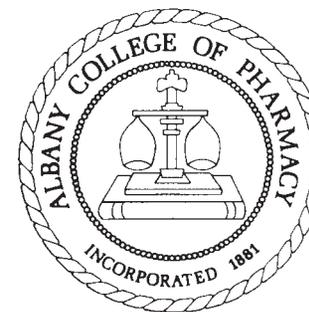


## ALBANY COLLEGE OF PHARMACY

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PHARMACY | PHARMACEUTICAL SCIENCES | BIOMEDICAL TECHNOLOGY

2002-2003 STUDENT HANDBOOK



**Albany College of Pharmacy of Union University**

106 New Scotland Avenue  
Albany, New York 12208-3492  
[www.acp.edu](http://www.acp.edu)

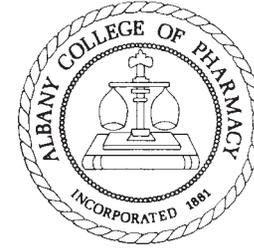
**Union University is**

Union College, Founded 1795  
Albany Medical College, Founded 1839  
Albany Law School, Founded 1851  
Dudley Observatory, Founded 1852  
Albany College of Pharmacy, Founded 1881

**2002-2003 STUDENT HANDBOOK**

**ALBANY COLLEGE OF PHARMACY**

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## MISSION STATEMENT

The College is dedicated to the improvement of health by educating its students to provide pharmaceutical care, by creating and disseminating knowledge leading to improved health care, and by optimizing the benefits of existing drug and related health care practices. The College instills values, attitudes, and skills that enable life-long intellectual, cultural, and personal growth for students and faculty. The education provided facilitates progressive adaptation to changing professional practice environments.

Rules and Regulations, as described in the current Albany College of Pharmacy Student Handbook, are further considerations of occupancy for all residents in college-owned housing. In addition, the current Occupancy Agreement lists contractual understandings and obligations between the Albany College of Pharmacy and students in residence. It is each student's responsibility to be familiar with these policies.

**NOTICE REGARDING CHANGES:** Albany College of Pharmacy reserves the right to change the tuition and fees, room and board costs, rules governing admission, occupancy of residence facilities, granting of degrees, and any other regulation affecting its students. Such changes are to take effect whenever Albany College of Pharmacy authorities deem necessary. Albany College of Pharmacy also reserves the right to exclude at any time students whose academic record is unsatisfactory or whose conduct is found to be detrimental to the orderly functioning of the College.

All information in this publication pertains to the academic year noted, to the extent that information was available at press time.

The Albany College of Pharmacy does not discriminate on the basis of age, race, sex, religion, handicap, national origin, or sexual orientation. The College's policy of nondiscrimination extends to all areas of college operations, including but not limited to: admissions, student aid, athletics, employment, and educational programs. All the rights, privileges, and activities generally accorded to all full-time matriculated students of the College are accorded on a nondiscriminatory basis. Albany College of Pharmacy is an equal opportunity employer and conforms to the regulations and policies of affirmative action and Title IX.

The Federal Family Educational Rights and Privacy Act of 1974 gives to each enrolled student at Albany College of Pharmacy access to his or her educational records, the process to amend those records where they are inaccurate or misleading, and the process to control their distribution to others. Albany College of Pharmacy complies with this act. From time to time, the College makes certain "directory information" available for public use. This would be in connection with publicity of athletic events, honors and awards, etc. The following constitutes directory information: name, address, telephone number, date and place of birth, major, participation in intercollegiate athletics, dates of attendance and degrees earned. Should you wish not to allow the release of this information, you must contact the College Registrar and notify them, in writing, of your request. Questions regarding access should be directed to the Registrar.

**2002-2003**

**Fall Semester**

June 10	Pharrn.D. Clerkships Begin (Monday)
July 4	Clerkship Holiday (Thursday)
August 28-September 1	Orientation (Wednesday-Sunday) (First Year Class & Transfers)
September 2	Labor Day (Monday) -No Classes or Clerkships
September 3	Classes Start (Tuesday)
September 23-27	Clerkship Recess (Monday-Friday)
September 27	Last Day to Drop a Course Without Penalty
October 14-15	Fall Recess (Monday-Tuesday) (Clerkships -Monday only at discretion of preceptor)
October 16	Classes Resume (Wednesday)
November 27-29	Thanksgiving Recess (Wednesday-Friday) (Clerkships-Thursday & Friday only)
December 2	Classes Resume (Monday)
December 6	Pharrn.D. Clerkships End (Friday)
December 13	Classes End (Friday)
December 16-20	Final Examinations (Monday-Friday)

**Spring Semester**

January 6	Professional Experience Program (PEP) and Pharrn.D. Clerkships Begin (Monday)
January 20	Martin Luther King Day (Monday) -No Classes (Clerkships -at discretion of preceptor)
January 21	Classes Start (Tuesday)
February 14	Last Day to Drop a Course Without Penalty
February 17	President's Day (Monday) -No Classes (Clerkships -at discretion of preceptor)
February 18	Classes Resume (Tuesday)
March 17-21	Spring Recess (Monday-Friday) -No Classes (Including PEP and Pharrn.D. Clerkships)
March 24	Classes, PEP, and Pharrn.D. Clerkships Resume (Monday)
April 25	Professional Experience Program and Pharrn.D. Clerkships End (Friday)
May 2	Classes End (Friday)
May 4	Commencement (Sunday)
May 5-9	Final Examinations (Monday-Friday)
May 19-June 20	Introductory Community Clerkships

**Summer Session**

May 19	First Summer Session Begins (Monday)
May 26	Memorial Day (Monday) -No Classes or Clerkships
May 27	Classes Resume (Tuesday)
June 27	First Summer Session Ends (Friday)
June 30-July 4	Mid-Summer Break (Monday-Friday)
July 7	Second Summer Session Begins (Monday)
August 15	Second Summer Session Ends (Friday)

**2003-2004**

**Fall Semester**

June 9	Pharrn.D. Clerkships Begin (Monday)
July 4	Clerkship Holiday (Friday)
August 27-31	Orientation (Wednesday-Sunday) (First Year Class & Transfers)
September 1	Labor Day (Monday) -No Classes or Clerkships
September 2	Classes Start (Tuesday)
September 22-26	Clerkship Recess (Monday-Friday)
September 26	Last Day to Drop a Course Without Penalty
October 13-14	Fall Recess (Monday-Tuesday) (Clerkships -Monday only at discretion of preceptor)
October 15	Classes Resume (Wednesday)
November 26-28	Thanksgiving Recess (Wednesday-Friday) (Clerkships-Thursday & Friday only)
December 1	Classes Resume (Monday)
December 5	Pharrn.D. Clerkships End (Friday)
December 12	Classes End (Friday)
December 15-19	Final Examinations (Monday-Friday)

**Spring Semester**

January 5	Professional Experience Program (PEP) and Pharrn.D. Clerkships Begin (Monday)
January 19	Martin Luther King Day (Monday) -No Classes (Clerkships -at discretion of preceptor)
January 20	Classes Start (Tuesday)
February 13	Last Day to Drop a Course Without Penalty
February 16	President's Day (Monday) -No Classes (Clerkships -at discretion of preceptor)
February 17	Classes Resume (Tuesday)
March 15-19	Spring Recess (Monday-Friday) -No Classes (Including PEP and Pharrn.D. Clerkships)
March 22	Classes, PEP, and Pharrn.D. Clerkships Resume (Monday)
April 23	Professional Experience Program and Pharrn.D. Clerkships End (Friday)
April 30	Classes End (Friday)
May 3-7	Final Examinations (Monday-Friday)

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Welcome to Albany College of Pharmacy!

We at the Albany College of Pharmacy are privileged to extend a welcome to you as you pursue your education. The continuing academic challenge you face will prepare you for a rewarding future. Ultimately, you will be in a position to choose career paths that will include direct patient care, research, teaching, and industry, among others. You can expect to contribute widely on many critical health-related matters.

Your success in this academic endeavor will be secured only if you maintain personal standards conducive to achieving your maximal level of academic excellence.

This handbook contains useful and important information regarding policies and procedures that will assist you in aspiring to the high professional standards long maintained by this College. Overall, as an extension of what you see written in the handbook, I urge you to fully benefit from the wealth of information and guidance our faculty, staff, and administration can offer. You will find that we at Albany College of Pharmacy are committed to your success and will be available to you. Please, never hesitate to seek us out. You will find that faculty interactions extend beyond the classroom, to exciting scholarly pursuits, and to active participation in numerous student activities. Involvement outside the classroom can add greatly to your college experience.

We take great pride in our tradition of offering our students a most receptive place to learn. As President, I look forward to working with you and assisting you to further academic achievement.

A handwritten signature in black ink, appearing to read 'James J. Gozzo'.

James J. Gozzo, Ph.D.  
President

### ACADEMIC REGULATIONS AND POLICIES

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Academic regulations apply to all degree programs offered by the Albany College of Pharmacy. Academic regulations are developed and adopted by the faculty and are administered by the Associate Dean for Academic Affairs. The Academic Standards Committee is a committee of faculty that reviews student academic records to determine a student's academic status. The College Registrar is responsible for the registration of students, the issuance of transcripts, recording of grades, computation of grade point averages, and approval of transfer credits.

Students must obtain written permission from the faculty member before taping that faculty member's lecture.

### ADDRESSES

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The Registrar should be notified immediately of any changes of address, either local or permanent. Change of Address forms are available in the Administration Office, room 104. The Albany College of Pharmacy does not release student directory information outside of the College community.

Students residing in college-owned housing are advised not to use their residence hall address (17 Holland Avenue, 25 Holland Avenue, and One Notre Dame Drive) for opening bank accounts, billing purposes, or other such matters.

### AIDS GUIDELINES

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The Albany College of Pharmacy references the policy guidelines outlined in the American College Health Association's "General Statement on Institutional Response to AIDS" for its own AIDS guidelines. These are strictly guidelines, and the College responds to AIDS/HIV cases involving students or employees on an individual basis. A copy of the ACHA guidelines can be obtained from the Director of Student Affairs.

