



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

SCHOOL OF PHARMACY



# Student Handbook

Revised August 2018

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All policies and pronouncements in this handbook are in effect and apply to all students enrolled in the Notre Dame of Maryland University School of Pharmacy. It is the responsibility of all students enrolled in the School to be knowledgeable about these policies and all published requirements and standards set forth by the School.

The School reserves the right to make changes in any or all specifications contained herein and to apply such revisions to registered and accepted students as well as new admissions.

All references to the dean, associate dean and assistant dean are individuals in the School of Pharmacy. University administration will be noted as such.

## UNIVERSITY MISSION STATEMENT

Notre Dame of Maryland University educates leaders to transform the world.

Embracing the vision of the founders, the School Sisters of Notre Dame, the University promotes the advancement of women and provides a liberal arts education in the Catholic tradition.

Notre Dame challenge women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

## ALMA MATER

We raise our voices proudly, dear Notre Dame to your name.  
How rich is the heritage your students claim!  
The years have made you glorious to those who seek after truth,  
answering the challenge  
you set for your youth.  
Founded in a great tradition,  
strong in wisdom's might,  
You bear the colors of Our Lady –  
her blue and white;  
And we who share these College  
years spirited or calm  
pledge our love forever to you, Notre Dame.

## UNIVERSITY MOTTO

*Veritatem prosequimur-*  
We pursue truth.

## DESCRIPTION OF THE UNIVERSITY SEAL

The shield with the quartered cross, alternated with white and blue, is based on the Maryland coat of arms. The conventional rose in the upper corner is the religious emblem of our Blessed Lady. **The inscription reads: Seal of Our Lady of Maryland University.**



## **SCHOOL OF PHARMACY VISION STATEMENT**

To provide exceptional pharmacy education by creating a model learning community dedicated to the transformation of societal health.

## **SCHOOL OF PHARMACY MISSION STATEMENT**

We educate student pharmacists to be compassionate, ethical professionals who improve medication use and provide quality patient care to a diverse population. We develop leaders and advance public health.

## **SCHOOL OF PHARMACY VALUES (ACEI<sup>2</sup>)**

The faculty, staff and student pharmacists pledge to work together to achieve our vision and mission by embracing the values of **Altruism, Collaboration, Excellence, Innovation and Integrity**.

## **PHARMACIST CODE OF ETHICS Preamble**

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

- I. A pharmacist respects the covenantal relationship between the patient and pharmacist.**  
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
- II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.** A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
- III. A pharmacist respects the autonomy and dignity of each patient.**  
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
- IV. A pharmacist acts with honesty and integrity in professional relationships.**  
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
- V. A pharmacist maintains professional competence.**  
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
- VI. A pharmacist respects the values and abilities of colleagues and other health professionals.**

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

**VII. A pharmacist serves individual, community, and societal needs.**

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

**VIII. A pharmacist seeks justice in the distribution of health resources.**

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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*Adopted by the American Pharmacists Association October 27, 1994.*

**OATH OF A PHARMACIST**

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."



## **STUDENT CODE OF CONDUCT**

### **HONOR CODE**

The Honor Code of Notre Dame of Maryland University has been a tradition since 1936 when unproctored tests were instituted. It is founded on a pledge each student takes to act with integrity in academic and personal life. Based on the personal integrity of the individual and an active concern for others, the Honor Code is motivated by personal values, religious conviction, good taste, and the common good. Its purpose is to establish a University community founded on personal honor and mutual trust. This combination of personal commitment and community responsibility helps to strengthen each student as an individual and helps to develop mature powers of judgment and reason, and intellectual and social honesty. The Honor Code signifies the ideal of academic and personal integrity that each student is expected to model. Living the Honor Code strengthens the entire community and cultivates an atmosphere of unity founded on trust.

Belonging to the Notre Dame community is both a privilege and a responsibility. It is a privilege to those who qualify and carry the responsibility to abide by the Honor Code. Adhering to the Honor Code is a responsibility shared by the entire campus community. Its effectiveness depends upon individual acceptance of responsibility and the reciprocal cooperation of students, faculty, staff and administration. Ultimately, each member of the community is expected to assume responsibility for her/his own conduct and to assume reasonable responsibility for the conduct of others. This results in mutual respect and a commitment of each member of the community toward civility. Within the spirit of the Honor Code, this may mean kind and courteous admonition when one observes another's inappropriate conduct. At other times, it means cooperation when authorities are investigating allegations of violations of academic or behavioral standards or encouraging the violators to report themselves. It is the responsibility of Notre Dame students to understand and adhere to the Honor Code.

Notre Dame of Maryland University School of Pharmacy student pharmacists are expected to achieve and display high standards of character. Honesty and ethical behavior are hallmarks of the pharmacy profession and are essential qualities for any person who aspires to be a pharmacist. The pharmacy profession requires pharmacists and student pharmacists to be of impeccable character living professional and private lives that exemplify high standards of ethical conduct. The University Honor Code has been expanded, by the School of Pharmacy, to encompass elements that are specific to student pharmacists and the pharmacy profession. In addition to adherence to the Honor Code, student pharmacists are also expected to adhere to the Pharmacist Code of Ethics, Oath of the Pharmacist, School of Pharmacy Dress Code and Professionalism Policy. The Honor Code for student pharmacists is outlined below. It is the responsibility of Notre Dame students to understand and adhere to the Honor Code.

### **HONOR PLEDGE**

With a keen sense of responsibility, I accept this symbol of my entrance into the world of scholarship. And I give this pledge of my purpose to wear it worthily.

I shall try to follow all truth, I shall try to see all beauty,  
I shall try to be all goodness,  
and thus to come to that Eternal Wisdom  
Which is the Word of God.

## **HONOR COMMITMENT**

I agree to adhere to academic and social integrity in furthering my education, as well as the welfare of Notre Dame of Maryland University, my classmates, and myself. In fulfilling my obligations under the Honor Code, I agree to abide by all academic and social policies and standards at Notre Dame of Maryland University and School of Pharmacy.

## **COMMUNITY EXPECTATIONS AND STUDENT RESPONSIBILITY**

All communities operate with a shared commitment to core values. Guided by the School Sisters of Notre Dame and committed to our long standing mission, Notre Dame of Maryland University (“University” or NDMU) strives to build inclusive communities, engage in service to others, and to promote social responsibility. Being part of the NDMU community is a privilege and therefore brings with it the obligation to conduct oneself in ways that promote these goals and build up the community and the obligations to refrain from activity inconsistent with our shared goals and commitments.

Each student at NDMU is expected to make choices that preserve a safe and secure environment in which all individuals are able to pursue their academic endeavors, practice responsible citizenship, respect the rights of others, and be accountable for their actions and the actions of their guests. Failure to uphold University rules, policies, and expectations as well as state and/or federal laws and regulations may result in student conduct action within the University under the authority of the Student Code of Conduct (the Code), and/or referral to appropriate law enforcement.

### **I. PURPOSE**

The purpose of regulating student conduct in the University setting is to protect the character of the University community by prohibiting conduct inconsistent with the values of the institution. The purpose of publishing this Student Conduct Code is to give students notice of what constitutes prohibited behavior, as well as their rights and responsibilities during the student conduct review process. The campus student conduct proceedings are designed to provide a forum through which to determine whether a student is responsible for violating University regulations. This Code seeks to preserve the individual rights of students while ensuring that the interests of the entire University community are also maintained.

### **II. APPLICABILITY**

The Code applies to the on-campus conduct of all students. The Code also applies to off-campus conduct of students that, in the University’s judgment, involves or affects the University or other members of the University community, such as conduct in connection with:

- A. Academic work or other University-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
- B. Activities sponsored, conducted, or authorized by the University or its student organizations;
- C. Activities, even if not on University premises, that cause or threaten harm to the health, safety, well-being, or property of the University or members of the University community, including the student him- or herself; or
- D. Activities that unreasonably disturb the peace and privacy of the student’s neighbors when living off-campus.

The Code applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the University and even if the University does not learn

of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the University.

Students also continue to be subject to federal, state, and local laws while at the University. While those laws are separate and independent from the Code and impose different standards, violations of them may also constitute violations of the Code. In such instances, the University may take action under the Code independently of any other legal proceeding involving the same conduct and may impose consequences for violation of the Code even if such other proceeding is not yet resolved or is resolved in the student's favor.

### **III. REGULATION AND MONITORING OF STUDENT CONDUCT**

As an ordinary matter, the Provost has delegated authority over student conduct to the Associate Vice President for Student Life and Dean of Students ("AVPSL") who may exercise it consistent with these procedures. Student disciplinary authority may be delegated to University administrators, faculty members, student committees, and organizations, as set forth in the "Code of Student Conduct", and in other appropriate policies, rules, or regulations adopted by the Board of Trustees. Students are asked to assume positions of responsibility in the University judicial system so that they may contribute their skills and insights to the resolution of disciplinary cases.

- A. The Associate Vice President for Student Life or designee has the authority to take immediate, necessary, and appropriate interim action to protect the health, safety and well-being of an individual and/or the University community.
  - 1. The Associate Vice President for Student Life may take an interim action to evict a student from University housing, restrict a student's access to and movement about the campus, and/or suspend a student from the University whenever the continued presence of the student at the University is deemed to pose a serious threat to the student or to others or to the stability and continuance of normal University functions.
  - 2. The interim action shall become effective immediately upon delivery of verbal and/or written notification to the student or his/her designee.
  - 3. Interim suspension shall be considered an excused absence.
  - 4. A hearing or conference will be granted as soon as possible.
- B. The Office of Inclusion and Community Standards, which is overseen by its Associate Dean, with direction and guidance from the AVPSL, is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with University and School of Pharmacy policies and procedures.
- C. Student conduct action may be pursued for any violation of University and School of Pharmacy policy, or district or federal law, on or off University premises by a student that affects the University's and School of Pharmacy's interests and/or is inconsistent with the University's and School of Pharmacy's expectations for students.
- D. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this "Code." Disciplinary action at the University will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought. Student

conduct action may be pursued to address the behavior of a student organization (as an entity) when members of the student organization have engaged in potential violations of this Code for which they received the consent or encouragement of the organization or the organization's leaders/officers.

## TERMINOLOGY

When used in this document:

- A. **"Group"** means a number of persons who are associated with each other, but who have not complied with University and/or School of Pharmacy requirements for registration as a student organization.
- B. **"Administrative Review"** means a conference conducted by the Associate Dean for Inclusion and Community Standards or their designee and the Responding Party following an alleged violation of the University Standards of Conduct. The purpose of this conference is to examine evidence, verify facts, and determine truth and resolution of a disciplinary case.
- C. **"The Code"** means the Student Code of Conduct and those policies incorporated herein.
- D. **"Honor Board"** means a body of community members (elected faculty and students and appointed staff) who hear cases of alleged violations.
- E. **"Institution"** and **"University"** mean Notre Dame of Maryland University and all of its undergraduate, graduate, and professional schools, divisions, and programs.
- F. **"Organization"** means any number of persons who have complied with University and/or School of Pharmacy requirements for registration with the Office of Student Leadership and Involvement as a student organization.
- G. **"Policy"** means the written rules and regulations of the University as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook (whether students live on campus or not), Residence Hall Contract, regulations governing student organizations, Parking Policies, Dining Services Policies, the Undergraduate Catalog, Graduate Catalog, School of Arts and Sciences, and Business, Pharmacy, Nursing, and Education Student Handbooks and the Policy on Sexual Misconduct and other related misconduct, and other lease agreements with the University.
- H. **"Prohibited Conduct"** means a violation of a University Policy.
- I. **"Reporting Party"** is defined as the party who has been subjected to conduct that constitutes a violation of the Student Code of Conduct regardless of whether the Reporting Party makes a report or seeks redress.
- J. **"Responding Party"** is defined as the party, organization, team or individuals acting collusively, alleged to have committed an act that constitutes a violation of the Student Code of Conduct.
- K. **"Student"** means any currently enrolled person, full-time or part-time pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or of any form of certificate of completion, including students from a cooperating university or college taking a course(s) at Notre Dame of Maryland University or other institutions for credit by the University.
- L. **"University premises"** means buildings, portions of buildings or grounds owned, rented, controlled or leased by the University, including, but not limited to, any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution other than the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.

- M. **“University-sponsored activities”** means events and activities initiated by a student, student organization, or University department, faculty member, or employee that: (1) are expressly authorized, aided, conducted or supervised by the University; or (2) are funded in whole or in part by the University; or (3) Are initiated by an officially registered student organization and conducted or promoted in the name of that student organization and/or the University.
- N. **“University Community”** means students, faculty, staff, interns, employees, volunteers, contractors, guests, and others who are within the University’s control.

## THE HONOR CODE: STANDARDS OF CONDUCT

### IV. Academic Conduct Standards

- A. In order to participate as a student at Notre Dame of Maryland University, a student is required to, and agrees to, maintain academic integrity. The University’s Honor Code requires academic honesty, and it is expected that all work submitted by a student is his/her own.

