours are adjusted during exam weeks and intersession.

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 Associate Dean of Student Academic Support 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 ACPHS community on both the Albany and Vermont campuses in dealing with an emergency situation, the College has developed an Emergency Management Plan and committee. Although a specific emergency cannot be predicted, we can anticipate that the College community may encounter a wide range of emergency situations over the course of a school year. By following the guidelines that are contained in this plan, the College will be able to most effectively handle an emergency situation, thus maintaining the safest and best possible learning environment for our students and working environment for our employees. It is important to note that each emergency is different and may be handled in a slightly different manner. The Emergency Management Committee, made up of College administration and staff from both campuses, along with UHA Public Safety, will determine how the crisis will be handled. When required, the committee will defer oversight to law enforcement agencies and/or governmental entities. The guidelines in this plan do not supersede any of the College's rules and regulations or the Student Code of Conduct. They are simply guidelines that will enable members of the College community to effectively deal with an emergency and/or crisis. A complete copy of the Emergency Management Plan is available to College employees from the 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, ACPHS Intranet 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. 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 ACPHS, including the nature of the fire, its location, date and time. It is updated each business day and shows any fires occurring over the most recent 60 days.

Other sources of information about crimes and fires include the following tables in this document: Crime Statistics, Hate Crimes and Fires. Incident reports may be available to the community in the Office of Public Safety, contingent upon confidentiality requirements and the need for investigative integrity. The 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, ACPHS has a comprehensive fire safety program. Annual inspections conducted by the OFPC are thorough and intensive, and result in the certification of our facilities as completely compliant with state and local fire codes. Training programs for students, faculty and staff are available through UHA Public Safety. Resident Assistants and Directors attend mandatory fire safety training at the beginning of 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 area.
- 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 2011, 2012 and 2013 are as follows:

Residence	Year	Fires	Injuries	Deaths	Value of property damaged	Fire Drills	Fire Alarms	Malicious False Alarms
Notre Dame	2011	0	0	0	0	3	2	0
	2012	0	0	0	0	4	2	0
	2013	0	0	0	0	2	2	0
South Hall	2011	0	0	0	0	3	17	0
	2012	0	0	0	0	4	8	0
	2013	0	0	0	0	4	15	0
Holland Suites	2011	0	0	0	0	3	2	0
	2012	0	0	0	0	4	6	0
	2013	1	0	0	\$50	4	5	0
Princeton Suites	2011	0	0	0	0	3	6	0
	2011	0	0	0	0	4	10	0
	2012	0	0	0	0	4	17	0
UHCS ₁	2011	0	0	0	0	1	56	0
	2012	0	0	0	0	0	61	0
	2013	0	0	0	0	1	101	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 ACPHS 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 Public Safety. 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 ILSC web page by logging onto ACPHS Intranet, clicking on the Health and Safety tab, then on the appropriate 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, 2012 and 2013 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	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
NEGLIGENT MANSLAUGHTER	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
SEX OFFENSES, FORCIBLE	2011	0	0	0	0	
	2012	1	0	0	1	1
	2013	0	0	0	0	
SEX OFFENSES, NON-FORCIBLE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ROBBERY	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
AGGRAVATED ASSAULT	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	1	1	
BURGLARY	2012	0	0	0	0	
	2012	0	0	0	0	
	2013	2	0	0	2	
MOTOR VEHICLE THEFT	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ARSON	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
DOMESTIC VIOLENCE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
DATING VIOLENCE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
STALKING	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	1	0	0	1	
LIQUOR LAW ARRESTS	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2011	45	0	0	45	45
	2012	52	0	0	52	52
	2013	91	0	0	91	91
DRUG LAW ARRESTS	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2011	30	0	0	30	30
	2012	11	0	0	11	11
	2013	8	0	0	8	8
ILLEGAL WEAPONS POSSESSION ARRESTS	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	

**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON CAMPUS CATEGORY.

Crime statistics for the years 2011, 2012 and 2013 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	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
NEGLIGENT MANSLAUGHTER	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
SEX OFFENSES, FORCIBLE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
SEX OFFENSES, NON-FORCIBLE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ROBBERY	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
AGGRAVATED ASSAULT	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
BURGLARY	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	2	0	0	0	
MOTOR VEHICLE THEFT	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ARSON	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
DOMESTIC VIOLENCE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
DATING VIOLENCE	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
STALKING	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	1	0	0	0	
LIQUOR LAW ARRESTS	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
DRUG LAW ARRESTS	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ILLEGAL WEAPONS POSSESSION ARRESTS	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	0	0	0	0	
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2011	0	0	0	0	
	2012	0	0	0	0	
	2013	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 of Student Affairs/Dean of Students (VPSA/DS).