### ALCOHOL ABUSE AND OTHER DRUG PREVENTION POLICY

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Federal law requires that all colleges adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This section will provide you with information about the health risks and the legal sanctions under state and federal laws that are associated with substance abuse.

The problems associated with alcohol and other drug abuses are a major concern in this country. The passage of the Drug-Free Schools and Communities Act Amendments has placed requirements on institutions of higher education to develop policies and to provide information to students and employees about the abuse of alcohol and other drugs.

This section is designed to provide students and employees with a copy of Albany College of Pharmacy's Alcohol and Other Drug Policy, as well as information of the (1) health risks associated with alcohol and other drug abuse, (2) information, counseling, and rehabilitation services available, (3) federal, state, and College sanctions that may be imposed for violations, and (4) student and employee responsibility and standards of conduct.

### Drug Policy

Albany College of Pharmacy will abide by and respect all federal, state, and local laws pertaining to controlled substances (i.e. drugs). New York State Law is on file in the Student Affairs Office, and in the Human Resources Office. So that the College will be in compliance with these statutes, the following policies will be in effect:

- A. Possession or use of illegal drugs, paraphernalia, or presence where illegal drugs are being used, had been used, or were suspected of being used on the Albany College of Pharmacy campus is prohibited.
- B. Individuals possessing or using illegal drugs or being present where illegal drugs are being used, had been used, or were suspected of being used will be subject to a review by the appropriate agent of the College and/or civil authorities may be notified.

C. The odor of marijuana in residence hall corridors, lounges, public areas, or student rooms is sufficient evidence to warrant investigation by a staff member and imposition of sanctions.

D. If, in the opinion of a College representative, an individual has a problem resulting from the use of illegal drugs, an attempt will be made to give this individual assistance. Each situation is reviewed and treated individually.

If a College representative suspects an individual has a problem resulting from the use of illegal drugs, that representative shall confidentially refer the individual to the College Counselor. The College Counselor will then attempt to make collateral contacts with “significant others” (friends, roommates, RA’s, professors, family, etc.) in an effort to gather information relevant to substantiation of the existence of an alcohol or other drug problem. The College Counselor will document dates and times of impairment as reported by said significant others.

The College Counselor has the authority to intervene on behalf of an individual who is experiencing problems resulting from the use of alcohol and other drugs. See the “Flow Chart of Substance Abuse Procedure for Referral and Intervention”.

### **Drug Sanctions**

Any student or employee found in illegal possession and/or use of controlled substances will be subject to the following minimum sanctions:

*1st Offense:* All students and employees are subject to one (1) year disciplinary probation, and must attend a substance abuse evaluation session. Session may include urinalysis drug screening. If deemed necessary, referral to an outside agency for drug abuse treatment may be required.

*2nd Offense:* All students and employees are subject to removal from the institution.

Any student or employee involved in the illegal sale of any controlled substance will be subject to suspension and/or dismissal from the College.

### **Alcohol Policy**

Albany College of Pharmacy has responded to the law by establishing policies regarding alcohol possession and consumption on campus, and it believes that responsibility for complying with the law rests with the individual. It is your responsibility to know and obey the law and campus policies.

College staff members are not law enforcers, but they are expected to monitor and enforce the College’s policies and regulations. If you place Residence Life staff members in a position where they are confronted with your abuse of policy, you can expect them to act accordingly. When they do, understand that you - not the staff members - have chosen the consequences. The decision and the responsibility are yours alone. Under no circumstances, whether the violator is of legal drinking age or not, will intoxication be accepted as an excuse for damage, destruction, or other objectionable behavior.

While you may disagree with the law, it is the law. Neither personal preference, individual habits, nor the behavior of peers can alter this. Although it is the state legislature which chose to enact the legal age restrictions, many persons and groups within the state support this and other actions to control drinking. College staff members are expected to do their best to encourage your compliance. Albany College of Pharmacy requests that you comply with the law and aid college staff members as they do their best to meet the responsibilities placed upon them.

Albany College of Pharmacy will not tolerate disorderly conduct as a result of excessive alcohol consumption. If an individual persists in disorderly conduct after being approached by a College staff member, the civil authorities will be called, and the individual may be arrested for disorderly conduct. In addition, the individual will be subject to College sanctions.

New York State explicitly forbids the sale of alcoholic beverages unless the seller holds a State Liquor License. Albany College of Pharmacy does not hold a State Liquor License. Therefore, anyone who disregards the following risks legal prosecution by the State of New York:

1. The legal alcohol possession and procurement age in New York State is 21. Anyone who gives an alcoholic beverage to a person under 21 years of age is in violation of the law and is subject to prescribed penalties. Albany College of Pharmacy expects all members of the College community to comply with the law.
2. The law prohibits the serving of alcohol to anyone who is intoxicated.
3. Under no circumstances may alcoholic beverages be served or given, directly or indirectly, to anyone under the legal possession or procurement age.
4. No alcoholic beverages may be sold anywhere on the Albany College of Pharmacy campus. Strategies such as the sale of tokens, tickets, or any article which may be redeemed for alcoholic beverages are the equivalent of paying money and are prohibited.
5. No dispensing or consumption of alcoholic beverages is permitted on the Albany College of Pharmacy campus.
6. No privately obtained alcoholic beverages may be brought into an organized event on campus.
7. Advertising for events shall not emphasize the availability of alcoholic beverages.
8. Possession of alcoholic beverages by anyone under 21 is prohibited.
9. The use of false identification or the passing on of alcoholic beverages to an underage person is a violation of New York State Law.

## **Effects of Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, low doses of alcohol will also produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **Services Available**

The College's Counseling Office provides students and employees with information on alcohol and other drug abuse. In addition, assessment and referral services are provided through this office.

## **Tribunals**

Alcohol infractions involving students at the Albany College of Pharmacy may be dealt with according to the procedures outlined in the Student Disciplinary Code, Occupancy Agreement, and/or the Substance Abuse Procedure for Referral and Intervention flowchart. Members of the administration, faculty and staff shall refer to information provided in the Faculty Handbook and by the Administration Office.

## **Sanctions**

Sanctions for students who violate the Albany College of Pharmacy Alcohol Policy are listed in the appropriate section of the Student Disciplinary Code, Occupancy Agreement, and/or the Substance Abuse Procedure for Referral and Intervention flowchart.

## **Annual Distribution**

The annual distribution of this information is made in writing to all new students through the student handbook that is distributed during orientation. All returning students are reminded in writing that they are responsible for knowing all school policies and that these policies can be accessed through the Albany College of Pharmacy homepage via the online College Catalog and Student Handbook.

## **COMPUTER ETHICS**

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The computing equipment and facilities at Albany College of Pharmacy are a resource of the College with access given for administrative, academic and research use. In order to continue to provide information technology services to students and faculty at Albany College of Pharmacy, it is expected that all individuals who are given access to the computing equipment and facilities will conduct themselves responsibly and professionally. Such access is a privilege and not a right.

Abuses of the privileges of access to computing facilities will be adjudicated by the Student Conduct Officer. Authorized users are solely responsible for all of their actions.

A list of offenses in violation of this policy include, but are not limited to:

- Sharing your user password with anyone is prohibited. If you choose to do so, you are responsible for that person's actions.
- Prior written consent is required for opening, examining, copying, modifying or deleting any files belonging to another user.
- Copying or altering any licensed software.
- Damaging or modifying any computer hardware or software to cause it to malfunction or "crash".
- Use of any hardware or software for commercial purposes other than related to College coursework or activities.
- Bypassing accounting mechanisms (e.g. passwords, anti-virus programs) by decryption or an intentional introduction of a virus.
- Violating copyright or licensing agreements regarding software or software documentation.
- Deliberately wasting computer resources (e.g. printing blank pages, unnecessary copies, toner, etc.).
- Knowingly harassing other members of the College community by electronic means.
- Downloading recreational software that could adversely affect the performance of the College's network.

Personal laptops, etc. may be utilized throughout the campus network. These same guidelines are extended to that use as well as if the hardware were the property of the College.

E-mail (acp.edu) is the sole property of the College and could be monitored for inappropriate material.

Misappropriation of computing resources or facilities may be referred to the College administration or appropriate officer for disciplinary or legal action following an investigation by the Information Technology services department.

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## **FIREARMS AND DANGEROUS SUBSTANCES**

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According to New York State Law and College Policy, possession or use or knowledge of firearms and/or other such materials (including but not limited to handguns, rifles, bb guns/rifles, paint guns, pellet guns, sling shots, martial arts weapons) anywhere on the Albany College of Pharmacy campus is strictly prohibited. This includes College-operated buildings and property or automobiles parked on College property. The possession of a New York State weapons permit does not authorize the person to have a firearm on campus.

In accordance with New York State law, the use or possession of fireworks on campus is strictly prohibited. Any or all chemicals which can either be made to possess or which 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.

## **HAZING**

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No individual or group may haze another at any time, including initiation into any organization or at the time of affiliation with an organization. By action of New York State, all organization constitutions and by-laws are automatically amended to prohibit hazing activities.

Hazing is defined as any action or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, or ridicule. Such activities and situations include, but are not limited to: physical brutality; paddling in any form; forced consumption of food, alcohol or other drugs; creation of excessive fatigue; required calisthenics; "kidnapping"; physical and psychological shock; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; assignment of illegal activities or activities which may be morally offensive to individual pledges; activities which are not normally performed by the active membership; and any other activities which are not consistent with organization law, ritual, or policy; or the regulations and policies of Albany College of Pharmacy.

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## **HOUSING**

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Rules and regulations, as described in the current Albany College of Pharmacy Student Handbook, are further considerations of occupancy for all residents in campus housing. In addition, the current Occupancy Agreement lists contractual understandings and obligations between Albany College of Pharmacy and students in residence. It is each student's responsibility to be familiar with these policies.

## **LOST & FOUND**

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Albany College of Pharmacy is not responsible for the loss of personal property. Students are cautioned to keep valuable possessions in their sight, in properly safeguarded containers or places, or locked in their lockers if applicable. Students should also seek personal property insurance if so desired. The Administration Office does maintain a "Lost and Found" area. All students are advised to check the Lost and Found if a possession is lost.