Therefore, it is agreed that all student pharmacists will:

1. Sign a pledge on quizzes, tests and papers that affirms the student’s pledge of academic honesty. The pledge shall be *“I hereby affirm that I have neither given nor received unauthorized help on this exam, paper, or assignment.” (Signature)*. Refusing to sign this statement is a violation of the Honor Code.
2. Abide by the following examination policy as stated in the School of Pharmacy Catalog and course syllabi:

The following policy and procedures were developed through faculty consensus to create an examination environment that ensures academic integrity while inculcating professional behavior among student pharmacists. These procedures emulate the requirements of national standardized examinations, which student pharmacists will be required to take before and upon graduation.

- A. Prior to an examination, students will be required to place all electronic and personal belongings in their lockers. Only a laptop and charger will be allowed in the examination room. Items prohibited in the examination room include, but are not limited to:
- i. Books, references, or other study material,
  - ii. Food or beverages,
  - iii. Backpacks, totes, purses, or other personal items,
  - iv. Cellular phones, Bluetooth devices (e.g., earpieces, etc.)
  - v. Calculators,
  - vi. Digital devices with cameras,
  - vii. Electronic personal devices such as watches, activity wristbands, glasses, etc., and,
  - viii. Coats, hats, or other outerwear (per discretion of faculty during climate changes).
- B. It is the student’s responsibility to arrive on time to the examination, as indicated by the instructor. Students arriving after that time may be seated only at the discretion

- of the instructor. Students arriving after a classmate has finished the exam and left the room will not be seated and will receive a zero grade for the exam.
- C. Students will be randomly assigned a seat for each examination, and a predetermined seating chart will be posted.
  - D. No eating or drinking will be allowed during the examination.
  - E. When seated for an exam, students are expected to remain seated until they have completed the exam. No restroom breaks will be allowed once the examination has started.
  - F. Each student will electronically affirm the student's pledge of academic honesty on quizzes, tests papers, and other assessments. The pledge shall be, "*I hereby affirm that I have neither given nor received unauthorized help on this exam, paper, or assignment.*" (Signature). Refusing to affirm this statement is a violation of the Honor Code.
  - G. Conversation between students will not be permitted during the testing period.
  - H. Faculty reserve the right to request that a student demonstrate they are upholding the policies and procedures indicated in this document. If a faculty member suspects a violation of this policy, they have the right to inquire and investigate during the examination.
  - I. Any violation of this policy and procedure is a violation of the professionalism policy, and appropriate actions will be taken by the faculty member as a consequence.
3. Sign the Honor Pledge in preparation for the White Coat Ceremony in the P1 fall semester. This document will be kept on file in the office of the dean.
  4. A student is prohibited from committing any of the following acts which constitute violations(s) of the Honor Code:
    - a. Lying – lying is the statement of an untruth with the intent to mislead fellow students, faculty, patients, administrative officials, staff and other professionals. Lying includes "lies of omission" or failure to divulge voluntarily the whole and complete truth. Fabrication or falsification (verbal or written) in any academic or clinical experience is a violation of the Honor Code. Lying also includes any false testimony presented during preliminary or formal hearings.
    - b. Cheating – all tests, quizzes, written work, research or any academic work is conducted under the Honor Code. Cheating is defined as using or attempting to use unauthorized assistance (includes unauthorized collaboration with others), devices (such as cellular telephone or other electronic devices such as personal data assistants) in testing locations, materials, or study aids in or prior to examinations or any other academic work; or preventing others from using authorized assistance, material or study aids. Examples of cheating include, but not limited to 1) acting as a substitute for another in any exam or academic evaluation, 2) providing specific information about a recently given exam or other assignment to another student who thereby gains an unfair advantage in the exam or assignment, 3) permitting one's academic work to be represented as the work of another, preparing for sale, 4) barter or loan to another such items as unauthorized papers, notes, or abstracts of lectures and readings, 5) destroying or making inaccessible academic resource materials to fellow students, 6) engaging in

conversation with any other student during the testing period; 7) failing to hand your completed exam paper directly and only to the faculty member in charge of administering the exam.; 8) manipulation of examination software for purposes of cheating

- c. Plagiarism – is defined as unacknowledged appropriation of another's work, thoughts, or ideas, and the unacknowledged incorporation of that work in one's own written work. This includes the following three separate forms of plagiarism:
- **Deliberate plagiarism** centers on the issue of intentionality. If students deliberately claim another's language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.
  - **Unintentional plagiarism** often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.
  - **Self-plagiarism** occurs when students submit papers or portions of papers presented for another course or school without approval of the course instructor.

*See Appendix A for guidelines on how to avoid plagiarism.*

- d. Falsifying, altering or forging any official University/School records or documents, employing official University/School documents or records for purposes of misrepresentation, or causing any official University/School documents or records to be falsified by means of any misrepresentation. Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects and other academically related work is an example of falsification of data. Falsification also includes the unauthorized use of another student's audience response system device. Students are to use their assigned device for all course assignments, course and School attendance requirements.
- a. Possessing, buying, selling, removing, receiving or using at any time or in any manner a copy or copies of any exam or other materials, in whole or in part, that is intended to be used as an instrument of evaluation in advance of its administration without prior authorization by the course instructor.
- f. Refusing a faculty member's request to sign a pledge on a test paper or assignment stating that "I hereby affirm that I have neither given nor received unauthorized help on this exam, paper or assignment."
- g. Misrepresentation in bibliography, reference list and footnotes.

- h. Dishonest use of computer facilities – unauthorized or unacknowledged use of a computer file, program, account or login name or password.
- i. Facilitating Academic Dishonesty to aid or assist any student(s) in any form of academic dishonesty shall be considered a violation. Acts may include providing unauthorized materials for assistance on tests or assignments or producing work on another's behalf.
- j. Copying using any method (e.g. scanning, photographing) recent or old exams without the explicit permission of the instructor.

## V. Behavioral Conduct Standards I

The University's Honor Code is also concerned with social accountability and assumes that all students are responsible for themselves, other students and their guests on the Notre Dame campus. Students are expected to comply with:

- a. Existing University/School policies
- b. Directions of University/School authorities acting in performance of their duties and/or to identify oneself to these persons when requested to do so.
- c. All published University/School policies, rules or regulations, including, but not limited to 1) the School of Pharmacy Student Handbook, 2) School of Pharmacy Catalog, 3) University Residence Life Handbook
- d. Local, state and federal law on University property or at University/School -sponsored or supervised activities.

The following are examples of prohibited behaviors and activities which may result in student conduct action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

- A. **Alcohol** – Possession, use, or distribution of alcohol, except where permitted by law and University policy. (See School of Pharmacy Substance Abuse Policy).
  - 1. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
  - 2. Possession of common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine.
  - 3. Possession of alcoholic beverages by persons under 21 years of age.
  - 4. Consumption of alcoholic beverages by persons under 21 years of age;
  - 5. Consumption of alcoholic beverages by persons 21 years of age or older in any public area (unless it is an official University approved event), including public space within a residence hall.
  - 6. Inebriation by any person, regardless of age. Inebriation is defined as when an individual has consumed enough alcoholic beverages to observably affect his/her manner, disposition, speech, muscular movement, general appearance, or behavior.
  - 7. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.
  - 8. Transportation of alcohol by individuals 21 years of age or older must occur in its original, unopened container.
  - 9. Possession of devices that can be used for the rapid consumption of



alcohol including but not limited to beer funnels and shot glasses when found in the presence of alcohol where there is a reasonable inference that they are being used for rapid consumption as well as the participation in drinking games. Drinking games with water in the presence of alcohol is also prohibited.

10. The Reasonable Consumption Policy states that if you are 21 years of age or older, you may only possess and store in your University assigned living space no more than ONE of the following: twelve (12) oz. beers, 1500 ml wine, 750ml of distilled alcohol.
11. Collections of containers that contain or previously contained alcohol beyond the qualified amount are not permitted.

B. **Complicity** – A student will not through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the University's/School's Code of Conduct. A student who has knowledge of another individual committing or attempting to commit a violation of the Code of Conduct is required to remove themselves from the situation and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

C. **Unauthorized Entry/Damage to or misuse of property**- unauthorized entry into University facilities or property, and unauthorized use or misuse of University property or the property of others.

D. **Violent, Abusive, or Threatening Conduct**: behavior which jeopardizes the safety or health of self or others.

1. Acts or threats of physical assault or abuse.
2. Stalking defined as a course of conduct (repetitive and menacing) that is directed (pursuit, following, harassing, or interfering) at a specific person that is unwelcome and would cause a reasonable person to feel fear.
3. Brandishing a weapon or an object, which appears to be a weapon, in a threatening manner.
4. Intimidating, threatening, or directing abusive language toward another person.
5. Failure to cease repetitive unwanted behavior directed toward a particular individual or individuals.
6. Rioting

E. **Disorderly Conduct**:

1. Acting in a manner that annoys, disturbs, interferes with, obstructs or is offensive to another/others, shouting or making excessive noise or gestures either inside or outside a building;
2. Verbally abusing University officials (including students appointed to act as representatives of the University/School) acting in performance of their duties;
3. Disrupting obstructing or interfering with the activities of others;
4. Behaving in a lewd or indecent manner.

F. **Dishonesty** - Non-academic dishonesty including but **not** limited to:

1. Furnishing false information to the University or University personnel, including Public Safety.
2. Furnishing false information at University disciplinary proceedings.

3. Forgery, unauthorized alteration, or unauthorized use of any University documents, records, or identification cards, including computer records, misuse of computer facilities, and electronic mailing systems.
4. Fraud, through act or omission, committed against another member of the University community or others.
5. Knowingly initiating or causing to be initiated any false report, warning, or threat.

**G. Disruption of the Educational Process:**

1. Disruption or obstruction of teaching, studying, research, administration, and sponsored social programs, fire policy, emergency services and other University activities.
2. Participation in campus demonstrations which disrupt the normal operations of the University and infringe on the rights of other members of the community.
3. Placing a person in fear of physical danger or bodily harm.
4. Causing bodily harm to a person, or engaging in aggressive physical contact that would likely have caused bodily harm despite the lack of any measurable harm.

**H. Drugs:**

1. Possession or use of illegal drugs or controlled substances as defined by law, including those without a valid prescription
2. Possession of paraphernalia including any item typically used to inhale/ingest/mask drugs, regardless of whether the item has been used for illegal purpose
3. Possession of drugs for recreational or non-medicinal use
4. Distribution (any form of exchange, gift, transfer or sale) of drugs.

**I. Non-Compliance:** Failure to comply with reasonable directions of University officials, including students appointed to act as representatives of the University who are acting in performance of their duties. Directives to cooperate in the administration of this handbook including those to appear and give testimony at a University/School disciplinary proceeding as well as directives to produce identification are included in the scope of this provision.

**J. Regulation Violation:** Any violation of other published University policies, rules or regulations, including, but not limited to: the NDMU Student Handbook, School of Pharmacy Student Handbook, regulations governing student organizations, Parking Policies, Dining Services Policies, the Residence Life Handbook (whether the student lives in residence or not), School of Pharmacy Catalog, Policy on Sexual Misconduct, and other related misconduct and other lease agreements with the University.

**K. Sanction Violation:** Violating or failing to comply with the terms of any student conduct sanction imposed in accordance with Honor Board and/or School of Pharmacy procedures, including the failure to complete sanctions by the stated deadline.

**L.** Any behavior which may endanger patients, clients, or the public, including failure to carry out appropriate or assigned duties where lack of doing so may endanger the health or well- being of a patient or client.

- M. Behavior or action that deceives, defrauds, or harms the public and/or profession.
- N. Falsifying or through negligence, making incorrect entries or failing to make essential entries in health records.
- O. Deliberate deception of a patient or client through failure of the student to identify his/her status.
- P. Failure to maintain client or patient confidentiality
- Q. Commission of any act which has the effect of bringing the student, the University, the School, or the pharmacy profession into disrepute, including, but not limited to, any departure from or failure to conform to the standards of acceptable and prevailing professional practice and pharmacist code of ethics as outlined by the American Pharmacists Association.
- R. Collusion with another in violation of any provision of the Honor Code.
- S. Failure to report any violation of the Honor Code or the withholding of evidence/information pertinent to a case under investigation.
- T. **Unauthorized Entry/Damage to or misuse of property**- unauthorized entry into University facilities or property, and unauthorized use or misuse of University property or the property of others.
- U. **Dangerous conduct** - Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
  - 1. **Assault** – Placing a person in fear of imminent physical danger or injury through the use of electronic, written, verbal, or physical means.
  - 2. **Physical Abuse** – Committing physical abuse and/or battery of any person.
- V. **Discrimination** – (See University Student Harassment and Discrimination Policy, Section N). Unlawful discrimination of a non-sexual nature which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, age, disability, veteran's status, sexual orientation, gender identity, or other status protected by applicable law and that:
  - 1. Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or;
  - 2. Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.
- W. **Gambling**: Unauthorized gambling, defined as playing games of chance for money.
- X. **Harassment**: (See Student Harassment and Discrimination Policy, University and School of Pharmacy Policies, Section N). Any actions, threats, gestures, and/or words directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person

because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.