At the beginning of each academic year, ACPHS' VPSA/DS 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 VPSA/DS 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 of Student Affairs/Dean of Students	518-694-7367
Director of Counseling and Wellness/Assistant Dean of Student Life	518-694-7262
Associate Vice President for Administrative Operations	518-694-7257
Director 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 ACPHS and Health Sciences are encouraged to immediately report to Public Safety, the Albany Police Department (Albany campus), the Colchester Police Department (Vermont campus) any criminal activity, emergency or hazardous situation or suspicious person or behavior as follows:

- Emergencies may be reported by dialing 518-244-3177, or by using any of the emergency phones located directly beneath blue lights. For your safety and protection, all calls made to 518-244-3177 are recorded and are available for 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 (Albany campus), Colchester Police (Vermont campus) or Fire Departments by dialing 911 from any campus telephone.

- Under certain circumstances, confidential reporting of incidents may be available to victims.

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

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

Vice President of Student Affairs/Dean of Students	518-694-7367
Associate Vice President for Administrative Operations	518-694-7257
Associate Dean of Student Academic Support	518-694-7319
Assistant Dean of Student Life	518-694-7262
Director of Student Engagement and Leadership	518-694-7366
Director of Human Resources	518-694-7278
Director 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 immediately report that activity to campus public safety or the local police department. 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 ACPHS.

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	518-447-7716	Associate Dean of Student Academic Support	518-694-7319
Sexual and Violence Assault Center of Albany County	518-447-7100	Vice President of Student Affairs/Dean of Students	518-694-7367
Student Health Center	518-264-0900	UHA Public Safety	518-244-3177
Affirmative Action Officer	518-694-7298	Assistant Dean of Student Life	518-694-7262
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, ACPHS 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, includes 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 create a report 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.

INSTITUTIONAL POLICIES

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 the Schools of the College.

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/committees/academicintegrity/SitePages/Academic%20Integrity%20Policy.aspx>

APPENDIX B

AFFIRMATIVE ACTION POLICY

The purpose of this policy is 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.

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Affirmative%20Action%20%20Policy.pdf>

APPENDIX C

ALCOHOL AND OTHER DRUG ABUSE PREVENTION POLICY / VIOLATIONS POLICY

The Albany College of Pharmacy and Health Sciences provides confidential support for substance abuse as well as educational and preventive outreach to the ACPHS community.

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Alcohol%20and%20Other%20Drug%20Abuse%20Prevention%20and%20Violations%207.24.13.pdf>

APPENDIX D

ALCOHOL/ TOBACCO AND DRUG FREE WORKPLACE / SCHOOL POLICY

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Alcohol-Tobacco%20and%20Drug-Free%20Workplace-School%20Policy.pdf>

APPENDIX E

COMPUTER ETHICS 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).

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ALBANY%20COLLEGE%20OF%20PHARMACY%20COMPUTING%20ETHICS%20POLICY%20Revised%20and%20Board%20Approved%20April%202013.pdf>

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.

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Policy%20re%20Copyright%20and%20File%20Sharing.pdf>

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.

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Hazing%20Policy.pdf>

APPENDIX H

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

Full details of the policy may be found on the ACPHS Intranet site at
[https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20NOTIFICATION%20PROCEDURES%20%20ON-CAMPUS%20MISSING%20STUDENT .pdf](https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20NOTIFICATION%20PROCEDURES%20%20ON-CAMPUS%20MISSING%20STUDENT.pdf)

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.

Full details of the policy may be found on the ACPHS Intranet site at
<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Confidential%20Information%20and%20FERPA%20Policy.pdf>

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 Resident Director for the specific building.
- 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).

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/Student%20Complaint%20Policy.pdf>

APPENDIX L

STUDENT DISCIPLINARY CODE

Full details of the policy may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/ACPHS%20Student%20Disciplinary%20Code.pdf>

APPENDIX M

STUDENT PROFESSIONAL CODE

All members of the College community are responsible for upholding the principles of professionalism in pharmacy. Professionalism in pharmacy requires the pharmacist to serve the interests of the patient above his or her self-interest. Professionalism aspires to altruism, accountability, excellence, duty, service, honor, integrity and respect for others.

Full details of the description of offenses may be found on the ACPHS Intranet site at

https://intranet.acphs.edu/academics/sopps/Shared%20Documents/ProfessionalismCode_FINAL.pdf

APPENDIX N

SUMMARY OF NEW YORK AND VERMONT SEX OFFENSES

Full details of the description of offenses may be found on the ACPHS Intranet site at

<https://intranet.acphs.edu/departments/generalcounsel/College%20Policies/Summary%20of%20NY%20and%20VT%20Sex%20Offenses%207.24.13.pdf>

APPENDIX O

BIAS RELATED OFFENSES

Bias related offenses are investigated, adjudicated and sanctioned pursuant to the ACPHS Affirmative Action Policy.