## **SEXUAL HARASSMENT**

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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 sexual harassment, other activities such as: offensive physical contact, indecent exposure, persistent requests for social and/or sexual encounters or favors are also forms of sexual harassment. Sexual harassment involves the use of force or coercion to the point that an individual feels either physically or emotionally powerless. It is a sexual act, either physical or emotional, which is committed against a person without the person's consent.

Often, sexual harassment involves relationships of unequal power, however, sexual harassment may also involve relationships among equals, colleagues, or peers.

In addition to complying with all local, state, and federal laws regarding sexual harassment, Albany College of Pharmacy 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 of ways, including: the Student Handbook, orientation presentations, and various pamphlets.

### Reporting Sexual Harassment

If you have been the victim of sexual harassment as a result of the actions of another member of the College community, you are encouraged to report the actions to either the Director of Counseling Services/Affirmative Action Officer (445-7262 or Office CL 109A) or the Director of Student Affairs (445-7257 or Office GY 101). Both of these individuals can assist you in initiating disciplinary procedures against the offender, refer you to available counseling resources, 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. College policy is to respect the rights and decisions of victims of sexual harassment and/or assault. The College encourages all victims to report any incident of sexual harassment. Decisions to pursue legal and/or disciplinary action through the Student Code of Conduct are left to the victim.

### What to do if you are Sexually Assaulted

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 translate as much information as you can remember about the incident.
- Leave all evidence exactly the way that it was. 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 Director of Student Affairs and/or the Director of Counseling Services/Affirmative Action Officer.
- 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.

### Resource Numbers

Public Safety	244-3177
Rape Crisis Hotline	447-7716
Albany Police Department	9-1-1
Family Practice Group	262-9800
Director of Counseling Services/Affirmative Action Officer	445-7262
Director of Student Affairs	445-7257

### SIGN/FLYER POLICY

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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.

Only those signs advertising activities of or related to Albany College of Pharmacy will be considered official signs or flyers. Any other sign or flyer must be approved for posting or distribution by the Director of Student Services or in the Office of Student Affairs.

II. *Style and Content.* Signs or flyers must not contain anything of a nature directly maligning any group or person. Albany College of Pharmacy reserves the right to remove signs deemed to be in poor taste, in unsightly condition, conveying inaccurate information, or in violation of this policy.

All signs and flyers must have the name of the person or group posting the sign or flyer, as well as the date of posting. The sign or flyer must also include the date of event. Any sign or flyer not containing all of this information will be considered in violation of this policy, and may be removed.

Signs or flyers for off campus “parties” or other gatherings may not, in any way, directly or indirectly, advertise the presence of alcohol at the event.

*III. Posting Areas.* Signs advertising “off-campus parties” or other gatherings are restricted to the bulletin boards in the Panther’s Den and in the Student Lounges. These signs must still comply with the outline of this policy.

Properly posted signs must not be removed by anyone other than a College official prior to the event(s) advertised unless the group or person who posted the sign authorizes such removal. Unofficial or “outside of Albany College of Pharmacy” signs may be removed two weeks after posting. Signs remaining on bulletin boards must be removed by the groups which posted them within one school day following the event.

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).

Signs may be mounted on bulletin boards only with thumbtacks. Nails, tape, string, adhesive-backed signs (e.g. bumper stickers), and direct application of paint to any surface are all prohibited. Special permission to hang signs in non-designated areas may be obtained from the Director of Student Services.

Signs placed in Albany College of Pharmacy residence halls must comply with these rules. Persons wishing to hang signs in these areas must have the permission of the Coordinator of Residence Life.

*IV. Restricted Areas.* There are some bulletin boards that are considered “reserved” for certain groups or college departments (for example, the bulletin board cases in the Cafeteria, the cases outside the Student Lounge, the Humanities bulletin board, etc.). 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.

Doors of classrooms, offices, labs, and lecture halls may be used for signs or flyers under the discretion of the faculty member or administrator using the respective area.

*V. Enforcement of Rules.* Potential outcome of sign/flyer policy violations include:

1. Immediate removal of signs.
2. 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, and/or a fine system.

Rules and sanctions may be enforced by the Director of Student Services, Director of Student Affairs, the President and Secretary/Treasurer of the Student Council, and the President and/or Dean of the College. Disagreements concerning interpretation of this policy shall be resolved through discussion by these parties.

**STUDENT DISCIPLINARY CODE**

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**Article I: Definitions**

1. The term “College” means Albany College of Pharmacy.
2. The term “Student” includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate or postgraduate studies, and those who attend post-secondary educational institutions other than Albany College of Pharmacy and who reside in the College residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “Students.”
3. The term “Faculty member” means any person hired by the College to conduct classroom activities.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a Student, Faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Director of Student Affairs.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition, including but not limited to those requirements defined and outlined by the Student Council.
8. The term “Student Conduct Officer” means a member of the College’s faculty or administration authorized on a case-by-case basis by the Director of Student Affairs to impose sanctions upon students found to have violated the Student Code. Nothing shall prevent the Director of

Student Affairs from authorizing the same Student Conduct Officer to impose sanctions in all cases.

9. The term “Student Conduct Committee” means any person or persons elected by their respective constituencies to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
10. The term “Appellate Board” means any person or persons authorized by the Director of Student Affairs to consider an appeal from a Student Conduct Committee’s determination that a student has violated the Student Code or from the sanctions imposed by the Student Conduct Officer.
11. The Director of Student Affairs is that person designated by the College President and/or Dean to be responsible for the administration of the Student Code.
12. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code, the Housing Contract, and the College Catalog.
13. The terms “cheating” and “plagiarism” are defined as written in the Honor System Constitution which can be found in the Student Handbook or can be obtained from the Honor System Committee.

**Article II: Judicial Authority**

1. The Director of Student Affairs shall determine the composition of judicial bodies and Appellate Boards and determine which Student Conduct Committee, Student Conduct Officer, Alternates and Appellate Board shall be authorized to hear each case.
2. The Student Conduct Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

3. Decisions made by a Student Conduct Committee and/or a Student Conduct Officer shall be final, pending the normal appeal process.
4. The Student Conduct Committee shall consist of:
  - a. when the Student Conduct Officer is an Administrator: five (5) members: two (2) Faculty members, two (2) Students and one (1) Administrator other than the Student Conduct Officer. These members shall be elected by their respective constituencies. One (1) Faculty alternate, one (1) Student alternate and one (1) Administrator alternate shall also be elected.
  - b. when the Student Conduct Officer is a Faculty member: five (5) members: one (1) Faculty member other than the Student Conduct Officer, two (2) Students and two (2) Administrators. These members shall be elected by their respective constituencies. One (1) Faculty alternate, one (1) Student alternate and one (1) Administrator alternate shall also be elected.
  - c. when students have not been elected to the Student Conduct Committee, or if the Student Conduct Officer deems the following appropriate, random selection of student committee members may be made by a computer.
  - d. when cases occur toward the end of the semester, the Student Conduct Officer may select students randomly by computer and limit the selection to those residing in the Capital District area.
5. The Appellate Board shall consist of three (3) individuals: one (1) Faculty member, one (1) Administrator other than the Student Conduct Officer, and one (1) Student. Each of these members shall be elected by their respective constituencies.

### **Article III: Proscribed Conduct**

#### **A. Jurisdiction of the College**

Generally, Albany College of Pharmacy jurisdiction and discipline shall be limited to conduct which occurs on the College premises or which adversely affects the College community and/or the pursuit of its objectives.

#### **B. Conduct - Rules and Regulations**

Any student, organization, or student organization, found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member or office, including but not limited to any application for any program offered by the College.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - d. Tampering with the election of any College-recognized student organization.

*Note: Any alteration of any official document of Albany College of Pharmacy by anyone, student or non-student, will be deemed to be a violation of college policy resulting in the loss of privileges that that person might have otherwise been entitled to receive from the College.*

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations, including but not limited to those listed in the Professional Experience Program Manual and College Catalog.
9. Conduct which could be a violation of federal, state or local law on College premises or at College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.

16. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another Student, Faculty member, or College official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the College computing system.
17. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a Student Conduct Committee or College official.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of the judicial system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

### **C. Violation of Civil Law and Student Disciplinary Code**

1. If a Student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community.

2. College disciplinary proceedings may be instituted against a Student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

## **Article IV: Judicial Policies**

### **A. Charges and Hearings**

1. Any member of the College community may file charges against any Student for misconduct. Charges shall be prepared in writing and directed to the Director of Student Affairs responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place and forwarded to the Student Conduct Officer. All charges shall be presented to the accused Student in written form.
2. The Student Conduct Officer may conduct an investigation to determine the seriousness of the charges. The Student Conduct Officer, in his/her sole discretion, then determines if the charges can be disposed of administratively by mediation by the parties involved on a basis acceptable to the Student Conduct Officer. Such disposition shall be final and there shall be no subsequent proceedings.
3. If the initial charges cannot be disposed of by mediation, the Student Conduct Officer may decide the case or present the case to the Student Conduct Committee at the discretion of the accused Student. If the Student Conduct Officer has been asked by the Student to serve as the Committee, the Student Conduct Officer in his/her own discretion may refuse to serve when there is a real or apparent conflict of interest or when in his/her judgment the case requires determination by more than one person.
4. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the Student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Officer.
5. Hearings shall be conducted by a Student Conduct Committee according to the following guidelines:
  - a. Hearings shall normally be conducted in private. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee, and/or its Student Conduct Officer.
  - b. In hearings involving more than one accused student, the Student Conduct Officer, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - c. The complainant and the accused have the right to be assisted by any advisor they choose from within the College community. The advisor may not be an attorney. The complainant and/or the accused is responsible for presenting his or her own case, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
  - d. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses subject to the right of cross-examination by the Student Conduct Committee.
  - e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Student Conduct Officer.
  - f. All procedural questions are subject to the final decision of the Student Conduct Officer.
  - g. After the hearing, the Student Conduct Committee shall determine (by majority vote if the Student Conduct Committee consists of more than one person) whether the Student has violated each section of the Student Code which the Student is charged with violating.
  - h. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused Student violated the Student Code.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of the College.
7. Except in the case of a Student charged with failing to obey the summons of a Student Conduct Committee or College official, no Student

may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered even in the absence of the accused.