- Y. **Hazing**: Any act of 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 purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- Z. **Interfering with Fire Safety**: Knowingly or negligently causing or attempting to cause a fire in a University building or University premises
  - 1. Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
  - 2. Unauthorized burning of any material in any University building, on University property, on University premises, or on areas adjacent to University premises.
  - 3. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
  - 4. Recklessly or intentionally activating an alarm when an emergency situation does not exist.
- 1. **Misuse of University Identification**: The NDMU ID Card is the official identification card of the University, and it is required for access to certain campus buildings (such as residence halls, libraries, and other facilities) and to some University events. By accepting the NDMU ID Card, an individual agrees to be bound by all of the requirements required of a holder of the card. Violations may result in confiscation of the card and disciplinary action.
- 2. **Sexual Misconduct**: (See Sexual Misconduct Policy, University Policies, Section K, pg. 51). Sexual Misconduct is a broad term that includes Sexual Violence, Rape, Sexual Assault, Domestic Violence, Dating Violence, Bullying, Stalking, and Sexual Harassment. The Sexual Misconduct Policy prohibits acts of sexual misconduct, prohibits retaliation against anyone who files a complaint or participates in the investigation of a complaint, and prohibits bringing false allegations of sexual misconduct.
- 3. **Solicitation**: Unauthorized solicitation, sale or promotion of any goods or services in University owned or operated property, including residence halls, or at University-sponsored events.
- 4. **Theft**: (a) Attempted or actual theft of, damage to, and/or trespassing on University property, property of a member of the University community or other personal or public property; (b) Unauthorized possession of University property or the property of others: and/or (c) Theft or other abuse of computer time, computer equipment or facilities, including illegal or unauthorized downloading of files.
- 5. **Unauthorized Use of the University's Name**: Any unauthorized commercial use of the University's name, logo, or other representation.

6. **Violation of Laws:** Violating local, state, and federal laws, regulations or ordinances.
7. **Weapon Violation:** Use, possession, or storage of any firearms, ammunition, knives with blades longer than 3” in length, other weapons, or objects that could be construed as weapons, on University premises. Illegal or unauthorized possession of explosives, dangerous chemicals or any other items of any kind that pose a potential hazard to the safety or health of others on University premises.

## VI. Behavioral Conduct Standards II – School of Pharmacy Professionalism Policy

Professionalism is defined as the active demonstration of the attributes of a professional. These attributes include but are not limited to: commitment to self-improvement of skills and knowledge, pride in the profession, consciousness and trustworthiness, and building relationships with patients, caregivers, and other health care professionals. Professional socialization is the process by which an individual develops the attitudes, values and beliefs of a professional. The goal of professional socialization is to develop professionalism as described below and this process must begin at the beginning of an individual’s professional education. Therefore, as consistent with expectations of the practice environment, professional behavior and attitudes are expected for all students enrolled in the School.

Emotional intelligence (EQ) is a set of emotional and social skills that collectively establish how well we perceive and express ourselves, develop and maintain social relationships, cope with challenges, and use emotional information in an effective and meaningful way. It is proven that emotional intelligence accounts for leadership success more than cognitive intelligence. The expected professionalism attributes are linked to emotional intelligence elements below. (EQ-i <sup>2.0</sup>)

Emotional Intelligence Elements per EQ-I 2.0	Professionalism Assessment Area
<p><b>Self-Actualization</b></p> <p>The ability and tendency to want to grow, to stretch and to strive—to see your full potential, set meaningful goals and work toward your betterment and fulfillment.</p>	<ul style="list-style-type: none"> <li>• <b>Student is self-motivated</b> (is an active learner – seeks knowledge; asks questions, searches for information, takes responsibility for own learning)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student accepts constructive criticism and modifies behavior if necessary</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student demonstrates a desire to exceed expectations</b> (goes “above and beyond the call of duty”, attempts to exceed minimal standards and requirements for tasks/assignments/responsibilities)</li> </ul>
<p><b>Self-Regard</b></p> <p>The ability and the tendency for you—in light of both your positive and negative qualities—to both like and have confidence in yourself.</p>	<ul style="list-style-type: none"> <li>• <b>Student demonstrates confidence</b> (acts and communicates in a self-assured manner, yet with modesty and humility)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student maintains good hygiene and grooming habits</b> (refer to dress code policy)</li> </ul>

Emotional Intelligence Elements per EQ-I 2.0	Professionalism Assessment Area
<b>Independence</b>  Your ability and tendency to be self-directed in your thinking, feeling, and actions—to go at it alone when needed.	<ul style="list-style-type: none"> <li>• <b>Student utilizes time efficiently</b> (allocates and utilizes appropriate amounts of time to fulfill responsibilities; utilizes others' time wisely)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student is punctual</b> (arrives to class/practice setting and meetings on time, meets deadlines, etc)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student takes responsibilities for one's own actions</b> (does not try to blame others for insufficient or untimely work)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student is reliable, dependable and follows through with responsibilities</b> (can be counted on; if task is left incomplete or problem is left unresolved, student seeks aid)</li> </ul>
<b>Interpersonal Relationships</b>  Your ability and tendency to give and receive trust and compassion, and to establish and maintain satisfying personal relationships.	<ul style="list-style-type: none"> <li>• <b>Student is respectful</b> (demonstrates regard for patients, peers, superiors, other personnel and property)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student is cooperative</b> (non-argumentative; willing and helpful)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student displays honesty and integrity in all interactions with patients and other health care professionals</b> (truthful and straightforward; behaves in an ethical manner)</li> </ul>
<b>Empathy</b>  Your ability and willingness to take notice of and be sensitive to other people's needs and feelings.	<ul style="list-style-type: none"> <li>• <b>Student is non-judgmental</b> (demonstrates an attitude of open-mindedness towards others and situations; does not "stereotype" others or prejudge situations)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student is compassionate and empathetic</b> (demonstrates appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards patients and others)</li> </ul>
<b>Social Responsibility</b>  Your ability and tendency to cooperate and contribute to the welfare of a larger social system, to have and act in accordance with a social conscience and to show concern for the greater community.	<ul style="list-style-type: none"> <li>• <b>Social awareness and responsibility</b> (takes responsibility for adapting and providing quality patient care to diverse patient populations)</li> </ul>
<b>Impulse Control</b>  The ability to resist or delay a drive or temptation to do or say something or to decide too quickly or rashly.	<ul style="list-style-type: none"> <li>• <b>Student is diplomatic</b> (fair and tactful in all dealings with patients, superiors, peers, and other personnel; Avoids inappropriate comments and gestures)</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Student displays self-control</b> (thinks through thoughts before speaking; control emotional responses)</li> </ul>
<b>Stress Tolerance</b>  Your ability and tendency to live	<ul style="list-style-type: none"> <li>• <b>Student appropriately handles stress</b> (remains calm, levelheaded, composed in critical or difficult situations)</li> </ul>

Emotional Intelligence Elements per EQ-I 2.0	Professionalism Assessment Area
your life effectively in the face of stress.	
<b>Optimism</b> Your ability and tendency to look at the brighter side of life and to maintain a positive attitude even in the face of adversity. You are hopeful and are enabled to see the future as a positive, inviting place.	<ul style="list-style-type: none"> <li>• <b>Student leads the profession to promote safe medication use and to improve health care; Student maintains professional competence</b> (advocates for the profession; promotes life-long learning)</li> </ul>

## VII. Behavior Standard III - School of Pharmacy Dress Code for Classes, External Events Sponsored by the School, School Functions and Experiential Education

All student pharmacists represent the School and the profession's future practitioners. Therefore, your appearance should be that of a professional student. Professional attire is required at all times (8:00 AM – 6:00 PM or later if class/school activities end later). Dress requirements for experiential rotations are delineated in the experiential education manual. Faculty members and preceptors have the prerogative to require students in their class, lab or rotation to meet stricter dress requirements than those stated in the dress code. The following is considered professional attire:

- a) men: slacks, collared shirt that is tucked in, dress shoes and socks. A suit coat or sports coat is recommended but not required. Lab coats may be required for courses; students should refer to the course syllabus. **Students will be notified when ties are required.**
- b) women: slacks, skirts, dresses, dress shoes
- c) body piercings should have limited visibility and tattoos should be covered.
- d) Color of clothing should be suitable for a work environment

Miniskirts, short dresses, jeans, sneakers, low-cut dresses, tee shirts, torn clothing, baseball caps, etc. are **NOT** professional dress.

The following types of clothing are **not** allowed at any time:

- Hats, caps or other headgear are not to be worn indoors. Head covers that are required for religious purposes or to honor cultural tradition are permitted.
- Tank tops, tube tops, halter tops, spaghetti string or off the shoulder tops
- Clothes that are sheer, low cut, revealing or tops that do not cover to the waist; slacks, skirts or pants that expose skin below the waist
- Short shorts, miniskirts, pajama bottoms, 'jeggings'
- Skin-tight clothing
- Flip flops, thong sandals, shower shoes
- Hosiery with designs
- Neon -colored clothing or colors that are unsuitable for the work environment and inconsistent with a professional image
- Jeans of any color
- Clothing with obscene or lewd text or pictures, depictions of alcohol, drugs or other smoking materials

Violation of the dress code policy is considered a violation of behavioral standards and is subject to disciplinary action by the School of Pharmacy.

### **VIII. Alleged Academic Violations**

The University/School reserves the right to determine the method of adjudicating alleged violations of the academic and behavioral expectations policy. *All violations should be resolved at the lowest level whenever possible.*

- A. A student who believes that a violation of the academic and behavioral standards has occurred must report the violation to the faculty member teaching the course. A student who reports a suspected violation shall not reveal the identity of the reported student to anyone else. (Alleged violations reported anonymously will not be investigated). The identity of the reporting student will not be revealed.
- B. The faculty member, suspecting that a violation has occurred, should speak to the student about the situation and keep an original copy of the work, if available. If, in the opinion of the faculty member, the infraction has occurred, the instructor may impose an appropriate sanction up to and including an “F” in the course. If found guilty of the violation, the student will be held to the sanction imposed by the faculty member. The faculty member will file all supporting documentation and a Student Academic & Professional Incident Report to the School of Pharmacy Assistant Dean for Student Affairs. The Assistant Dean will notify the department chair and Dean of the infraction. Additionally, a copy of the report will be filed with the University Office of the Student Rights & Responsibilities. A student who is accused of academic dishonesty in a course may not withdraw from that course while the matter is being investigated. The option of withdrawing from the course with a “W” grade is only open to the student who has been exonerated. These records will be purged from the student’s confidential file seven years after the disposition of the case.

### Academic Standards Appeals

- A. If the student wishes to appeal the finding of the faculty member, s/he will report the incident and provide accompanying documentation to the chair of the department; within five (5) business days of receipt of the documentation, the chairperson (or the Dean if the chairperson is the faculty member reporting the violation) will write to the student and uphold or modify the original decision and file the decision in the Office of the Dean within five business days. The Assistant Dean will forward a copy to the University Office of Students Rights & Responsibilities.
- B. The student may appeal the finding of the chairperson (but not the sanction) by contacting the Dean within five (5) business days of the chair’s finding. The Dean will convene a meeting with the faculty member, the chair of the department and the accused student. The appeal must be submitted within five (5) business days of the department chair’s decision. If resolved at this level, a letter outlining the result of the meeting will be sent to the student and filed in the student’s confidential record in the University Office of Student Rights & Responsibilities and in the School of Pharmacy Office of the Dean.



- C. The student may appeal, within five business days of the dean's decision, the dean's findings to the Honor Board. The Honor Board will determine if the appeal meets the standards for an appeal. If the standards are met, the Honor Board will hear the appeal. The Honor Board's decision is final and binding. The Honor Board may uphold the original sanction, apply additional sanctions or dismiss the original finding. An appeal will only be considered in the following cases:
1. There is significant procedural error that changes the findings of fact rendered previously.
  2. New evidence that significantly alters the findings of fact, and that was previously unknown to the respondent, has been discovered and available during the appeal process.
  3. A perceived bias against the responding party is present

#### **IX. Alleged Behavioral Standards Violation –School of Pharmacy Process**

*All violations should be resolved at the lowest level whenever possible. For violations of behavioral standards A, C, D, E, G, I, S thru Z and 1 thru 7, the School Assistant Dean for Student Affairs in consultation with the Dean may refer these alleged violations to the University Director of Student Rights & Responsibilities for adjudication according to University policies and procedures.*

These provisions present an explanation of the procedures which will generally be followed when it is believed or suspected that there has been a behavioral violation of the Code of Conduct with exception of alleged sexual misconduct violations which follow the University's Sexual Misconduct Policies & Procedures. The University and/or School's failure to comply with any specific provision of this Code does not create a claim against the University, nor does it automatically negate any finding made by the University hereunder. Based on the differences between the Student Conduct System and criminal or other systems, outcomes may differ, and an outcome reached through the Student Conduct System will not dictate the outcome in any other system nor shall an outcome through other systems dictate an outcome in the Student Conduct System.