Such conduct may also be a violation of law New York's Hate Crimes Act of 2000, Article 485 of the New York State Penal Law, available on New York State's website:

<http://public.leginfo.state.ny.us/MENUGETF.cgi?COMMONQUERY=LAWS+&TARGET=VIEW>

Article 485 provides that a person commits a hate crime when he or she commits a crime and either:

(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

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

In addition to such sanctions imposed pursuant to the ACPHS Affirmative Action Policy, a person convicted of a hate crime may be subject to penalties pursuant to New York State Law which provides that when a person is convicted of a hate crime the hate crime shall be deemed to be one category higher than the specified offense the defendant committed. Penalties for a violation. Penalties for violation of New York's Hate Crimes Act of 2000, article 485 of the New York State penal law, available on New York States website:

<http://public.leginfo.state.ny.us/MENUGETF.cgi?COMMONQUERY=LAWS+&TARGET=VIEW>

Students are encouraged to notify the College's Affirmative Action Officer, the Student Conduct Officer, or any College official if they are the victim of any bias related offense, and may file charges under the ACPHS Affirmative Action Policy. Students are also encouraged to seek counseling through the Office of Counseling and Wellness at the College. The Director of Counseling and Wellness can also inform you of the additional support services that are available to you in the Capital District.

Students may also report and file charges with the City of Albany Police.

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

Undergraduate and Pharmacy (both campuses)
O'Brien Building, Room 124
518-694-7221
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
518-694-7355
Vermont
Room 102C
802-735-2620
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

Career Services

Library Building, Third Floor
518-694-7293
luke.schmonsky@acphs.edu

Clubs

Albany
Student Center, Room 207
518-694-7352
clubs@acphs.edu
Vermont
Room 102C
802-735-2620
SGA-VT@acphs.edu

Computer/Information Technology Services

Albany

Student Center, Room 212

Vermont

Room 104

518-694-7358

helpdesk@acphs.edu

Continuing Education and Professional Development

O'Brien Building, Room 115

518-694-7231

lori.kline@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

Student_employment@acphs.edu

Experiential Education

Albany

O'Brien Building, Room 108

518-694-7365

experientialed@acphs.edu

Vermont

802-735-2639

sandra.rosa@acphs.edu

Financial Aid

O'Brien Building, Room 122

518-694-7256

financial_aid@acphs.edu

Global Initiatives

Student Center, Room 207

518-694-7107

globalinitiatives@acphs.edu

Graduate Admissions

Office of Graduate Studies

O'Brien Building, Room 118

518-694-7130

graduate@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 05446

802-847-2055

Health Insurance

Albany

Office of Administrative Operations

O'Brien Building, Room 118

518-694-7118

Vermont

Room 102C

802-735-2620

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

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
 130 New Scotland Avenue, Room 114
 Albany, NY 12208
 (Sage Armory)
 518-244-3177
publicsafety@universityheights.org

Vermont

Room 102C
 802-735-2620

Maintenance/Physical Plant**Albany**

Maintenance Garage
 518-694-7118
physicalplant@acphs.edu

Vermont

802-735-2613
ACPHS_Staff_PhysicalPlant_VT@acphs.edu

Orientation**Albany**

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

Vermont

Room 102C
 802-735-2620
orientation@acphs.edu

Parking**Albany**

Office of Administrative Operations
 O'Brien Building, Room 118
 518-694-7118

Vermont

Room 102C
 802-735-2620
studentservices@acphs.edu

Peer Tutoring Program

Library Building, Room 303
<http://albany.askonline.net>
peertutoring@acphs.edu

**Pharmacy Academic Affairs
and Curricular Assessment**

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

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

O'Brien Building, Room 113D
 518-694-7226

Vermont

Room 102C
 802-735-2620

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 (Albany)	518-274-5511
Non-Emergency (Vermont)	603-494-4617

Registration and Course Scheduling

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

Residence Life

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

Science Assistance Center

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

SGA Programming/Activities

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

Vermont

Room 102C
802-735-2620
SGA-VT@acphs.edu

Student Academic Support

Albany
Associate Dean of Student Academic Support
Library Building, Room 310
518-694-7307
studentaffairs@acphs.edu

Vermont

Associate Dean of Student Academic Support
Room 102C
802-735-2620

Student Life

Albany
Student Center, Room 207
518-694-7107

Vermont
Room 102C
802-735-2620

Transcripts

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

Tuition and Billing

Office of Student Accounts
84 Holland Building, Room HAB101
518-694-7205
student-accounts@acphs.edu

Withdrawal from College

Associate Dean of Student Academic Support
Library Building, Room 310
518-694-7307
studentaffairs@acphs.edu

Writing Center

Albany
Library Building, Room 306
writing@acphs.edu