## **B. Sanctions**

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

mended and/or required by the Student Conduct Officer or the Student Conduct Committee. The Director of Counseling Services will determine the length and type of counseling.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the Student's permanent academic record, but shall become part of the Student's disciplinary record. Upon graduation, the Student's disciplinary record may be expunged of disciplinary actions other than College suspension or College expulsion, upon application to the Director of Student Affairs. Cases involving the imposition of sanctions other than College suspension or College expulsion shall be automatically expunged from the Student's disciplinary record three years after graduation unless otherwise specified by the final decision-maker in the case.
4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section B 1, a through k.
  - b. Deactivation - Loss of all privileges, including College recognition, for a specified period of time.
5. In each case in which a Student Conduct Committee determines that a Student has violated the Student Code, the sanctions(s) shall be imposed by the Student Conduct Officer. In cases in which persons other than or in addition to the Student Conduct Officer have been authorized to serve as the Student Conduct Committee, the recommendation of all members of the Student Conduct Committee shall be forwarded to the Student Conduct Officer for the imposition of sanctions. Following the hearing, the Student Conduct Committee and the Student Conduct Officer shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

## **C. Interim Suspension**

In certain circumstances, the Director of Student Affairs, or a designee, may impose a College or residence hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: a.) to ensure the safety and well-being of members of the College community or preservation of College property; b.) to ensure the Student's own physical or emotional safety and well-being; or c.) if the Student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, the Student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the Student might otherwise be eligible, as the Director of Student Affairs or the Student Conduct Officer may determine to be appropriate.

#### **D. Appeals**

1. A decision reached by the Student Conduct Committee or a sanction imposed by the Student Conduct Officer may be appealed by the accused Student to the Appellate Board within five (5) business days of the decision. The Student Conduct Officer can also appeal a decision made by the Student Conduct Committee within five (5) business days (Monday - Friday) of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Officer or his/her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the Student was found to have committed.

- d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal by the student accused of violating the Student Disciplinary Code is upheld by the Appellate Board, the matter may be remanded to the original Student Conduct Committee and Student Conduct Officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s); or the case may be closed and the original sanctions voided; or the sanction(s) can be lessened; or the Appellate Board can hear new evidence and render a final decision.
  4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student.

#### **Article V: Interpretation and Revision**

- A. Any question of interpretation regarding the Student Code shall be referred to the Director of Student Affairs or his/her designee for final determination.
- B. The Student Code shall be reviewed at least every five years or sooner as circumstances may prescribe under the direction of the Director of Student Affairs as recommended by the Student Conduct Officer, with approval of the Student Conduct Committee for submission to the Student Council and the Board of Trustees of the College.

*I, \_\_\_\_\_, agree to abide by the ideals of professionalism and integrity in upholding the Albany College of Pharmacy's Honor Code as defined by the Honor Code Constitution and Honor Committee members.*

This Constitution was drafted by a committee that feels pharmacy is an honorable profession and that the students entering this profession should exemplify honorable behavior. The Constitution of the Honor System as adopted by the student body reads as follows:

## Article 1: Accusation Process

### Section 1:

- a. Every student shall be on his or her honor to abstain from cheating as defined at the end of this document.
- b. Each student must write and sign the following statement on each exam, report, and paper: "submitted with honor" meaning "I have neither given nor received unauthorized aid on this exam/report/paper, nor have I witnessed anyone doing so."
- c. The student who fails to sign the honor statement will be approached by the faculty member who gave the exam, who will then give the student the chance to explain why he or she did not sign the statement.
- d. The student may claim he or she forgot to sign the statement, or he or she can describe the incident.

### Section 2:

- a. The student or faculty member may also make an accusation by submitting a signed statement to the Honor Code Box located in the top right hand slot of the student mailboxes or in person to the Honor Code Advisor. Accusations for multiple incidences against the same individual will be tried at the same hearing as separate offenses. There is no statute of limitations for time period or to show trends for cheating on accusations.

- b. The Honor Code Box can be opened only by the Honor Code Advisor or the Honor Committee Chair.

### Section 3:

The Honor Code Advisor tells the Honor Committee Chair the name of the accused, the nature of the accusation, and the name of the accuser.

### Section 4:

A public announcement is made requesting additional information to be submitted (signed) to the Honor Code Box at the student mailboxes or in person to the Honor Code Advisor. Students and faculty are encouraged to give any information they might have regarding the case in question.

### Section 5:

- a. The Honor Committee Chair then convenes a meeting of the Honor Code Committee which may be held either in person, by telephone or by any other method selected in the Committee's discretion which is reasonably designed under the particular circumstances at hand to expeditiously appraise committee members of the available information pertaining to the accusation.
- b. The Honor Committee investigates the information and determines, in a manner and method selected in the Committee's discretion, within one week, by majority vote, if there is a need for a hearing. For those members not present, absentee ballots will be counted. The Chair does not vote.

## Article 2: Committee

### Section 1:

There is a committee consisting of twelve members who represent the student body and deal with all cases involving violations of this system.

### Section 2:

The membership of the Committee shall consist of two members from each class first year through fourth, three from the fifth year, and one (with two alternates) from the sixth year; all are selected from people who volunteer or are nominated by their class.

Section 3:

In case more than two students from one class volunteer or are nominated, elections will be held by the Student Government committee in charge of elections.

Section 4:

The initial meeting of the Honor Committee will be called by the Honor Code Advisor. Following meetings will be called by the Honor Code Advisor or the Committee Chair.

Section 5:

The Committee Chair and Committee Secretary are elected at the first meeting after the elections.

Section 6:

Elections are held in the late spring for the following academic year. Freshmen are elected in the fall. If a student of any year is unable to complete his/her term, an election will be held to select a replacement to finish the term.

### **Article 3: Examination Procedure**

Section 1:

The Honor statement in Article 1, Section 1b, must be written and signed on each exam unless an incidence of cheating has occurred.

Section 2:

The instructor may be present in the examination room at his or her option.

Section 3:

At the discretion of the instructor, no examination or review papers shall be taken from the appointed room during an examination.

Section 4:

All exams shall be taken in the designated exam room.

### **Article 4: Hearing**

Section 1:

- a. Once the need for a hearing is established, a random list is generated by computer consisting of ten names of students from each year.
- b. The Honor Committee will screen the potential panel members and select two from each year one through four, three from the fifth year, and one from the sixth year to form a panel consisting of twelve students.
- c. At least three Committee members attend each hearing and can serve as substitutes if needed.
- d. A hearing will be held one week after the panel is selected.
- e. The hearing will be closed to legal counsel.
- f. The hearing will be recorded, but will not be transcribed.
- g. In the thirteenth week of each semester, fifteen students from each class will be selected randomly by computer. They will be screened to serve on a panel should a case arise at the end of the semester. Should an accusation be made that goes to a hearing, the panel will be selected from this pre-screened group of students.

Section 2:

- a. The Honor Committee Chair will be responsible for running the hearing. He or she will read all information regarding the case (letters of accusation, defense, support, etc.).
- b. Formal rules of evidence do not apply. The Panel may consider any relevant evidence it determines would be helpful in making a decision in a particular matter before it, including "hearsay" evidence, and will give such evidence such weight deemed appropriate under the circumstances. In case of a dispute over the admissibility of a particular item of evidence, the Honor Committee Chair will rule on such admissibility, subject to being over-ruled by a two-thirds vote of the panel.
- c. The accused will have a chance to defend himself or herself; he or she may also have someone represent him or her (legal representation is not allowed). The accused or his/her surrogate will then add any information he or she feels is misrepresented or incorrect. The accused may have up to 4 character witnesses present who will be called for testimony only, after which they must leave the room.

- d. The panel then has the chance to ask questions of the accused, accuser, or the Honor Code Chair.
- e. Everyone but those sitting on the panel must then leave the room so that the panel can deliberate the matter. The Honor Code Advisor and/or the Honor Committee Chair will be accessible to the panel should any problems and/or questions arise.

Section 3:

- a. The panel will then vote on the case based solely on the information presented at the hearing.
- b. Three-fourths of the panel must vote affirmatively in order for the accused to be considered guilty of cheating.

Section 4:

In case of a decision that cheating has been found, a public announcement will be made: “A student in the \_\_\_\_\_ year was caught cheating in \_\_\_\_\_ class and the following action has been taken: \_\_\_\_\_.”

### **Article 5: Sanctions**

Section 1:

- a. In case of a cheating decision for a first offense, the student will fail the course and is placed on disciplinary probation.
- b. After the first offense, an open letter will be placed in the student’s file.

Section 2:

- a. In case of a cheating decision for a second offense, the student will be expelled from the College.
- b. After a second offense, a letter explaining the reason for the student’s expulsion from Albany College of Pharmacy is part of the student’s permanent record.

Section 3:

A student will not be allowed to graduate unless he or she has been cleared of all accusations.

### **Article 6: Appeals**

Section 1:

- a. The accused student may appeal the decision of the panel by making a written appeal within one week to the Appellate Board of Albany College of Pharmacy.
- b. The Appellate Board, for purposes of this Honor Code Constitution, shall consist of three (3) individuals: one (1) Faculty Member; one (1) Student; and the President of the College. The faculty and student members shall be elected by their respective constituencies. In all other respects, proceedings before the Appellate Board, and the rules governing those proceedings, shall be as specified in Article IV(D) of the Student Disciplinary Code.

Section 2:

The Appellate Board decision will be made within 2 weeks.