This *Code* does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures. Individuals are encouraged to discuss the offending behavior with the student involved and ask her/him to stop and/or report the violation to the School of Pharmacy Assistant Dean for Student Affairs. The Assistant Dean may also report this to the Associate Dean for Inclusion and Community Standards, if deemed necessary. However, alleged offending behavior which possibly constitutes a violation of the University's Sexual Misconduct Policy will be referred to the Associate Dean for Inclusion and Community Standards or to the University's Title IX Coordinator, and the alleged conduct will be investigated and processed under the Investigation and Resolution provisions of the Sexual Misconduct Policy (University and School of Pharmacy Policies Section K). Likewise, alleged offending behavior which possibly constitutes a violation of the University's Discrimination and Non-Sexual Harassment Policy should be referred to the Associate Vice President for Student Life, and the alleged conduct will be investigated and processed under the Discrimination and Non-Sexual Harassment Policy (University Policies Section N, pg. 53).

- A. For violations of the professionalism policy and behavioral standards within a course, faculty can impose sanctions as indicated in the course syllabus. If sanctions are imposed, the faculty will file a Student Academic and Professional Incident Report with the School of Pharmacy Assistant Dean for Student Affairs. If necessary, the Assistant

Dean will meet with the student to ensure understanding of all policies and consequences for future violations. The Assistant Dean may impose additional sanctions should the student's demeanor or file indicate recurring violations of policy.

- B. Individuals are encouraged to discuss the offending behavior with the student involved and ask the student to stop and/or report the violation to the School Assistant Dean for Student Affairs. Anonymous tips/reports will not be followed up.
- C. Any person may initiate a complaint against a student with the School Assistant Dean for Student Affairs. The exception to this standard is any complaint involving alleged sexual misconduct, will be reported to the Title IX Coordinator and follow the procedures outlined in the University's Sexual Misconduct Policy.
  - 1. This complaint may be made in writing or verbally. The person or persons submitting the complaint shall be referred to as the Reporting Party. If a Reporting Party makes the report verbally, the Assistant Dean for Student Affairs will summarize in writing the information received verbally, then share that summary with the Reporting Party to ensure accuracy. This summary will become a part of the Responding Party's (the student who allegedly violating behavioral standard(s)) disciplinary file and will be shared with the Responding Party.
- D. If there is sufficient information regarding the allegation, a letter is sent to the Responding party, informing the him/her of the specific allegation. The letter shall include:
  - 1. The alleged violation that the Responding Party is accused of, indicating the date of the occurrence and the names of the Reporting Party and all potential witnesses, except when the Assistant Dean for Student Affairs determines that disclosure may present a serious risk to any such witness;
  - 2. The time, place and date of an initial meeting with the School Assistant Dean for Student Affairs.
- E. The initial meeting is used to:
  - 1. Review the situation, to determine if there is a potential behavioral standard violation, and to determine if the matter can be resolved administratively by mutual consent of the parties involved.
  - 2. The Responding Party will be encouraged to ask questions about the complaint.
  - 3. Explain the judicial process, review information in the Responding Party's disciplinary file (including prior violations, if any) review options, and discuss possible sanctions and outcomes.
- F. If the initial meeting indicates an investigation is warranted, the School Assistant Dean will meet with all of the parties involved in the allegation. After an investigation is conducted by the Assistant Dean for Student Affairs, if found guilty, School of Pharmacy policies regarding professionalism and behavioral standards will be followed and sanctions will be applied as appropriate.
- G. The student may appeal the finding of the Assistant Dean (but not the sanction) by contacting the Dean, within five (5) business days of the Assistant Dean's finding, who will convene a meeting with the individuals involved and the accused student. Failure to appeal within the allotted time will render the original decision final and conclusive. If resolved at this level, a letter outlining the result of the meeting will be placed in the student's file in the Office of the Dean.
- H. The student may appeal the Dean's finding, within seven calendar days of the decision to the Honor Board. The appeal should be sent to the Associate Dean for Inclusion and Community

Standards. The Honor Board is comprised of the Honor Board chairperson, vice chairperson or secretary, 1 faculty member, 1 staff member and 2 student representatives. The Honor Board's decision is final and binding. The Honor Board may uphold the original sanction, apply additional sanctions or dismiss the original finding. An appeal will only be considered in the following cases:

1. There is significant procedural error that changes the findings of fact rendered previously.
2. New evidence that significantly alters the findings of fact, and that was previously unknown to the respondent, has been discovered and available during the appeal process.
3. A perceived bias against the responding party is present

#### **X. Process for Behavioral Conduct Violations that are Referred to the Honor Board**

The primary goal of the student disciplinary process is to examine information, verify facts and determine the truth, and the Administrative Review Officer, which is most often the Associate Dean for Inclusion and Community Standards, or designee, or the Honor Board may consider all information presented during the process. These provisions present an explanation of the procedures which will generally be followed when it is believed or suspected that there has been a behavioral violation of the Code of Conduct with exception of alleged sexual misconduct violations which follow the University's Sexual Misconduct Policies & Procedures. The University's failure to comply with any specific provision of this Code does not create a claim against the University, nor does it automatically negate any finding made by the University hereunder. Based on the differences between the Student Conduct System and criminal or other systems, outcomes may differ, and an outcome reached through the Student Conduct System will not dictate the outcome in any other system nor shall an outcome through other systems dictate an outcome in the Student Conduct System.

This Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures. Individuals are encouraged to discuss the offending behavior with the student involved and ask the student to stop and/or report the violation to University officials who should report it to the Associate Dean for Inclusion and Community Standards. However, alleged offending behavior which possibly constitutes a violation of the University's Sexual Misconduct Policy should be referred to the Director for Student Rights & Responsibilities or to the University's Title IX Coordinator, and the alleged conduct will be investigated and processed under the Sexual Misconduct Policy. Likewise, alleged offending behavior which possibly constitutes a violation of the University's Discrimination and Non-Sexual Harassment Policy should be referred to the Title IX Coordinator and the alleged conduct will be investigated and processed under the Non-Discrimination Policy.

1. When a student's or student organization's suspected behavioral violation has been referred to the Associate Dean for Inclusion and Community Standards, the referral will be reviewed by the Associate Dean for Inclusion and Community Standards to determine if there are sufficient allegations and information to support a possible violation of the Code.

If there is sufficient information regarding a possible violation of behavioral standards, a letter is sent by

the Director to the student informing the student of the specific allegations. This letter also explains the conduct review process and procedures, appeal options, and possible sanctions and consequences; and it seeks information from the student regarding his/her availability so that a time, place and date can be established for an Administrative Review by the Associate Dean for Inclusion and Community Standards or Designee, or Honor Board Hearing.

#### *Procedures of Alleged Behavioral Conduct Violations*

- Any person may initiate a complaint against a student with the Office of Student Rights & Responsibilities. The exception to this standard is any complaint involving alleged sexual misconduct, which will be report to the Title IX Coordinator and follow the procedures outlined in the University's Sexual Misconduct Policy.
- This complaint may be made in writing or verbally. The person or persons submitting the complaint shall be referred to as the Reporting Party. If a Reporting Party makes the report verbally, the Office of Inclusion and Community Standards will summarize in writing the information received verbally, then share that summary with the Reporting Party to ensure accuracy. This summary will become a part of the Responding Party's disciplinary file and will be shared with the Responding Party.
- The notice to the Responding Party shall include:
  - The alleged violation that the Responding Party is accused of, indicating the date of the occurrence and the names of the Reporting Party and all potential witnesses, except when the Office of Inclusion and Community Standards determines that disclosure may present a serious risk to any such witness;
  - The Responding Party's rights, including a description of the procedures to be used at both a pre-hearing and an Administrative or Honor Board Hearing.
  - A statement that the Responding Party must meet with the Associate Dean for Inclusion and Community Standards or designee for a pre-hearing conference at a minimum of 48 hours prior to the scheduled disciplinary hearing. Failure to attend this pre-hearing conference will not keep the process from proceeding and may result in the Responding Party being found responsible for violating the policies listed based only on input from the Reporting Party.
- During the pre-hearing conference, the Responding Party will be invited to review and discuss information in the student's disciplinary file (including prior cases, if any) and will be encouraged to ask questions about the complaint and the options available within the Student Conduct System. Possible sanctions and outcomes will also be discussed. The Responding Party may also provide additional information (such as written documents, photographs, audio/video files, etc.) to be added to the Responding Party's disciplinary file. Pre-hearing conferences may not be recorded.
- The Responding Party will be presented with the following options during the pre-hearing conference:
  - Request an Administrative Review with a University administrator making the determination of responsibility of the alleged violations and assigning, if applicable, appropriate sanctions for the violations.

- Request an Honor Board hearing comprised of the Honor Board Chairperson, Vice Chairperson, or Secretary, 1 Faculty member, 1 Staff member, and 2 student representatives to make the determination of responsibility of the alleged violations and assigning, if applicable, appropriate sanctions for the violations.
  - In Honor Board Hearing cases, with the exception of alleged violations of Sexual Misconduct which will follow the procedures outlined in the Sexual Misconduct Policy, the Associate Dean for Inclusion and Community Standards will act as the presiding officer in the case.

#### *Student Rights of Alleged Conduct Violations*

- Rights of Responding Party to be informed of the policy (or policies) alleged to have been violated, possible sanctions, and the student disciplinary process.
  - Have a pre-hearing conference to review the alleged violations, disciplinary and appeals process and possible outcomes prior to an Administrative Review or Honor Board Hearing.
    - The determination of whether the hearing is an Administrative Review or Honor Board Hearing is at the discretion of the Responding Party in all cases with exception to alleged violations of the Sexual Misconduct Policy or in cases when suspension or expulsion are possible outcomes in which the case will be automatically referred as an Honor Board Hearing.
  - Receive written notice of the date, time, and location of the Administrative Review or Honor Board Hearing at least 48 hours prior to the hearing.
  - Prior to the Hearing, upon request to the hearing offices, review all documents and materials as part of the Responding Party's disciplinary case file, provided, however, that such materials may be edited to shield the identity of those giving information when officials believe that confidentiality is necessary to avoid risks to those persons.
    - **Note:** These hearing officers do not always receive all information that may be eventually presented during a hearing, therefore disciplinary files will not, in all cases, contain all information in the possession of the Reporting Party.
  - Know the names of all witnesses who will participate in the hearing.
  - Question the selection of the Administrative Review Officer or Honor Board members on the basis of a conflict of interest or demonstrated bias.
  - Appear in person and present information on one's behalf, call witnesses, and ask questions of those present at the hearing or elect not to appear at the hearing. Absence will be noted without prejudice, but the hearing may be conducted in the charged student's absence.
  - Refuse to answer any question or make any statement.
  - Be assisted by an advisor, who may be a student, administrator, faculty or staff member from University. It may also include a family member or attorney. It is the responsibility of the Responding Party to obtain an advisor if so desired and notify them of the date, time, and location of the disciplinary hearing.
    - The advisor name and role at the University must be provided to the presiding officer 48 hours in advance of the scheduled hearing.
    - The advisor may not speak on behalf of a Responding Party at any time during the

Administrative Review or Honor Board Hearing, nor should the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the presiding officer.

- The advisor may:
  - Advise the Responding Party on the presentation of a response to the alleged violations;
  - Accompany the Responding Party at all student conduct meetings;
  - And advise the Responding Party in preparation of any appeal.
- Initiate an appeal.
- Waive any of the rights contained in this subsection
- Rights of the Reporting Party
  - The rights of the reporting party may include, but are not limited to, a person who has suffered from the following acts:
    - Arson;
    - Theft;
    - Destruction, damage or vandalism of property;
    - Kidnapping/abduction;
    - Violence or physical assault; or
    - Behavior directed towards a person based upon the criteria identified in the University's Non-Discrimination Policy.
  - A Reporting Party is entitled to:
    - Be notified of available counseling, mental health, or medical services both on-campus and in the community.
    - Change living arrangements on campus and the right to reasonable academic accommodations.
    - Be free of any form of retaliation and to report such retaliation for disciplinary action.
    - A ban from contact against the Responding Party.
    - Notify law enforcement authorities (also includes the right to not report to law enforcement authorities).
  - Be assisted by an advisor, who may be a student, administrator, faculty or staff member from the University, and may also include a family member or attorney. It is the responsibility of the Reporting Party to obtain an advisor if so desired and notify them of the date, time, and location of the disciplinary hearing.
    - The advisor name and role at the University must be provided to the presiding officer 48 hours in advance of the schedule hearing.
    - The advisor may not speak on behalf of the Reporting Party at any time during the Administrative Review or Honor Board Hearing, nor should the advisor question or address witnesses. Violation of this expectation will

result in the advisor being removed from the hearing at the discretion of the presiding officer.

➤ The advisor may:

- ❖ Advise the Responding Party on the presentation of a response to the alleged violations;
  - ❖ Accompany the Responding Party at all student conduct meetings;
  - Know the names of all witnesses known by the Office of Inclusion and Community Standards who will participate in the hearing and the right to suggest potential witnesses to be called.
  - Have past unrelated behavior excluded from the hearing process.
  - Question the selection of the Administrative Review Officer or Honor Board Representatives on the basis of a conflict of interest or demonstrated bias.
  - Be separated from the Responding Party during the hearing.
  - Be notified of the outcome and sanctions affecting the Reporting Party as soon as possible.
  - Participate in the appeal process, if initiated by the Responding Party.
  - Waive any of the rights contained in this subsection.
- Review Procedures for Administrative Review
    - The Responding Party, if applicable, all co-charged students who request an Administrative Review, the Administrative Review Officer, and the advisor (if applicable) shall be present for the entirety of the hearing.
    - Witnesses
      - A witness may only be present during the time the witness presents information.
      - Only direct witnesses (those having factual information pertinent to the pending case) will be permitted. Character witnesses are not normally permitted.
      - The Administrative Review Officer has the right to recall any witness at any time during the hearing.
    - Hearings shall be closed to all other parties.
    - All parties are expected to act in a professional and civil manner. If the Administrative Review officer determines any participant causes a disruption, the individual will be removed, the hearing will continue in their absence.
    - The Reporting Party must attend the hearing unless an appropriate designee has been approved by the Office of Inclusion and Community Standards. In certain situations, the Reporting Party may be accompanied by an advisor or Co-Reporting Party.
    - The Reporting Party shall present information regarding the alleged violations by the Responding Party and may present witnesses to support the complaint. The Administrative Review Officer may question the Reporting Party and any of the Reporting Party's witnesses who are present for the hearing. The Responding Party will have the opportunity to question the Reporting Party and any of the Reporting Party's witnesses who are present for the hearing.
    - The Responding Party may then, with the assistance of the advisor (if applicable) present a response to the alleged violations. This response may include additional information to be added to the Responding Party's disciplinary file, which will then become a permanent part of that file. Any such information must be factually related to the case. Information pertaining to character or authorities outside of the University may not be presented in most circumstances. The Administrative Review Officer may question the Responding Party and any witnesses for the Responding Party. The Reporting Party will then have the opportunity

- to question the Responding Party's witnesses who are present for the hearing.
  - The Reporting Party and then Responding Party may, in that order, present concluding remarks. The Administrative Review Officer will then close the hearing.
  - The Administrative Review Office may exclude any information that is irrelevant or redundant to the allegations.
  - Proof that the violation occurred must be established by a preponderance of evidence, in other words, whether it is more likely than not that a violation of this Policy has occurred. The Administrative Review Officer may consult with the Associate Dean for Inclusion and Community Standards in order to ensure the appropriateness and reasonableness of the sanctions. The Administrative Review Officer may apply different sanction (either less or more stringent) than the possible sanctions discussed during the pre-hearing conference.
  - The Administrative Review Officer shall send a written decision via the adjudication report to the Office of Inclusion and Community Standards after the conclusion of the hearing.
  - The Office of Inclusion and Community Standards will notify the Responding Party via the outcome, rationale, sanction(s) applied, and the right of appeal. The Office of Student Rights & Responsibility will notify the Reporting Party of any outcome or sanction that affects them.
  - The Responding Party may appeal the Administrative Review Officer's decision within 5 business days of the date on which the decision was sent.
  - A copy of the Administrative Review Officer's decision will be maintained by the Office of Student Rights & Responsibilities for 7 years unless requested by the Responding Party to be expunged by the Associate Vice President of Student Life upon graduation of the university.
- Procedures & Student Rights for Honor Board Hearing
  - The student is notified in writing of the specific alleged violation, and the time, place, and date of an Honor Board hearing, and the names of those individuals who will be serving on the Honor board panel.
  - The time for the hearing shall be **no less than five nor more than fifteen** calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by the Associate Dean for Inclusion and Community Standards or her designee. Notice will most often take the form of a letter delivered to a student's University email account.
  - The purpose of the Honor Board hearing is to use a peer review process to determine whether the student(s) are responsible for violating the behavioral or academic standards, and, if responsible, recommend a sanction(s).
  - A student accused of violating the behavioral or academic standards may request that an Honor Board member not participate if the student feels that the vote may be biased or prejudiced. Substantiation of the basis for the request may be required and final decision rests with the Associate Dean for Inclusion and Community Standards.
  - The Honor Board consists of community members (appointed faculty, appointed staff and elected students) who hear cases of alleged violations.
    - A panel of the Board necessary to conduct a behavioral standard hearing consists of 2 student representatives, 1 faculty member, 1 staff member, and is presided over by a member of the elected Honor Board Leadership Team.
    - For academic standard violations, the Honor Board panel consists of 2 student representatives, 2 faculty representatives, and is presided over by a member of the elected Honor Board Leadership Team, the Chairperson, Vice Chairperson, or Honor Board Secretary. For behavioral standards violations, the Honor Board panel consisted of two student representatives, one faculty representative, one staff



representative, and is presided over by a member of the elected Honor Board Leadership Team.

- Neither the Director for Student Rights and Responsibilities nor the Associate Vice President for Student Life will be a member of any Panel.
- The following procedural guidelines shall be applicable in all student conduct proceedings before the Honor Board provided that, if any of the procedures below conflict with the procedures contained in the Sexual Misconduct Procedures, those procedures shall apply. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to an accused student or the University results.
  - Hearings will be conducted in private and are closed to the public, and the Presiding Officer for the hearings will be an elected member of the Honor Board Leadership team.
  - Admission to the hearing by any persons other than the Reporting Party, the Responding Party, their advisors, witnesses and the Associate Dean for Inclusion and Community Standards shall be at the discretion of the Associate Dean for Inclusion and Community Standards.
  - If the alleged violation involves more than one student, the hearing of all students may be heard jointly. However, the Associate Dean for Inclusion and Community Standards may permit individual hearings.
  - The Responding Party may request an extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed 2 business days except in unusual circumstances where the Responding Party can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 48 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
  - The Responding Party shall be afforded reasonable access to review the case file prior to and during the proceeding, and may request a copy of a redacted incident report from the Office of Student Rights & Responsibilities. “Case file” means the file containing those materials pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974. If additional information becomes available and is relevant, it will be made available to the Responding Party in advance of the hearing. The personal notes of University staff members and privileged information of other students are not included in the case file and thus are not accessible.
  - The Responding Party, as well as the Reporting Party, may select and be assisted by an advisor, who may be a student, administrator, faculty or staff member from the University or a family member or attorney. The Responding and Reporting Parties must notify the Director for Student Rights & Responsibilities at least 48 hours prior to the hearing with the name of the advisor and if the advisor will be in attendance at the hearing. It is also the responsibility of these individuals to notify their advisor of the hearing’s time and location.
  - The advisor may not speak on behalf of a Responding Party at any time during the Honor Board hearing, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the Presiding Officer or the Associate Dean for Inclusion and Community Standards.

- In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, a student conduct proceeding will not, as a general rule, be delayed if an advisor is unavailable. Active participation by an attorney is not permitted in Honor Board hearings. While an attorney may be present as an advisor, his or her role is limited to advising the Responding Party which may be done during requested breaks in the hearing.
- At the hearing, the Responding Party will have the opportunity to respond to the information relating to the alleged violation of the Code of Student Conduct. The Responding Party and the Reporting Party will have the opportunity to present witnesses, and witnesses will be heard with no other witnesses present (other than the Responding Party). • All witnesses and the Responding Party will be subject to questioning and/or cross examination by the Honor Board Panel.
  - The Responding Party will notify the Director for Student Rights & Responsibilities at least 48 hours prior to the hearing with names of the student's witnesses, if any that will be present at the hearing.
  - Likewise, the Associate Dean for Inclusion and Community Standards will notify the Responding Party at least 48 hours prior to the hearing of the names of the witnesses that the Reporting Party will have present at the hearing.
  - It is the responsibility of the Responding Party and Reporting Party to notify their witnesses of the hearing's time and location. Character witnesses will not normally be heard.
  - Pertinent records, written statements, and any other evidence may be accepted for consideration by the Honor Board, and procedural questions are subject to the final decision of the Associate Dean for Inclusion and Community Standards.
- Once all evidence and testimony has been presented, the Reporting Party will make a closing statement, and the Responding Party will make a closing statement, after which the Hearing will be adjourned.
  - After the hearing, the Honor Board shall determine, by a majority vote, whether the student has violated the behavioral or academic standards. • The Honor Board's determination is made using the preponderance of evidence standard, or in other words, whether it is more likely than not that a violation of the Code has occurred.
  - The decision will be based on the more convincing evidence and its probable truth or accuracy, not on the amount of evidence available.
  - A written decision will be given to the accused student which states the findings made by the Panel and the sanction(s) to be imposed if it has been found that a violation has occurred.
- There will be a complete audio recording of the hearing, which is the property of the University. Deliberations will not be recorded.
- A Responding Party who fails to appear at a scheduled hearing, upon proper notice, may be adjudicated in absentia and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. A student will not automatically be found to have violated the behavioral or academic standards because the student did not

attend the hearing. In such cases, decisions will be based solely on witness testimony and other written information presented during the proceeding.

- B. When a student's or student organization's suspected behavioral violation has been referred to the Associate Dean for Inclusion and Community Standards, the referral will be reviewed by the Associate Dean for Inclusion and Community Standards to determine if there are sufficient allegations and information to support a possible violation of the Code of Student Conduct.
- C. If there is sufficient information regarding a possible violation of behavioral standards, a letter will be sent by the Associate Dean to the student informing the student of the specific allegations and notifying the student of a pre-hearing conference. During the pre-hearing conference, the disciplinary process, appeal procedures, and possible sanctions, and alleged violations are reviewed.
- D. Disciplinary and Honor Board Hearings are determined around the academic schedule of the student(s) involved in the hearing.

## **XI. Sanctions**

The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, present demeanor of the student or status of the student organization, and the past student conduct record of the student or student organization. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of this Code during the stated period, she/he may be subject to a deferred sanction. Students who are found to have violated academic standards will be held to the sanction imposed by the faculty member or chair of the department.

Additionally, the School of Pharmacy Assistant Dean for Student Affairs and the Honor Board may impose additional sanctions. More than one sanction may be imposed for a single violation.

Sanctions that may be imposed in accordance with this Code include:

- a. Censure/disciplinary warning – an official written reprimand for violation of a specified standard.
- b. Loss of privileges – denial of specified privileges for a designated period of time.
- c. Disciplinary Probation – a period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or extracurricular university activities. Additional restrictions or conditions for behavioral changes may be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, may result in eviction from residence, suspension or expulsion from the University.
- d. Disciplinary Suspension – Separation of the student from the School for a definite period of time, after which the student is eligible to return. Exclusion from classes and other privileges or activities, including access to University premises or University sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is barred from being on University

premises for the duration of the suspension.

A student who is placed on disciplinary suspension must apply to the Dean for reinstatement at the end of the suspension period. This written application must be received by the Dean no later than 3 weeks prior to the end of the suspension period.

- e. Disciplinary Expulsion – Permanent separation of the student from the University. Termination of student status, and exclusion from University premises, privileges and activities. A student who is expelled is not entitled to any tuition or fee refund and is issued a Notice Against Trespass from University premises permanently.
- f. Discretionary Sanctions – Other sanctions that bear a reasonable relation to the violation for which the student or student organization has been sanctioned may be imposed instead of or in addition to those listed in this section. Discretionary sanctions include, but are not limited to: service hours, fines, educational reflection assignments, and participation in alcohol or drug awareness programs.
- g. Fines – Established and published fines may be imposed.
- h. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- i. Revocation of Privileges – Restrictions placed on activities and/or use of University services and facilities for a specified period of time.
- j. 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.
- k. Residence Hall Eviction – Permanent separation of the student from the residence halls.
- l. Notice Against Trespass – Notice that a student will be arrested if found on University premises or specified University premises. Suspensions, dismissals, and expulsions carry an automatic “Notice against Trespass: on all University premises or as specified.

## **XII. Appeals of Honor Board Hearings**

In certain circumstances the outcome of an Honor Board proceeding may be appealed. The following guidelines shall be applicable:

- 1. A letter of appeal of a behavioral standards violation must be submitted by the Responding party or student organization to the AVPLS within five (5) business days of receipt of the outcome of the Honor Board proceeding or Administrative Review. Failure to appeal within the allotted time will render the original decision final and conclusive.
- 2. The Responding Party or student organization adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it was for lack of proper notice, except in an extraordinary circumstance.
- 3. The letter of appeal must specify grounds that would justify re-consideration. General dissatisfaction with the outcome and/or an appeal for mercy is not an appropriate basis for appeal. The written appeal must specifically address at least one of the following criteria.
  - a) There is a significant procedural error that changes the findings of fact rendered in the Honor Board proceeding.
  - b) New evidence that significantly alters the findings of fact, and that was previously unknown to the Respondent, has been discovered and is available during the appeal process.
  - c) A perceived bias against the Responding Party is present.
  - d) Substantive Due Process Violation; and/or

- e) Excessive or insufficiency of the sanctioning decision
4. A timely appeal of a behavioral standards violation will be reviewed by the Associate Vice President for Student Life or designee, to determine the viability of the appeal based on the criteria listed above. Upon a determination of viability, the Associate Vice President for student Life will select an ad hoc appeals committee consisting of the Associate Vice President, two faculty members, and one student member of the Honor Board (none of whom participated in the original hearing) to hear the appeal.
    - a) Within five (5) business days of receipt of the appeal the AVPLS or designee will review and make a final determination to grant or deny the relief sought by the appealing party. The decision to grant or deny the appeal will be based on information supplied in the written appeal, the case file, and when necessary, on the recording of the original proceeding.
    - b) The decision on the appeal is final and conclusive and will be conveyed in writing to the Respondent student or student organization.
    - c) The written decision will be shared with the Responding Party if the allegation involves a crime of violence, in accordance with FERPA and The Student Right-to-Know and Campus Security Act.
  5. The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the Director for Student Rights & Responsibilities, the continued presence of the student on the campus poses a serious threat to her/himself or to others, or to the stability and continuance of normal University functions.