### **Article 7: Arbitration**

Section 1:

- a. If the accused student or the college is dissatisfied with the decision of the Appellate Board, that party may elect to appeal that decision to arbitration, through the auspices of the Center for Dispute Settlement, 700 State Street, Suite 301, Rochester, NY 14614, [or other arbitration tribunal selected by ACP] provided the appealing party submits to the other party and to the Center for Dispute Settlement [or the chosen tribunal] a written request for arbitration within 30 days after their receipt of the written decision of the Appellate Board.
- b. The place of any arbitration under this section shall be held in Albany, New York. Each party shall bear their own costs and expenses and an equal share of the arbitrator’s and administrative fees of arbitration.
- c. The sole question for determination by the arbitrator in all arbitrations conducted pursuant to this section is whether the decision appealed from was arbitrary and capricious. No monetary damages can be awarded by the arbitrator. If the arbitrator determines that the decision appealed from was not arbitrary or capricious he or

she shall affirm the decision. If the arbitrator determines that the decision appealed from was arbitrary and capricious he or she shall vacate the decision appealed from and remand all original charges back to the Honor Code Committee for such further proceedings as the Honor Code Committee, in its discretion, elects to pursue.

- d. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
- e. The arbitration specified in this section shall be the sole and exclusive remedy and appeal procedure to either the accused student or the college who is dissatisfied with a decision of the Honor Code panel or of the Appellate Board.

### **Article 8: Deviation from Procedures**

#### Section 1:

- a. Deviation from the above listed procedures will not invalidate a decision or proceeding unless it causes significant prejudice to the accused student, which the student must bring to the attention of the applicable Panel, Committee or Board immediately upon belief that such prejudice occurred.
- b. In determining whether a deviation caused significant prejudice, the applicable Panel, Committee or Board shall consider whether the course of the proceedings would have been substantially different had the deviation not occurred. The applicable Panel, Committee or Board also shall determine whether the accused student gave adequate notice of the alleged procedural event.

### **Article 9: Revision**

#### Section 1:

This constitution shall be reviewed and revised as deemed necessary.

### **Cheating:**

Cheating is defined as one or more of the following, but is not limited to this list:

- Copying from another student's exam
- Taking an exam for someone else
- Purchasing term papers and turned in as one's own work
- Feigning illness to avoid a test
- Studying copy of an exam before taking the make-up exam
- Giving another Student answers during an exam
- Giving a Student who has not taken the exam answer
- Using notes or books during an exam when prohibited
- Reviewing a stolen copy of an exam (all exams that are obtained prior to the administration of an exam are considered stolen)
- Stealing an exam
- Sabotaging someone else's work
- Collaborating on homework or take-home exams when instructions called for independent work
- Sharing answers during an exam by using a system of signals
- Plagiarizing (Plagiarism is the use of the work, words, or ideas of others that give the impression that this work, these words, or ideas are the author's own. Copying information word-for-word without using quotation marks and footnotes, and paraphrasing another's ideas or research without giving proper credit are examples of plagiarism.)
- Writing a paper for another student
- Altering or forging an official university document
- Or any other unauthorized act which may give a student an unfair advantage over other students.

**ALBANY COLLEGE OF PHARMACY'S EDUCATIONAL OUTCOMES**

Albany College of Pharmacy has a long history of providing its students with a pre-eminent education that provides them the knowledge and skills to successfully compete in, and contribute to, the field of pharmacy. In recent years, these skills have been more formally addressed through a set of educational outcomes. These outcomes, based on those established by the American Association of Colleges of Pharmacy (AACP) Center for Advancement in Pharmaceutical Education (CAPE), are divided into two sections. The sections are: "Ability-based Outcomes," which address more general abilities believed to be important for all college graduates, and "Professional Practice-based Outcomes," which are directed specifically at graduates of pharmacy schools.

Albany College of Pharmacy's adaptation of AACP's educational outcomes are listed below. The original AACP-CAPE document can be found at <http://www.aacp.org/Resources/resources.html>.

**Ability-based Outcomes****I. Thinking Abilities**

The student shall find, understand, analyze, organize, evaluate and synthesize information using precision and accuracy, and shall make informed, rational, responsible and ethical decisions.

**II. Communication Abilities**

The student shall read, write, speak, listen and use data, media and computers to effectively send and respond to communications for varied audiences and purposes - observe, interpret and respond to non-verbal communication.

**III. Responsible use of Values and Ethical Principles**

The student shall demonstrate sensitivity to, and facility with, personal values and ethical principles in professional and social contexts.

**IV. Social Awareness, Social Responsibility and Citizenship**

The student shall demonstrate a basic understanding of the strengths and problems of cultural diversity and the historic responses of society, as they relate to oneself and to others.

**V. Self-Learning Abilities and Habits**

The student shall effectively self-assess and satisfy learning needs on an ongoing basis.

- self confidence/self esteem
- adaptability/flexibility
- accept constructive criticism

**VI. Interpersonal Interaction**

The student shall demonstrate effective and appropriate interpersonal and intergroup behaviors in a variety of situations and circumstances.

**Professional Practice-based Outcomes****I. Provide Pharmaceutical Care to Individual Patients**

- A. Collaborate with health care professionals, patients, and/or their caregivers to formulate a patient-focused pharmaceutical care plan.
- B. Gather and organize patient information in order to identify ongoing or potential drug-related problems and the root cause of the problems.
- C. Interpret and evaluate pharmaceutical data and related information needed to prevent or resolve medication-related problems or to respond to information requests.
- D. Implement and be responsible for the pharmaceutical care plan.
- E. Plan and perform ongoing patient evaluation to identify additional drug-related problems and implement changes in the pharmaceutical care plan to optimize patient outcomes.
- F. Document pharmacy practice activity in the patient's medical record to facilitate communication and collaboration among providers.
- G. Display professional attitudes, habits and values.

## II. Manage Medication Distribution and Control Systems

- A. Use systems for the purchase and storage of pharmaceuticals, durable medical equipment devices and supplies to meet the needs of the patients in the practice.
- B. Utilize an inventory control system which is fiscally responsible, maintains an adequate supply for patient needs and meets legal requirements.
- C. Utilize systems to prepare, dispense, distribute and administer medications to optimally serve patients' drug-related needs.

## III. Operate the Pharmacy

- A. Assume responsibility for pharmacy operations.
- B. Supervise human resources.
- C. Manage facilities and equipment.
- D. Assume responsibility for fiscal resources.

## IV. Manage Medication Use System

- A. Participate in the pharmaceutical care system's process for reporting and managing medication errors and adverse drug reactions.
- B. Participate in the pharmaceutical care system's process for conducting drug use evaluations.
- C. Participate in the development and implementation of a formulary system.
- D. Participate in the development and implementation of critical pathways.
- E. Participate in the management and assessment of population-based outcomes.

## V. Promote Public Health

- A. Provide emergency care on a limited basis.
- B. Promote public awareness of health and disease.
- C. Perform triage functions.

## VI. Provide Drug Information and Education

- A. Provide pharmaceutical information to health professionals and the general public.
- B. Provide education on health-related topics to health professionals and the public.

## VII. Understand Health Care System and the Role of a Pharmacist in it

## Cytotechnology Program Professional Practice-based Outcomes

### I. Provide Appropriate Patient Care

- A. Collaborate with colleagues, pathologists and other health care professionals to deliver optimum patient care.
- B. Gather and organize patient information and use this in conjunction with all cytologic specimens to formulate the best possible diagnosis for each and every patient.
- C. Accept or reject the specimen according to current accepted standards. Select and perform the most appropriate preparation and staining technique. Cover slip and label the specimen.
- D. Utilize the microscope to properly visualize the specimen with knowledge of proper use, care and troubleshooting of the microscope. Appropriately and effectively evaluate each microscopic slide using acceptable uniform examination techniques.
- E. For each of the following specimen types, students will be able to:

#### - *Gynecological specimens:*

Identify and discriminate among the following entities: specimen adequacy; cellular constituents within normal limits; cellular changes associated with infections; reactive and reparative cellular changes (including inflammation, effects of therapy, effects of mechanical devices, effects of DES exposure); epithelial squamous cellular abnormalities including atypical squamous cells of undetermined significance; low grade and high grade squamous intraepithelial lesions, squamous cell carcinoma; glandular cell abnormalities, including presence of endometrial cells, atypical glandular cells, adenocarcinoma in situ, adenocarcinoma endocervical or endometrial; non-epithelial malignant neoplasms; extra-uterine neoplasms; hormonal evaluation as appropriate.

#### - *Respiratory tract specimen:*

Identify and discriminate among the following entities: specimen adequacy; cellular constituents defined as no evidence of malignancy present; cellular changes associated with infections; reactive and reparative cellular changes (including inflammation, effects of therapy, effects of environmental agents, cellular appearance changes due to type of specimen); epithelial squamous cellular abnormalities including atypical squamous metaplastic cells, suspicious or positive for squamous cell carcinoma; glandular cell abnormalities including, atypical bronchial cells, adenocarcinoma and its sub-types; non-epithelial malignant and low malignant potential neoplasms.

#### - *Gastrointestinal or Genital-urinary tract specimen:*

Identify and discriminate among the following entities: specimen adequacy; cellular constituents defined as no evidence of malignancy present; cellular changes associated with infections; reactive and reparative cellular changes (including inflammation, effects of therapy, effects of environmental agents, cellular appearance changes due to type of specimen); epithelial squamous cellular abnormalities including atypical squamous metaplastic cells, suspicious or positive for squamous cell carcinoma; glandular cell abnormalities including, atypical glandular or transitional cells, adenocarcinoma and its sub-types; Transitional Cell Carcinoma, non-epithelial malignant and low malignant potential neoplasms.

#### - *Body Cavity Fluids & Selected Abdominal Organ Fine Needle Aspirate Specimens:*

Identify and discriminate among the following entities: specimen adequacy; cellular constituents defined as no evidence of malignancy present; cellular changes associated with infections; reactive and reparative cellular changes (including inflammation, effects of therapy, effects of environmental agents, cellular appearance changes due to type of specimen); epithelial malignancies differentiated from non-epithelial malignancies, primary differentiated from metastatic disease.

- *Head and Neck Fine Needle Aspirate Specimens:*

Identify and discriminate among the following entities: specimen adequacy; cellular constituents defined as no evidence of malignancy present; cellular changes associated with infections; reactive and reparative cellular changes (including inflammation, effects of therapy, effects of environmental agents, cellular appearance changes due to type of specimen); benign neoplastic processes, epithelial malignancies differentiated from non-epithelial malignancies, primary differentiated from metastatic disease.