### **XIII. Student Conduct Files and Records**

1. The files of students found in violation of any prohibited conduct will normally be retained as a student conduct record in the Office of Inclusion and Community Standards, under the authority of the Associate Vice President for Student Life. University officials may use the record as a reference; however, the record will be retained for no more than seven (7) calendar years from the student's terminating date from the University.
2. Other than disciplinary suspension, expulsion or dismissal, sanctions are not part of the student's permanent education record, but become part of the student's confidential conduct record. Information from the conduct record will be released upon the student's authorization, or in accordance with FERPA. Suspension, dismissal or expulsion may be indicated on the academic transcript when the student authorizes the transcript release.
3. Student conduct records may be expunged by the Associate Vice President for Student Life upon written request by the student at the time of or after his/her graduation from the University. In deciding whether to grant the request, the Vice President will consider such factors as the current demeanor of the student, the student's conduct subsequent to the violation, and the nature of the violation, including the severity of damage, injury or harm resulting from it.
4. All student organization records will normally be maintained by the Office of Student Engagement and Community Programs, which is supervised by the AVPSL. Pharmacy organization records will be maintained by School of Pharmacy. University officials may use the student organization's record as a historical reference.
5. See the Privacy of Student Records Policy (University Policies section of this Handbook) for more information about student files.

## UNIVERSITY & SCHOOL OF PHARMACY POLICIES

### ACADEMIC POLICIES

#### A. Statement of Student Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. as members of the Notre Dame of Maryland University academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

The First Amendment guarantees freedom of speech, freedom of expression and the right to assemble peacefully. Notre Dame of Maryland University believes that the following procedures and assumptions are indispensable in safeguarding the freedom of faculty and staff to teach, students to learn, and for all to search for truth.

#### B. Freedom of Expression

Student organizations and individual students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it shall be made clear to the academic and the larger community that in their public expressions or demonstrations the students or student organizations speak only for themselves. Provisions include:

1. Persons exercising freedom of expression cannot interfere with the operation of The University or the rights of others, and such opportunities must be provided on an equal basis. Students need to respect the rights of fellow students and members of the academic community. The University will provide equal opportunity for all persons but will protect and preserve university property and provide a secure environment for individuals exercising freedom of expression. Certain areas on campus shall be designated for speeches and demonstrations. This applies to stands, tables or booths. Person-to-person non-commercial pamphlets, circulars, newspapers, magazines and other written materials may be distributed on campus.
2. Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to restrict the freedom of professors to teach or of the right of others students to learn. If a student persists in disruptive behavior in educational environment after the professor has explained the unacceptability of such conduct, the professor may dismiss the student from the class and may refer the matter to the School of Pharmacy assistant dean for student affairs for disciplinary proceedings.

#### C. Student Rights in the Governing of the University

Students are invited to participate in membership on appropriate committees to participate in the formulation of policy.

#### D. Professional Rights of the Faculty

In order to safeguard the professional rights of the faculty, no provision for the rights of students can be considered valid if it suspends professional rights or in any measure invades them

### **E. Academic Integrity**

All students are expected to be knowledgeable of and comply with the Notre Dame of Maryland University Honor Code.

### **F. Policy and Procedures for Examination Administration**

The following policy and procedures were developed through faculty consensus to create an examination environment that ensures academic integrity while inculcating professional behavior among student pharmacists. These procedures emulate the requirements of national standardized examinations, which student pharmacists will be required to take before and upon graduation.

#### **Student Requirements:**

1. Prior to an examination, students will be required to place all electronic and personal belongings in their lockers. Only a laptop and charger will be allowed in the examination room. Items prohibited in the examination room include, but are not limited to:
  - a. Books, references, or other study material,
  - b. Food or beverages,
  - c. Backpacks, totes, purses, or other personal items,
  - d. Cellular phones, Bluetooth devices (e.g., earpieces, etc.)
  - e. Calculators,
  - f. Digital devices with cameras,
  - g. Electronic personal devices such as watches, activity wristbands, glasses, etc., and,
  - h. Coats, hats, or other outerwear (per discretion of faculty during climate changes).
2. It is the student's responsibility to arrive on time to the examination, as indicated by the instructor. Students arriving after that time may be seated only at the discretion of the instructor. Students arriving after a classmate has finished the exam and left the room will not be seated and will receive a zero grade for the exam.
3. Students will be randomly assigned a seat for each examination, and a predetermined seating chart will be posted.
4. No eating or drinking will be allowed during the examination.
5. When seated for an exam, students are expected to remain seated until they have completed the exam. No restroom breaks will be allowed once the examination has started.
6. Each student will electronically affirm the student's pledge of academic honesty on quizzes, tests papers, and other assessments. The pledge shall be, *"I hereby affirm that I have neither given nor received unauthorized help on this exam, paper, or assignment."* (Signature). Refusing to affirm this statement is a violation of the Honor Code.
7. Conversation between students will not be permitted during the testing period.
8. Faculty reserve the right to request that a student demonstrate they are upholding the policies and procedures indicated in this document. If a faculty member suspects a violation of this policy, they have the right to inquire and investigate during the examination.
9. Any violation of this policy and procedure is a violation of the professionalism policy, and appropriate actions will be taken by the faculty member as a consequence.

#### **Procedures for Examination Reviews:**

1. Examination reviews will not take place during class time.
2. If a student wishes to review an examination, an appointment should be made with the instructor.
3. The instructor reserves the right to specify the timeframe in which appointments may be made for examination review.

### **G. Protections**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of

study for which they are enrolled.

1. The instructor should encourage free discussion, inquiry, and expression in the classroom and in conference. If a student has an academic concern, the student should express that concern to the faculty member. If the issue is not resolved, the student should share that concern with the department chair in an effort to reach a resolution. If the issue remains unresolved, the student should present the student's concern to the School of Pharmacy dean. If the issue is still unresolved, the student should present the student's concern to the Provost & Vice President of Academic Affairs. If still unresolved, the student may take the concern to the University President.
2. Students should have protection against prejudiced academic evaluation by faculty. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors, should be considered confidential.

#### **H. Health Insurance, Immunization and Health History Requirements**

All pharmacy students are required to have health insurance. Upon matriculation all School of Pharmacy students **must** complete the health history form and immunization requirements. **This is strictly enforced.** These forms were included in the matriculation packet. Resident students must provide documentation that they have received the meningococcal vaccination, or sign the University waiver. See the School of Pharmacy Catalog for specific health requirements for pharmacy practice experiences and co-curricular activities.

### **ACADEMIC PROCEDURES**

Students should review the School Catalog and consult with their faculty advisor and associate dean for academic affairs & continuous quality improvement for a full understanding of the School's academic policies and procedures.

#### **A. Advising**

Academic advising is an essential component of a student's experience. The quality of the advising the student receives will depend on the student's willingness to engage in the process by meeting regularly with the faculty advisor and being prepared for the meetings. Each student is expected, but not limited, to:

1. Collect all necessary documentation.
2. Discuss his/her academic progress and academic program plan with the advisor.
3. Consult with the faculty advisor prior to each registration period.
4. Complete and discuss the requirements of the e-portfolio as instructed.
5. Complete and discuss the co-curricular requirements.
6. Follow up on suggestions, recommendations and advice provided by her advisor.

Advisors are expected to be available to students, to invite them to share their goals and plans and to help students reach these goals by making suggestions and observations. The advising folder, maintained by the academic advisor, is one of the two major parts of the documentation used in advising. Keeping a personal academic file is the student's responsibility. Ultimately, it is the responsibility of the student to plan, register for and successfully complete the courses required for completion of the program.



## **B. Class Meetings**

In cases of an emergency, the faculty notifies the department chair and the Office of the Dean when they need to be absent for class(es). The department chair will post a notice in the classroom. If such notice has not been posted and the teacher fails to come, the class may notify the Office of the Dean (x 5202). Classes are always held unless officially canceled by the University.

## **C. Course Withdrawal**

Students may withdraw from a course and receive a grade of “W” if they do so by the deadline in the School of Pharmacy academic calendar located online. Students can only withdraw for medical reasons, supported by written documentation from a physician or other extremely serious circumstances as determined by the Dean of the School of Pharmacy in consultation with the course instructor. Students who do not officially withdraw from a course and stops attending class will receive a grade of F. Students who withdraw after the deadline and prior to the end of the semester will earn an “F” in the course.

Tuition adjustments are applicable according to schedule published by the Registrar online.

1. Obtain and complete a course withdrawal form from the Office of the Dean.
2. Meet with your financial aid advisor to discuss how withdrawing may affect your financial aid packet.
3. Discuss your intention with your faculty advisor, obtain the faculty advisor’s signature and the associate dean, or dean’s signature on the withdrawal form, and submit the form to the registrar’s office.

## **D. Drop/Add Courses**

Students may adjust their schedules (drop and/or add courses) at any time after they register but before the Drop/Add deadline each semester. The exact Drop/Add deadline is published in the School of Pharmacy academic calendar located on-line. No Drop/Add are permitted after the deadline. The procedure is:

1. Obtain a drop/add form from the Office of the Dean.
2. Meet with your faculty advisor to discuss the changes you wish to make.
3. Complete the form and obtain your faculty advisor and associate dean, or dean’s signature. The Office of the Dean will process the form with the registrar’s office.
4. Meet with your financial aid advisor to discuss how the change in courses may affect your financial aid packet.
5. The student will be given a copy of the form, enabling the student to begin to attend the new class(es). Students can access their schedule via their WebAdvisor account.

## **E. Registration**

Registration for continuing students usually follows this schedule:

Late October – Early November	Spring Registration Week
Late March – Early April	Fall Registration Week

The procedures to register for classes are:

1. Faculty advisors will meet with their advising group prior to registration. Students will discuss their elective course options with their faculty advisor. The pharmacy curriculum is designed with a prescribed sequence that cannot be altered except under specific circumstances as determined by the

- Student Promotion & Graduation Committee and/or Office of the Dean.
2. Students will sign the Registration Waiver Form during orientation giving the Office of the Dean the authority to register students for all coursework.
  3. The Office of the Dean works in coordination with the Registrar to register students for all coursework.

## **F. Withdrawal/Leave of Absence**

Students who wish to take a leave of absence or withdraw from the School must do the following:

1. Make an appointment with the dean to discuss the leave of absence;
2. Provide written notification and documentation, if applicable, to the dean stating the reason for the leave of absence from the School. If approved, the dean will conditionally approve a leave of absence until all clearances are obtained.
3. The student must receive clearance of his/her leave of absence within seven calendar days from the date of the dean's approval. This time frame will allow offices such as Student Financial Services and the Registrar to process the leave of absence, prepare the required financial aid exit, and calculate the return of unearned Federal Title IV aid and all other aid, as appropriate. Tuition adjustments are only made if the formal request for withdrawal or leave of absence is filed in the Registrar's office by the deadline stated in the School catalog.
4. Upon submission of all completed documentation and adherence to all clearance procedures, the dean will provide an official letter of leave of absence to the student.

The student is withdrawn from all courses if the leave of absence is granted in the midst of an academic semester. A grade of W (Withdrawal) appears on the official transcript.

The School may place a student on a leave of absence if the student consecutively misses 20% (3 weeks) or more of the curriculum in a semester for planned or emergency reasons.

All leaves of absence are granted for specific periods of time for up to one full academic year. Thirty days prior to the end of the leave period, the student is required to submit written notification to the dean of an intention to return. If the leave of absence was granted for medical reasons, a letter must be provided to the dean from the treating physician verifying that the student is both physically and mentally capable of resuming the academic program prior to registering for classes. To request an extension of a leave of absence, a student must resubmit another application as described above. If an individual fails to return to the School at the agreed-upon date, the student is considered to have withdrawn from the School and must reapply for admission. Leave of absences can only be initiated through the dean's office. A student who is on leave maintains status as a matriculant and therefore is not eligible to earn credit at another University during his/her absence from Notre Dame.

Students on a Leave of Absence are ineligible to run for or hold student organizational/club/class offices and are not permitted to work for the School.

## **UNIVERSITY & SCHOOL OF PHARMACY POLICES**

### **A. Acceptable Use of Electronics and Communication Policy**

Notre Dame of Maryland is committed to providing access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information. The University assumes that information resources will be used by members of its community with respect to and in accordance with guidelines and regulations established by the University. In accordance with

the policies stated in this document, the University works to create an intellectual and reasonably secure environment for in which students, faculty, and staff are free to create and to collaborate with colleagues both here and at other institutions. In addition, this policy is intended to support the goal of Notre Dame of Maryland University to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of students, faculty, staff and guests. Reasonable steps will be taken to ensure that the products of their intellectual, creative, and professional efforts will not be violated by misrepresentation, tampering, destruction, and/or theft; however, cannot be guaranteed.

The acceptable use of electronics and Communication outlined herein fall within the Campus Acceptable Use Policy for Technology that serves as an overarching umbrella regarding acceptable use of technology as it relates to students, faculty, staff and guests. This policy is available by linking to <http://portal.ndm.edu> and selecting the AUP link on the list of options under IT Virtual Help Desk on the right side of the page.

## 1. E-Mail and Campus Communication

Notre Dame of Maryland University provides each student with an e-mail account for life, subject to terms and conditions of the Maryland Enterprise Educational Consortium (MEEC) contract with Microsoft. Each student's NDMU 'Gator Mail' account is built on Microsoft's new Office365 e-mail/collaboration 'cloud' technology. Students may elect either use the native Office 365 Live account or forward their e-mail to another e-mail account. Directions on how to do this are available at on the NDMU 'virtual help desk' <http://portal.ndm.edu>.

- a. Important information is regularly sent to students via e-mail. **It is the University's official method of communication to students.** All students are expected to become familiar with University policies, deadlines, and information posted in various publications, on our website and through routine messages sent to their live.ndm.edu account. Routine correspondence will be sent to each students NDMU e-mail account including information about upcoming events, schedule changes and student billing. Students should verify that if forwarding email to a private account, that the email address for the private account is valid. When electronic billing information is sent to students, on-line payments may be made by clicking on the enclosed link that connects students to our automated on-line payment system.
- b. Additionally, students may link to the university's on-line 'virtual help desk' at <http://portal.ndm.edu> to get information regarding lab hours of operation, instructions on purchasing software made available at dramatically reduced rates through the MEEC state software program, and technical information including how to connect to the NDMU wireless network, troubleshooting procedures, and much more.
- c. Students may also log into their personal WebAdvisor account where up-to-date billing information, grades, student schedules, and additional information may be found.

All School of Pharmacy students are responsible for checking their campus e-mail address on a **daily** basis. Your campus e-mail address is the official method of communication through which the School delivers information to you. This includes important information from office of the dean, student life, the registrar's office and many other offices with information crucial to your success.

2. **Prohibited Activities:** Unauthorized downloading or illegal distribution of copyrighted material of any kind is strictly against the University Honor Code and federal law. Any breach of this policy is considered illegal, and any member of the University community involved in such a violation will be subject to disciplinary action. The University uses network software to detect and shut down illegal

music downloads and certain classes of peer-to-peer file-sharing activity; however, individuals are responsible for using network software within approved guidelines. The following activities are prohibited and include, but are not limited to:

1. The display of any kind of sexually explicit image or document on any University system outside of legitimate academic pursuits. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using the University's network or computing resources.
  2. Use of the University's internet facilities and computing resources to knowingly violate any federal, state, or local laws, regulations and ordinances of the United States,
  3. Use of University facilities to knowingly download or distribute pirated software or data. The University Information Technology (IT) Department maintains an inventory of all campus-owned software.
  4. Use of any University facilities to deliberately propagate any virus, worm, Trojan horse, ransom ware program or trap-door program code.
  5. Use of any University facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
  6. Subscribing another person to a bulletin board or discussion group.
  7. Using or distributing unauthorized software.
- 3. Wireless Routers:** In order to maximize the WIFI bandwidth, the use of personal Wireless (Wi-Fi) Routers (P2P) and printers is prohibited. The University provides a University maintained generous wireless network that students can use along with additional Ethernet ports for every bed. Plugging in a personal router will disrupt the wireless service for other students and may result in referral to Honor Board.

## **B. Amnesty Policy**

Student health and safety are of primary concern at the University. As such, in cases of significant intoxication as a result of alcohol or other substances, the University encourages individuals to seek medical assistance for themselves or others. If medical assistance is sought, the School of Pharmacy assistant dean for student affairs will not pursue conduct charges against the following individuals for violations of the University's/School's Alcohol or Drug policy:

- The intoxicated student and
- Student(s) actively assisting the intoxicated student.

Actively assisting requires that an individual contacts Public Safety or another individual qualified to assess the student's condition, such as a Community Assistant (CA) or other Residence Life professional, to monitor the intoxicated student's condition.

The following are not covered by the Medical Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol & drug policy
- Possession with the intent to distribute drugs

Actions by the School of Pharmacy Assistant Dean for Student Affairs:

- The intoxicated student (and possibly those attending to/assisting the student) will be required to meet with the assistant dean for student affairs who will follow the School of Pharmacy substance & alcohol policy and procedure. The assistant dean may also issue educational requirements that

may include, but are not limited to, alcohol/drug education, counseling, and/or substance abuse assessment.

- Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the education assignments or treatment recommendations will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions

## C. Public Safety

1. **Campus Emergency Notification Procedures:** In the event that it becomes necessary to notify the entire campus of a **significant emergency or dangerous situation** involving an immediate threat to the health or safety of students, faculty and staff, the University has developed a campus alert procedure. This procedure will be utilized, unless issuing a notification will compromise efforts to contain the emergency as determined by law enforcement, emergency management and University officials. To further expand on the procedure, alerts may include but are not limited to notifications for campus closings or delays due to inclement weather, campus wide power or utility failure, fire, or similar emergencies. The University offers a state-of-the-art mass notification system. The system sends messages instantly and simultaneously to registered text-message-capable cell phones, smart phones/devices, tablets, MIFI equipment, and cell-phone-network connected devices. **Students are strongly encouraged to register.** The University can quickly send information critical to the campus directly to you, such as campus emergencies, closings due to weather, etc. Signing up is easy. To sign up, have your cell phone with you and log on to: <http://www.ndm.edu/offices-and-services/public-safety/e2campus/>. **NOTE:** Registration is FREE. Standard text messaging fees apply to all messages sent to your cell phone. **Emergencies:** In the event of a fire or other crisis, call the Communications Center at 410-532-5360 or ext. 6666 from an on-campus phone for assistance and Public Safety will take appropriate action.
2. **Emergency Blue Lights:** Emergency blue light stations may be used for any emergency situation. Press the red button and a public safety officer is immediately notified of your location and you are in immediate voice contact with the public safety dispatcher. Push the call button and use the keypad to call for an escort.
3. **Public Safety Escorts:** During evening hours, students should call 410-532-5360 if off campus, or ext.5360 if on campus to request an escort to and from anywhere on campus and the library. The call button and keypad on the Emergency Light poles may also be used to call for an escort.
4. **Inclement Weather:** If classes are delayed or canceled due to inclement weather, announcements will be made on WMAR-TV (Channel 2), WBAL-TV (Channel 11), WJZ-TV (Channel 13), WBFF-TV (Channel 45), WJLA-TV (Channel 7), News Channel 8, WBAL-AM (1090), WERQ-FM (92.3), WWIN-FM (95.9 and 1400-AM), WLIF-FM (101.9), WQSR-FM (102.7), WWMX-FM (106.5), WHFS-FM (105.7), WPOC-FM (93.1), WCBM-AM (680), ESPN-AM (1300), WVIE-AM (1370), WTOP-FM (103.5, 103.9, 107.7) and Heaven 600nformation is also available through the University's website at <http://www.ndm.edu>, e2Campus text message campus alert system (sign up at [www.ndm.edu/offices-and-services/public-safety/](http://www.ndm.edu/offices-and-services/public-safety/)) and on the weather line at 410-532-5151.
5. **Lost and Found:** Any article lost or found should be turned in to the Office of Public Safety. Pertinent information will be recorded, i.e., article lost or found, general location, brief description, and name and phone number of person to contact. All items will be kept for 90 days. Contact the Office of Public Safety to inquire about lost items.

6. **Motor Vehicle Regulations for Out-of-State Students:** Students with out-of-state residency who attend school in Maryland and who operate a vehicle which is registered outside of Maryland must obtain a non-resident vehicle permit from the Motor Vehicle Administration if the vehicle will be operated in Maryland for more than 30 days. Failure to do so may result in a fine of up to \$1,000. Forms are available in the public safety office.
7. **Thefts:** All thefts occurring on campus should be reported immediately to the Office of Public Safety. Do not create an opportunity for crime to occur! Use the suggestions below to protect yourself and the community:
  1. Do not keep large amounts of cash in your room or on your person.
  2. Lock your room when leaving it unattended for any amount of time.
  3. Report any suspicious behavior to a Resident Assistant or Office of Public Safety
  4. Don't flaunt valuable jewelry or expensive items.
  5. Keep valuables locked in the trunk of your vehicle.
  6. Use an anti-theft device on your vehicle.
8. In accordance with federal law, identified as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the University Annual Campus Security Report (CLERY REPORT). Copies of this report may be obtained on-line at the Public Safety website located at <http://www.ndm.edu/offices-and-services/public-safety/>

#### **D. Dining Services**

- Doyle Dining Hall is an all you care to eat facility. No a la carte items are available in Doyle Dining Hall.
- Dining Hall hours are posted at the door as you enter Doyle Dining Hall.
- Dining facilities may close for class break periods. These closures will be posted in advance. If open, meal plans are not in effect.
- The Dining Services week starts with Friday breakfast and ends with Thursday dinner.
- You must have a valid University ID card with declining balance points; a meal plan or purchase meals using cash/credit card (VISA, MasterCard) to access Doyle Dining Hall. University ID's are non-transferable.
- No dishes, flatware or glassware may be removed from Doyle Dining Hall. Approved reusable
- "To Go" containers are available for purchase with the cashier.
- All resident students are required to have a resident meal plan. At the beginning of each semester all residents will receive the 19-meal per week option.
- Changes may be requested within the first two weeks of a new semester. There are no refunds for unused meal plan dollars at the end of the semester.
- All first year residents are required to be on the 19-meal per week plan.
- Unused dining dollars DO NOT carry over from semester to semester. Any unused dining dollars will be forfeited.
- Meal plans are in effect only during the academic year. Mini block plans are available outside of the academic year.
- Block and Commuter meal plans are available for purchase.
- Block Plans carry over from fall to spring semesters within the same academic year. Unused block meals will be forfeited on the last day of spring semester.
- SAGE Dining Services is the exclusive food service provider for the University.

- Outside catering is not permitted, however outside food option may be permitted with submission and approval of a food waiver.
- Meal plan students attending catered functions on campus may have their food credit from Doyle Dining Hall applied toward the cost of the catered function at the request of the host.
- Students requesting dietary accommodations must provide written documentation from a licensed physician and any supporting materials to the Director of Disability Support Services. The Director of Disability Support Services in conjunction with the Food Service Director will work directly with the student to provide the dietary accommodations.
- Sick trays are available if you are ill and unable to get to the Dining Hall. You must give a signed, dated note with your ID cards to a University community member (faculty, staff or student).
- If you are part of a meal plan and work off campus, a box meal can be provided for you with at least three (3) days' notice.
- Specials and monotony breakers are offered regularly to prevent the "board plan" from becoming a "bored plan." These specials are offered to meal plan participants at no additional charge. The Dining Services welcomes all input.

#### **E. Accessibility and Health Promotion Services**

The Office of Accessibility and Health Promotion delivers services designed to assist students in maximizing successful participation in college life and in promoting their well-being academically, socially, emotionally, spiritually, and physically. Services and resources include Accessibility and Disability Support Services, Health & Wellness Promotion, and Health Services.

Notre Dame of Maryland University is committed to providing reasonable accommodations and equal access to its programs and services for people with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

- 1. Qualifying for Disability Support Services:** Students with disabilities who request accommodations will need to make an appointment with the Director of Accessibility and Health Promotion to request to register with Disability Support Services (DSS). It is the responsibility of the student to initiate the appointment. It is recommended to schedule with DSS several weeks before classes start. The student can request an appointment on the DSS webpage: <http://www.ndm.edu/offices-and-services/disability-support-services/request-an-appointment/>, by phone at 410-532-5401.
  - a. The student will be asked to bring the most current documentation of the student's disability to the meeting with the Director of Accessibility and Health Promotion. Student's requesting accommodations must have a disability as defined by section 508 of the Rehabilitation Act and the Americans with Disability Act (ADA). If the student does not have sufficient documentation, the student may be requested to seek further evaluation/documentation from a certified professional. This information must be sent or provided directly to the Director of Accessibility and Health Promotions. All shared information is confidential. For specifics and further details on documentation guidelines please visit: <http://www.ndm.edu/student-life/accessibility/documentation-guidelines>.
  - b. The student applying for DSS will be asked to fill out a Confidential Client Information Sheet and a Student Authorization Form. These forms will remain in the Office of Accessibility and Health Promotions. The documentation received from the student will be reviewed and the Director of Accessibility and Health Promotions will work with the student to decide reasonable accommodations. An accommodation is not considered reasonable if, among other things, is a threat to the health and safety of others, it is a substantial or fundamental change in an essential element of curriculum or there is a substantial alteration in the manner in which the services are provided, is not appropriate for the particular disability. Examples of services

offered include but are not limited to: alternative testing arrangements (extended time, use of a computer, distraction-free environment), scribe for notes, access to recorded books, audio capture of lectures, interpreting services, referral to appropriate services, assistive technology, accessible housing, advocacy, counseling, meal plan accommodations. If a student requires a reasonable accommodation for one or more classes, a letter will be completed. A copy of the letter will remain with the Office of Accessibility and Health Promotions and the other copy will go to the student to give to the student's professor. The student will need to return to the Office of Accessibility and Health Promotions prior to the beginning of each semester to get an updated letter to provide to their instructor. Reasonable accommodations will not be provided without an updated letter each semester and reasonable accommodations are never retroactive.