- *Breast Fine Needle Aspirate Specimens: Central Nervous System, Cerebral Spinal Fluid and Miscellaneous Cytology Specimens:*

Identify and discriminate among the following entities: specimen adequacy; cellular constituents defined as no evidence of malignancy present; benign and proliferative neoplastic processes, epithelial malignancies differentiated from non-epithelial malignancies.

- F. Detect, select and clearly mark the cells most representative of the nature of any pathological process and appropriately communicate this to the pathologist.
- II. Manage/Coordinate and Organize the Cytopathology Service to meet all state and federal regulations.
  - A. Apply principles of quality control.
  - B. Identify and solve problems in staining and preparation techniques.
  - C. Evaluate and implement new staining and preparation procedures.
  - D. Prepare a report using a contemporary and uniform system of diagnostic terminology for gynecologic specimens (such as the Bethesda System or its equivalent)
  - E. Review histologic tissue sections as a basis for interpreting cytologic specimens and use pertinent clinical data to build cognitive correlation between patterns of disease and their cellular manifestations for the purposes of quality control and quality assurance.
  - F. Explain the principles of laboratory organization and management.

G. Explain quality improvement measures as required by current regulations.

H. Comply with all laboratory safety measures and regulations.

I. Show awareness of the consequences of specimen evaluation on patient management.

III. Promote the Public Health. The student will demonstrate the knowledge of:

A. The ethical role and responsibilities of the cytotechnologist by practicing discretion and confidentiality in regard to all laboratory and patient information; honesty and integrity in professional duties; good personal relationships with peers, staff, faculty and the public.

B. Promote public awareness of health and disease.

IV. Provide Information and Education: The student will demonstrate the knowledge and understanding to:

A. Provide education on health-related topics, tailored to the needs and educational background of a given audience.

B. The cytotechnologist will demonstrate ability to read and evaluate published professional literature for its pertinence and reliability and will be able to explain the basic principles of the scientific method. This may be accomplished by research projects, journal club and seminar.

V. Describe the different components of the U.S. Healthcare System and the roles of the Cytotechnologist within it.

## **COUNSELING SERVICES**

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A clinical mental health counselor provides students with personal counseling. These counseling services are free, and all counseling, testing, consultations, and referrals are kept strictly confidential, in accordance with legal and professional guidelines.

## **FITNESS CENTER**

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Albany College of Pharmacy students are able to exercise in the College's state-of-the-art fitness center, located on the bottom floor of the Pharmacy Classroom Building. This location, between the gymnasium and Notre Dame Drive Residence Hall, is convenient for students to work out before, between, or after classes. The center is equipped with cardiovascular and strength machines, as well as free weights. Shower and locker facilities are also part of the center.

## **FOOD SERVICE**

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The College's food service provider offers two meal plans to all students – one costing \$400 per semester; the other \$650 per semester. Both work on a declining balance basis. Each time a card is used, the balance is reduced by the amount of the purchase.

Food service provides breakfast, lunch, and dinner, Monday through Friday from 7:30 a.m. to 7 p.m. and from 11 a.m. to 5 p.m. on weekends.

Breakfast offerings include pastries, eggs, pancakes, french toast, waffles, cold and hot cereals, as well as coffee and a full juice selection. Lunch consists of sandwiches, as well as hot items, such as hamburgers, fish, and chicken.

Dinner choices include casseroles, fish, pasta, poultry, and beef, as well as the full selection from lunch. Salads, fruits, and vegetables are available with each meal, as are homemade soups. Desserts and snacks are also available.

## **College Food Service Meal Plan Policies and Procedures**

1. Students are offered either a \$400 or \$650 meal plan which will be charged to students per semester. All students of the Notre Dame Drive residence hall are required to choose from one of the two plans. For all other students, whether a resident or non-resident, purchase of a meal plan is optional. However, all students who plan to use the cafeteria on a regular basis are encouraged to sign up for the \$650 plan.
2. Meal plan service consists of breakfast, lunch and dinner provided Monday through Friday from 7:30 a.m. to 7 p.m. Weekend hours are 11 a.m. until 5 p.m. Should the College close due to weather, the cafeteria will operate according to weekend hours.
3. Transfer and freshmen students will receive temporary meal cards at orientation. Permanent student ID cards will be issued during the first or second week of classes.
4. Returning students will have their cards automatically activated at the beginning of the Fall semester.
5. The meal plan works on a declining balance system. Each time the card is used, the balance is reduced by the amount purchased. Students are not charged for meals they do not use. As with similar college meal plans, the card acts as a debit card.
6. Students who are enrolled in the Fall semester meal plan are automatically billed for the Spring meal plan. If a student chooses not to participate in the Spring semester meal plan or would like to change the amount of the meal plan, written notification must be sent to the Bursar's Office by December 1st. This policy will be strictly enforced.
7. Student will only have 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 the food service company will evaluate on a case-by-case basis.
8. Should a student meal plan balance expire before the end of the semester, additions may be made in \$25 increments. This must be done directly with the food service company, in the cafeteria, by check or in cash.
9. Balances left over from the Fall meal plan will not carry over to the Spring meal plan.
10. Should the student have an excess balance at the end of the semester, the food service company will not offer the opportunity to purchase bulk items.
11. Meal plan sales are non-taxable according to IRS law, therefore, the benefit each student derives from utilizing the meal plan is 8 percent. Students will save \$32 or \$52 a semester.

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## **INFIRMARY SERVICES/STUDENT HEALTH INSURANCE**

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The Family Practice Health Care Group serves the medical needs of all Albany College of Pharmacy students. The infirmary provides medical care for minor illnesses and diagnosis of medical problems. This facility is located next to the College's Notre Dame Drive residence hall. The infirmary fee is mandatory for all students at a cost of \$70 per year.

In addition to the infirmary service, health insurance coverage is mandatory for all students. If you are not covered by another insurance plan, you must purchase health insurance coverage. The College has retained the services of Markel Insurance Co., who offers a Limited Benefits Health Plan at a very reasonable cost of \$485 for 12 months of single student coverage.

## **LIBRARY SERVICES**

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The mission of the George and Leona Lewis Library is to provide the resources, technology, instruction and personal service that support the information needs of the Albany College of Pharmacy learning community. To support this mission, basic science, pharmaceutical science and pharmacology resources make up the core of the Library's collection.

The Lewis Library currently contains over 12,000 volumes, 200 active print journal titles and over 2,500 audiovisual materials. A growing number of electronic databases provide access to the latest drug information as well as the full text of over 7,000 online journals.

Access to online resources is provided via laptop and desktop computers. Internet ports are located throughout the Library allowing students the flexibility to use laptops in a number of settings including a 24-seat computer lab, eight group study rooms as well as individual study carrels and large tables.

Expanded access to information is provided through relationships with other area academic libraries. Albany College of Pharmacy students have direct access and direct borrowing privileges at both Albany Medical College's Schaffer Library of Health Sciences and the library at the Sage College of Albany.

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## **PARKING**

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The College has four parking lots available for students' cars. The lot behind Albany College of Pharmacy, owned by University Heights Association Inc., has 185 spaces for commuting students. The second lot is located at the Notre Dame Drive Residence Hall and provides 120 spaces. The third lot is at the Alumni Hall Residence Hall on Holland Avenue, located one-half mile from the main campus, and has 30 spaces for use by residents. The fourth lot is also located next to Alumni Hall and is used for Alumni Hall residents. The current cost of a parking permit is \$150 for resident and commuter students, per academic year. These rates are subject to change.

Requests for permits are obtained during the summer registration process. Those students commuting the longest distance have first option to purchase parking permits in the University Heights and Notre Dame Drive parking lots. Residents have first option to purchase permits for the Alumni Hall and Notre Dame Drive lots on a first come, first served basis. Parking regulations are posted, distributed and enforced. Fines are levied on student accounts and parking permits are withdrawn for continuous parking violations.

## **INSTITUTIONAL SECURITY POLICIES**

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 new legislation requires educational institutions to compile, publish, and distribute an annual security report containing campus security policies, procedures, and crime statistics. This document is published and distributed to the students and employees of the Albany College of Pharmacy in compliance with the law. This document is published and distributed electronically. Hard copies are available and may be obtained from the Director of Student Affairs and Vice President of Finance and Business Affairs.

Through agreements with University Heights Association (UHA), security services are provided to students, faculty, and staff. The UHA Public Safety Department patrols the campus and checks the O'Brien Building, the Classroom Building, and Alumni Hall on a daily basis. The blue light emergency phones on campus dial directly to the UHA Public Safety Department

A seven (7) member Safety and Security Committee comprised of faculty, administration, staff, and students addresses safety and security issues on campus. The committee reports directly to the President and meets quarterly from September through May of each academic year.

Any criminal or suspected activity on the campus of Albany College of Pharmacy should be reported to University Heights Association Public Safety (244-3177) or the City of Albany Police Department. The College will assist with local law enforcement agencies in the investigation of any criminal activity on campus.

The O'Brien Building at 106 New Scotland Avenue and the UHA Pharmacy Classroom Building at 1 De LaSalle Road are accessible to faculty, staff, and students as follows:

	<u>Faculty/Staff Card Access</u>	<u>Student/Public Access</u>
Monday-Thursday	6:00 a.m. to 11:00 p.m.	6:30 a.m. to 11:00 p.m.
Friday	6:00 a.m. to 11:00 p.m.	6:30 a.m. to 4:30 p.m.
Saturday	6:00 a.m. to 11:00 p.m.	12:00 noon to 5:00 p.m.
Sunday	6:00 a.m. to 11:00 p.m.	1:00 p.m. to 11:00 p.m.

**NOTE:** This schedule may be modified during vacation periods, holidays, and summer session.

Faculty, administration, and staff members are given an access card allowing access beyond regular building hours. However, access to the buildings is not unlimited. Northern Fire Services and Sonitrol Security, Inc. secure the buildings during the hours of 12:30 a.m. to 6:00 a.m. In order for anyone to access the buildings during the hours of 12:30 a.m. to 6:00 a.m., special arrangements have to be made with the Vice President for Finance and Business Affairs. Lockers are available for student use on a first-come, first serve basis. It will be the responsibility of the student to purchase a lock and to have their lockers vacated at the end of the academic year for the annual cleaning and maintenance. Because theft is most common, students are instructed not to leave valuables unattended, etc., and bikes should be locked onto a bike stand with a U-shaped lock for proper security.

The Notre Dame Drive residence hall located at 1 Notre Dame Drive is staffed by Resident Assistants (R.A.) and the Coordinator of Residential Life. Residence Life staff monitor the entrance to this building from 8:00 p.m. to 11:00 p.m. Sunday through Thursday and from 8:00 p.m. to 1:00 a.m. on Friday and Saturday. The building is entered with card access and each student has a key to their own individual suite and bedroom. Security and fire safety are provided by UHA public Safety. Included in their services are: call boxes, panic buttons and closed circuit television cameras.

The resident hall located at 25 Holland Avenue is entered with a code access card and individual room key. The UHA Public Safety Department provides periodic patrols of the parking lot and surroundings. Residence Assistants who reside in the residence hall have scheduled on-duty hours. During evening hours, an R.A. is stationed in the lobby area of 25 Holland Avenue from 8:00 p.m. to 11:00 p.m., Sunday through Thursday and from 8:00 p.m. to 1:00 a.m. on Friday and Saturday.

The residence hall located at 17 Holland Avenue is accessible with key to entrance doors.

The Holland Avenue residence halls are monitored for fire safety by Sonitrol Security, Inc. on a 24-hour security system. Additionally, Sonitrol Security, Inc. monitors the alarms on the perimeter doors at 25 Holland Avenue. Rules and regulations for residence hall occupants are outlined in the housing contract issued and signed by all resident students.

During the Orientation Program, new students attend small group sessions led by trained upperclassmen. In these sessions, the group leaders offer information on personal safety and the security of personal property. The Student Handbook is distributed every year to all students. The Handbook contains emergency phone numbers as well as outlines of the College policies. Our “Freshmen Survival Series” is a guest speaker series on topics such as Sexual Abuse and Alcohol/Drug Abuse that includes a discussion of personal, physical, and emotional safety.

## **ON-CAMPUS STUDENT SERVICES DIRECTORY**

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<b>Questions About:</b>	<b>Contact:</b>
Activities and Student Organizations . . . . .	Coordinator of Student Activities, Student Affairs Office, First Floor Classroom Building, 445-7314
Add/Drop Procedure . . . . .	Registrar, Room 104C Blythe Building, 445-7222
Admissions . . . . .	Admissions Office, First Floor Classroom Building, 445-7221
Alcohol and Other Drug Information . . . . .	Director of Counseling Services, Student Affairs Office, First Floor Classroom Building, 445-7262
Alumni Programs . . . . .	Development and College Relations Office Room 108 Blythe Building, 445-7253
Athletics . . . . .	Director of Student Affairs, UHA Gym, 445-7257
Books and Supplies . . . . .	College Bookstore, Classroom Building, 445-7378
Career Planning . . . . .	Director of Counseling Services, Student Affairs Office, First Floor Classroom Building, 445-7262
Change of Address . . . . .	Administration, Room 104 Blythe Building 445-7200
Classroom Scheduling . . . . .	Registrar, Room 104C Blythe Building, 445-7222
Computer Services . . . . .	Computer Services, Room 227 O’Brien Building, 445-7268

Counseling Services . . . . . Director of Counseling Services, Student Affairs Office, First Floor Classroom Building, 445-7262

Dean's Office . . . . . Room 104A Blythe Building, 445-7212

Employment, On-Campus . . . Financial Aid Office, First Floor Classroom Building, 445-7258

Fitness Center . . . . . Coordinator of Student Activities, Student Affairs Office, First Floor Classroom Building, 445-7314

Freshmen Advising . . . . . Director of Student Services, Student Affairs Office, First Floor Classroom Building, 445-7314

Food Services . . . . . Room 122 O'Brien Building, 445-7218

Health Care . . . . . Family Practice Group, 1 Clara Barton Road, 262-9800

Health Insurance . . . . . Vice President of Finance & Business Affairs, Room 104E Blythe Building, 445-7215

Housing and Residence Life . . . . . Coordinator of Residence Life, Student Affairs Office, First Floor Classroom Building, 445-7329

Identification and . . . . . Director of Student Affairs, UHA Gym, Room 101, Meal Cards 445-7257

Immunization Records . . . . Registrar, Room 104C Blythe Building, 445-7222

Library Services . . . . . Library, Room 212 Blythe Building, 445-7270

Lost and Found . . . . . Administration, Room 104 Blythe Building, 445-7200

Maintenance . . . . . Maintenance Office, Room 121 O'Brien Building, 445-7246

Meal Plans, Billing . . . . . Bursar Office, First Floor Classroom Building, 445-7205

Orientation . . . . . Director of Student Affairs, UHA Gym, Room 101, 445-7257

Parking Permits . . . . . Coordinator of Finance & Business, Room 104F, Blythe Building, 445-7278

Photo Copying . . . . . Library, Room 212 Blythe Building, 445-7270

President's Office . . . . . Room 104A Blythe Building, 445-7255

Registration and Course Scheduling . . . Registrar, Room 104C Blythe Building, 445-7222

Student Affairs Concerns . . . Director of Student Affairs, UHA Gym, Room 101, 445-7257

Transcripts . . . . . Registrar, Room 104C Blythe Building, 445-7222

Tuition and Billing . . . . . Bursar Office, First Floor Classroom Building, 445-7205

Withdrawals and Leaves of Absence . . . Registrar, Room 104C Blythe Building, 445-7222

Writing Skills . . . . . Writing Center, Second Floor Classroom Building, 445-7261

### **Athletics**

- Men's Basketball
- Women's Basketball
- Men's Soccer
- Women's Soccer

*Students are also welcome to participate in intramural sports sponsored by the Student Council, and Albany College of Pharmacy students are eligible to participate in intercollegiate sports at Union College in Schenectady, NY. For more information, contact the Director of Athletics, 445-7257.*

### **Entertainment**

- Coffeehouses
- Game Shows
- Comedy Nights
- Musical Acts
- Orientation Programs
- Programming Committee
- Springfest

### **Honor Societies**

- Phi Lambda Sigma (leadership)
- Rho Chi (academics)

### **Professional and Special Interest Organizations**

- Academy of Students of Pharmacy (ASP)
- American Chemical Society (ACS)
- Ski & Recreation Club
- International Cultural Awareness Club
- Music Club
- Residence Hall Association
- Bowling Club
- The Outing Club
- The Craft and Quilt Guild

### **Professional Pharmacy Fraternities**

- Phi Delta Chi
- Rho Pi Phi
- Lambda Kappa Sigma
- Kappa Psi
- Kappa Epsilon

### **Student Government**

- Class Government Offices
- Student Government Association Offices
- Standing Committees
- Student Representatives for Faculty and Administration Committees

### **Student Publications**

- *Another Creative Perspective*  
(literary journal)
- *Mortar and Pestle* (newspaper)
- *Alembic Pharmakon* (yearbook)

### **Additional Activities**

- Admissions Tour Guides/  
Volunteers
- Big Brother/Big Sister for new students
- Orientation Committee
- Parent's Weekend Committee
- Panther's Den (Game Room) Committee
- Class Olympics Committee

*Want to get involved? Contact the Student Council through the Student Council mailboxes, or contact the Coordinator of Student Activities on the first floor of the Classroom Building.*

**OFF-CAMPUS DIRECTORY**

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For more listings, please refer to your Albany telephone book.

**Arts & Entertainment**

Albany Center Galleries 25 Monroe Street (downtown)	462-4775
Albany Civic Theater 235 2nd Avenue (off Delaware)	462-1297
Albany Institute of History & Art 125 Washington Avenue	463-4478
Capital Repertory Company 111 North Pearl Street (downtown)	462-4534
The Egg (concerts & theater) Empire State Plaza	473-1845
The Eighth Step 14 Willett Street (near Lark)	434-1703
Hoyt's Cinemas Crossgates Mall	456-5678
New York State Museum Empire State Plaza (Madison Avenue)	474-5877
Norma Jean's Madison Avenue Theater 1032 Madison Avenue	489-5431
Palace Theater 19 Clinton Avenue (downtown)	465-4663
Pepsi Arena 51 South Pearl Street	487-2000
Spectrum 7 Movie Theater (Tuesdays, all shows \$5.00!) 290 Delaware Avenue	449-8995

**Banks**

Key Bank 24-hour ATM at Albany Medical Center Delaware Avenue	463-1941
Fleet Bank 25 New Scotland Avenue	800-841-4000
Trustco Bank 301 New Scotland Avenue 583 New Scotland Avenue	438-7838 438-6611

**Barber/Hair Salons**

Absolute Hair 202 Lark Street	432-4925
The Cuttery 277 New Scotland Avenue	453-6506

**Grocery Stores**

Price Chopper 40 Delaware Avenue 1060 Madison Avenue	465-2603 438-6241
Hannaford Delaware Plaza, Delaware Avenue, Delmar	439-7657
Stewart's Shops 261 New Scotland Avenue 470 Delaware Avenue	482-9735 465-9154

## Libraries

Albany Public Library		
Main Branch, 161 Washington Avenue	449-3380	
369 New Scotland Avenue	482-6661	
517 Delaware Avenue	463-0254	
Albany Law School		
80 New Scotland Avenue	445-2340	
Albany Medical College		
47 New Scotland Avenue	262-5530	
College of Saint Rose		
432 Western Avenue	454-5180	
Sage JCA		
140 New Scotland Avenue	445-1742	

## Pharmacies

CVS		
415 Delaware Avenue	434-8535	
617 New Scotland Avenue	482-4998	
Eckerd's		
493 Delaware Avenue	472-1206	
Chazan's Pharmacy		
31 New Scotland Avenue	462-0612	
Lincoln Pharmacy		
300 Morton Avenue (corner of Delaware)	465-2253	

## Places of Worship

Albany Baptist Church		
431 Delaware Avenue	462-6364	
KTC Buddhist Center		
Niskayuna	374-1792	
St. Sophia Greek Orthodox		
440 Whitehall Road	489-4442	
St. Paul's Episcopal Church		
21 Hackett Boulevard	463-2257	
St. Matthew's Church (Lutheran)		
75 Whitehall Road	436-8672	
First Presbyterian Church		
362 State Street (off Lark)	449-7332	
St. James (Roman Catholic)		
391 Delaware Avenue	434-4028	
St. Vincent De Paul (Catholic)		
900 Madison Avenue	489-5408	
First Congregational Church		
405 Quail Street (off New Scotland)	482-4580	
Congregation Beth Emeth Synagogue		
100 Academy Road	436-9761	
Temple Israel Synagogue		
600 New Scotland Avenue	438-7858	
B'Nai Sholom Reform Congregation		
420 Whitehall Road	482-5283	
Majsid As Salaam		
278 Central Avenue	463-6275	
Al-Fatima Islamic Center		
10 South Family Drive (Colonie)	869-1492	

## Shopping Centers

Colonie Center	
Wolf Road and Central Avenue	459-9020
Crossgates Mall	
Western Avenue	869-9565
Crossgates Commons	
Washington Avenue Extension	
Stuyvesant Plaza	
Western Avenue and Fuller Road	482-8986

## Social and Human Services

AIDS Council of Northeastern NY	
879 Madison Avenue	(Hotline) 432-4314
Capital District Psychiatric Center	
75 New Scotland Avenue	(Crisis) 447-9650
Equinox Domestic Violence Shelter	432-7865
Family Child Care Association	
91 Broadway, Menands	463-1720
Gay & Lesbian Community Center	
332 Hudson Avenue (off Lark)	462-6138
Rape Crisis Center	
112 State Street	447-7716
United Tenants of Albany	
33 Clinton Avenue	436-8997
Planned Parenthood	
259 Lark Street	434-5678

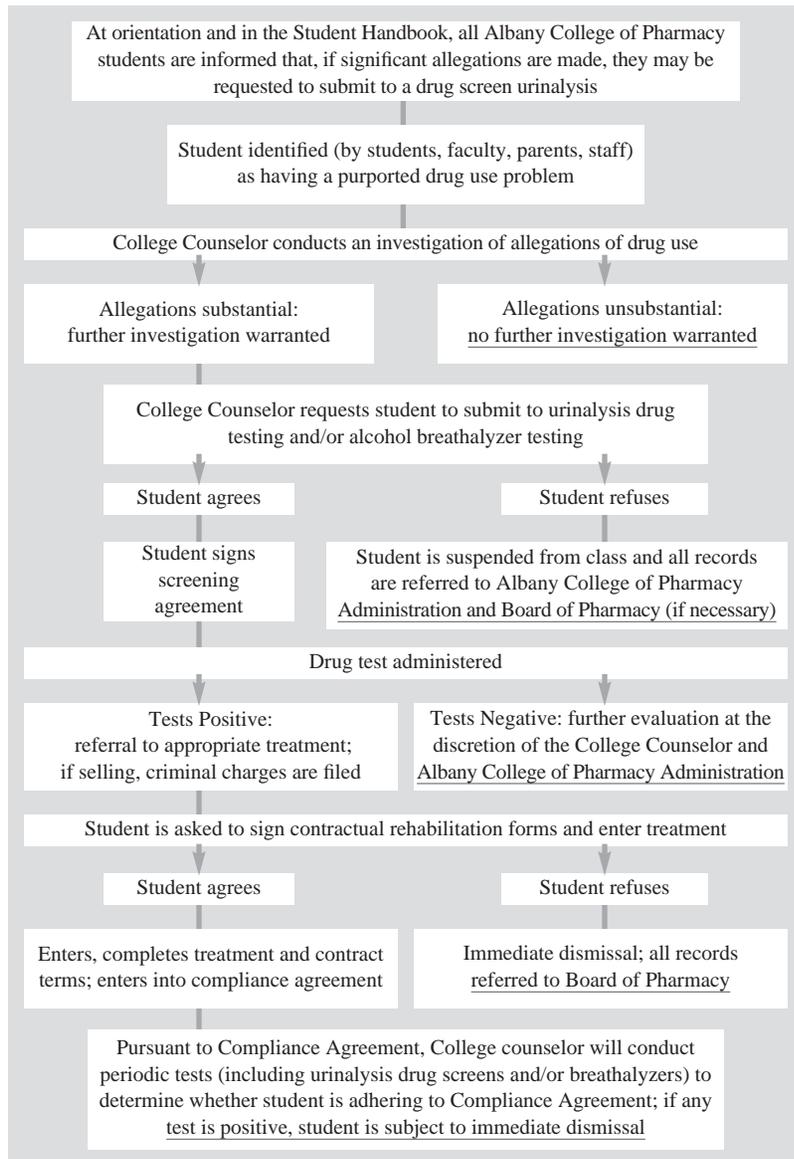
## Take-Out Food

Friendly Restaurant	
481 Delaware Avenue	465-4324
The Fountain	
283 New Scotland Avenue	482-9898
Leo's Bakery	
Quail Street (off New Scotland)	482-7902
Dunkin' Donuts	
601 New Scotland Avenue	482-3880
439 Madison Avenue (corner of Lark)	436-5297
Subway	
255 New Scotland Avenue	482-7498
McDonald's	
31 Holland Avenue	449-5661
Lou-Bea's Pizza	
376 Delaware Avenue	463-1992
Quintessence	
11 New Scotland Avenue	434-8186

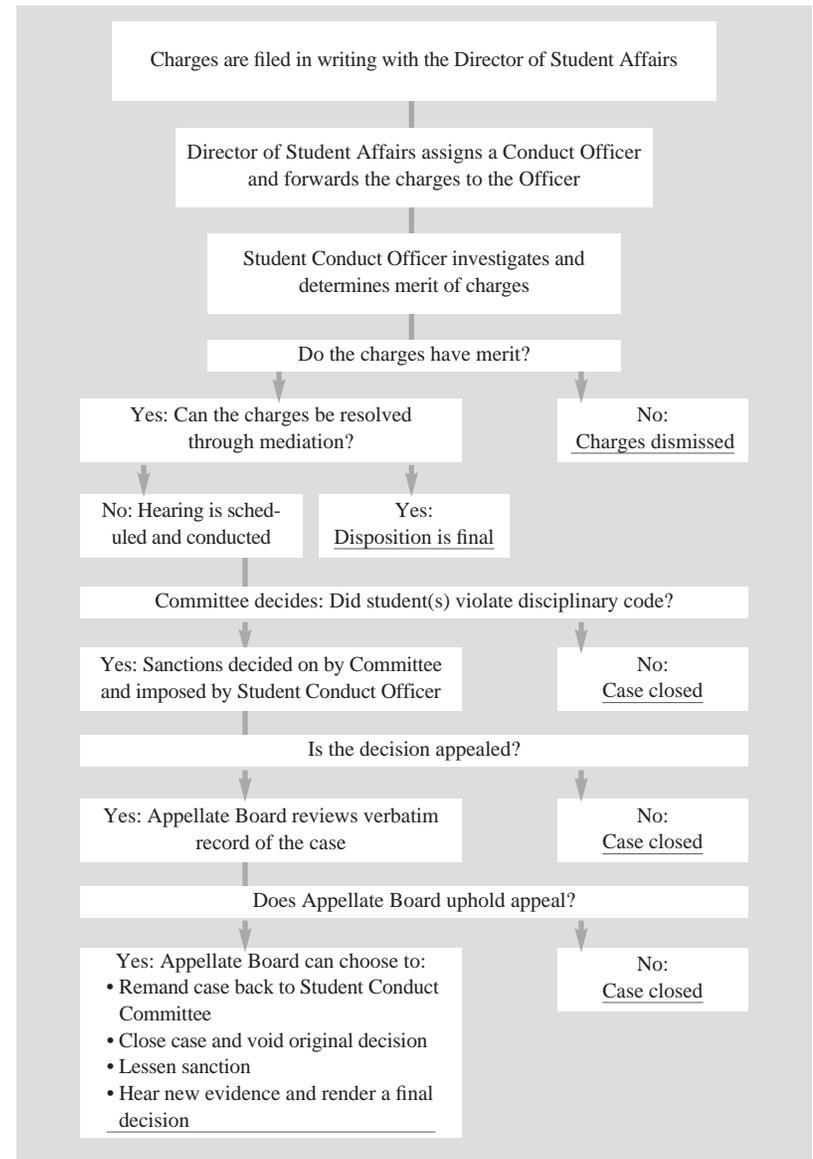
## Transportation

Capital District Transit Authority	
Public Bus Service	482-8822
Greyhound Bus Station	
34 Hamilton Street (downtown)	434-8095
Adirondack Trailways	
34 Hamilton Street (downtown)	436-9651
Albany International Airport	
Albany-Shaker Road	869-0096
Amtrak Train Station	
East Street, Rensselaer	1-800-872-7245
Capitaland Taxi	462-1236
Duffy's Taxi	482-8400
Yellow Cab	434-2222

**FLOWCHART OF  
SUBSTANCE ABUSE PROCEDURES FOR REFERRAL & INTERVENTION**



**FLOWCHART OF  
STUDENT DISCIPLINARY PROCEDURES**



## EMERGENCY CONTACT INFORMATION

### EMERGENCY PHONE NUMBERS

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Fire and Emergency Services	9-1-1
University Heights Association Public Safety	244-3177
Albany Police and Fire Department (non-emergency)	438-4000
Family Practice Group Health Center	262-9800
Capital District Psychiatric Center Crisis intervention	447-9650
Albany College of Pharmacy	
Main Number (Monday-Friday, 8:30 a.m. - 4:30 p.m.)	445-7200
College Counselor	445-7262
Residence Life	445-7329
Office for Student Affairs	445-7257

**ALBANY COLLEGE OF PHARMACY**



106 New Scotland Avenue  
Albany, NY 12208-3492