## **2. Documentation Guidelines**

- a. According to the Americans with Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,
  - i. having a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
  - ii. having a record of such an impairment; or
  - iii. being regarded as having such an impairment.
    1. Examples of major life activities include walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.
- b. Eligibility and reasonable accommodations can be accessed when a student provides Director of Accessibility and Health Promotions with documentation from a certified professional (e.g. director of special education, audiologist, psychologist, licensed counselor and physician) that describes the specific disability and the accommodations needed. This information should preferably not be more than three years old and must be sent directly to the Director of Disability Support Services. This documentation is needed to determine eligibility and to develop a reasonable accommodation plan for the student to share with their professor(s).
- c. If a student does not have sufficient documentation at the time of the meeting with the Director of Accessibility and Health Promotions, a temporary accommodation can be made on the discretion of Director of Accessibility and Health Promotions. An exception may be granted if the student can provide documentation stating that an appointment was made for psycho-educational testing. Furthermore, the student must attend the appointment for psycho-educational testing at the scheduled time. Director of Accessibility and Health Promotions is able to provide a referral list for testing.
- d. For specifics and further details on documentation guidelines please visit the DSS webpage: <http://www.ndm.edu/offices-and-services/disability-support-services/documentation-guidelines/>

- 3. Confidentiality:** Disability-related information provided to the DSS office is considered an educational record and falls under the protection of the Family Educational Rights and Privacy Act (FERPA). Under this federal act, prior written consent by the student is required before DSS may release disability documentation or records. FERPA does permit the DSS office to share information about the impact of a disability and accommodation eligibility with other University school officials who have a legitimate educational interest. Please understand that the University takes confidentiality very seriously and will not share any information unless there is a legitimate educational interest.



4. **Accommodations:** A student will not receive accommodations without applying to DSS and supplying the student's instructor with a letter including requested accommodations. Letters cannot be backdated. Accommodations are discussed with the student and based on the documentation the student has provided. Since reasonable accommodations are individualized there is not a set list.

Accessibility services and accommodations are available to students in accordance with the Americans with Disabilities Act. If you require accommodations in a course, you are strongly encouraged to contact the Director of Accessibility and Health Promotion at [410-532-5401](tel:410-532-5401) who will meet with you, review the documentation of your disability or medical condition, and discuss the services offered and any accommodations you seek for specific courses. It is extremely important that you begin this process at the beginning of **each** semester as accommodations are not retroactive; please do not wait until the first test or paper. Please note that it is the student's responsibility to share any determined arrangements or accommodation plan with the course instructor as soon as possible within the semester to assist in your success.

Best practice dictates that you should notify your instructor(s) as soon as you receive your accommodations letter from the Director of Accessibility & Health Promotion. **It is your responsibility to submit your accommodation letter to an instructor(s) no later than 48 hours prior to an exam or assessment**, so that appropriate preparations can be made. It is important that you are on time for your exam or assessment, to ensure that accommodations can be implemented as documented.

The University also recognizes that students who are experiencing temporary medical conditions may also require accommodations. Students who are pregnant, nursing, or those with other temporary medical conditions should also contact the Office of Accessibility and Health Promotion to discuss any accommodations requests.

#### **F. Notre Dame of Maryland University Notice of Non-Discrimination**

The University values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement. Consistent with these principles, the University does not discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of age, ancestry, color, creed, disability, gender, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or protected veteran's status in accordance with applicable federal, state, and local laws and regulations including but not limited to Title IX of the Education Amendments of 1972 as amended (Title IX), Title VI of the Civil Rights Act of 1964 as amended (Title VI), Title VII of the Civil Rights Act of 1964 as amended (Title VII), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 as amended (ADA), and Age Discrimination in Employment Act of 1967 as amended.

Inquiries concerning the applications of the University's Non-Discrimination policy may be referred to:

Greg Fitzgerald, Title IX Coordinator  
Notre Dame of Maryland University  
4701 N. Charles Street  
Gibbons Hall, Room 106  
Baltimore, MD 21210  
(410) 532-5109  
[gfitzgerald@ndm.edu](mailto:gfitzgerald@ndm.edu)

U.S. Department of Education  
Office of Civil Rights  
Lyndon Baines Dept. of Education Bldg.  
400 Maryland Ave., SW  
Washington, DC 20202  
Telephone: (202) 453-6100

U.S. Department of Education  
Office of Civil Rights  
Wanamaker Bldg. Region III Office  
100 Penn Square, East-Suite 515  
Philadelphia, PA 19107  
Telephone: (215) 656-6010

#### **G. Freedom of Speech & Expression Policy and Related Policies**

Please see the Notre Dame University Student Handbook (ndmu\_student\_handbook\_07-24-2018) for a complete description of the Freedom of Speech & Expression Policy, Protest and Demonstration Policy, and Guidelines for Political Activity. Political Activities must be referred in advance, to the Chief of Staff for coordination and enforcement. Coordination includes ensuring that equivalent opportunities to appear on campus are extended to all legally qualifying candidates running for the same public office.

#### **H. Parking and Driving Regulations**

- 1. Driving Regulations:** The Office of Public Safety regulates traffic and driving patterns on campus. Driving and parking on campus is a privilege and students are expected to be aware of and honor these regulations for the safety of University faculty, staff and students as well as those in the University's surrounding neighborhoods. For example, only right turns are permitted onto North Charles Street from the southern entrance/exit when leaving campus. Failure to follow campus driving policies and restrictions may result in a citation or, for repeat offenders, an Honor Board hearing and sanctions which could include suspension of parking privileges on campus. For a detailed map of driving patterns as well as parking, please visit the University's website at [www.ndm.edu/admissions/visit-campus/maps-directions-and-parking/](http://www.ndm.edu/admissions/visit-campus/maps-directions-and-parking/).
- 2. Parking Regulations:** The Office of Public Safety regulates parking on campus. Parking regulations are available online at [www.ndm.edu/offices-and-services/public-safety/parking](http://www.ndm.edu/offices-and-services/public-safety/parking). Students are responsible for knowing and upholding parking regulations.
  - a. Parking at the University is by permit only.
  - b. All students must register their vehicles with Public Safety and affix a Notre Dame registration decal to their vehicle by the first day of classes for the semester. Registration is free.
  - c. Vehicles which are not properly registered and displaying a valid permit may be ticketed or removed from campus at the owner's expense. Public Safety officers may authorize a tow company to remove from the University's property a vehicle that is unregistered, is unoccupied and presents a hazardous condition, is abandoned, or is parked in a reserved handicap area without a handicap permit.
  - d. Repeat offenders who receive four (4) traffic violations within the academic year (June 1 through May 31) will be subject to an Honor Board hearing or Administrative Review and sanctions that could include towing and loss of future parking privileges.
  - e. Vehicle owners will be responsible to pay all towing and storage fees.
  - f. Signs are posted to assist drivers with traffic flow and to indicate the appropriate parking areas, such as visitors' parking, employee parking and no parking. Curbs and roadways are painted in certain areas to give directions for flow of traffic. There is no parking permitted in areas with white painted curbs.
- 3. Parking Citations Appeals Procedure**
  - a. The Appeals Board for parking citations reviews all requests for appeal of a parking citation issued to faculty, staff, student, or guest. Appeal forms are available in the Office of Public

Safety and on the University's website. All appeals must be submitted to the Parking Appeals Board on the Traffic Violation Appeal Form and forwarded to the Office of Public Safety in Gibbons Hall, Room 002. Appeals received after fifteen (15) calendar days from the ticket date will not be honored.

- b. The membership and composition of the Appeals Board consists of the Director of Public Safety (Chair), a faculty representative, a staff representative; a Human Resources representative; and a student representative. The Board will vote to determine final disposition of the citation appealed. This is the final appeal.
- c. The Parking Appeals Board meets once a month. All results will be sent to the person appealing. If the appeal is granted, the ticket will be voided and the process is concluded. If the appeal is denied, the individual will be required to pay any outstanding fines. Any fines not paid will be added to the student's account in the Business Office. These outstanding fines will result in a "hold" being placed on grades, transcripts, and/or graduation.

#### **4. University Vehicle Use**

- a. The University has adopted policies and procedures for the use and operation of passenger vehicles owned by the University. University employees or students, who are authorized drivers, may use the University vehicles when on official University business or to attend University sanctioned events.
- b. To become an authorized driver of a University vehicle, an individual must be a faculty member, staff, or a currently registered student at the University and, have a valid driver's license that is at least two years old. Maryland residents must have a Maryland State driver's license to drive the University van or bus. Drivers who have licenses from other states must provide a copy of their driving record from the state where the license was obtained. The Office of Public Safety will obtain driving records for Maryland residents. To be authorized to drive a University vehicle, the individual may not have a record for DWI or DUI conviction or citations for other violations which would demonstrate unsafe or reckless driving habits. This determination will be at the discretion of the Director of Public Safety. To drive the University bus or van, one must also pass a driving test administered by the Office of Public Safety, and be at least 21 years of age. Any violations of the university vehicle policy may result in disciplinary action.

#### **H. Flyer Posting and Distribution**

Flyers may not contain obscene or defamatory content and must not violate University policy or federal, state or local laws. Flyers that violate this policy may be referred for disciplinary action.

Posting of any information including, but not limited to, events on or off campus, items for sale, and positions available, is to be approved by the School assistant dean for student affairs and office of student life (Doyle Hall,). Student pharmacists should first obtain permission from the assistant dean for student affairs and then submit the item for posting to the University office of student life. Approval must be obtained prior to copying material to be placed in student, faculty and/or staff mailboxes or sending an all-campus student e-mail. The office of student life will provide information as to the locations where notices, fliers, etc., can be posted. Material posted without permission will be removed. "Event Flyers" MUST have a title, date, time, location, sponsor, and contact information to be approved. Without this information, "event flyers" will NOT be approved for posting. Sponsoring clubs/organizations, departments, offices, and individuals must remove publicity within 48 hours after the event. Only Blue painter's tape is allowed and MUST be placed neatly on the BACK of flyers. Blue painters tape is provided to students at no cost due to student activity fee.

Publicity containing any language and/or graphic illustrations or images that dehumanize or discriminate against individuals on the basis of race, age, gender, religion, sexual orientation, national or ethnic origin, disability or any other characteristic protected by Notre Dame of Maryland University policy and/or applicable law will not be approved and will be removed immediately if posted.

Please adhere to the following when posting:

- Materials may only be posted on bulletin boards in hallways and classrooms designated for general use. **DO NOT tape flyers to the walls!**
- Postings may not cover, deface or remove the posted materials of another organization.

## **I. Locker Policy**

1. All University property, including but not limited to lockers, desks, and file cabinets is subject to search and the contents held by University personnel upon reasonable suspicion of misconduct. The University reserves the right to investigate any circumstances, including suspected theft of any form or matter, any accident or any other matter deemed inappropriate by the University using lawful investigative procedures.
2. Locker content is the sole responsibility of the registered occupant of the locker. The University is not in any way responsible for a locker's content or liable for the loss of or damage to items stored in lockers.
3. Each student in the P1-P3 year is assigned a locker. Students cannot open another student's locker at any time without permission. If a student is found opening another student's locker without permission, this will be considered a serious offense, and a student may be subject to disciplinary action, and/or legal action if appropriate.
4. Students are required to maintain their locker's interior and exterior in a clean and neat condition. Marking of, and/or defacing of lockers is not allowed. Items cannot be nailed or glued to the inside or outside surface of the locker.
5. No food may be left in the lockers overnight.
6. At the end of each semester all lockers are to be cleared by the date of the last final exam as noted on the School of Pharmacy academic calendar. If the lockers are not cleared, any remaining items will be discarded.

## **J. Student Records Policy**

The University adheres to a practice of compliance with the Family Educational Rights and Privacy Act (FERPA). As such, it is the practice of the University (1) to permit students to inspect their education records (2) to limit disclosure to others of personally identifiable information from education records without student's prior written consent, and (3) to provide students the opportunity to seek correction of their education records where appropriate.

## **K. Sexual Misconduct Policy**

The University seeks to foster and maintain an atmosphere of mutual respect and concern for all members of the University community, including students, faculty, staff, interns, volunteers, contractors, guests, and other circumstances within the University's control (the "University Community"). The University is committed to providing an academic and work environment free from all forms of sexual- and gender-based harassment, discrimination, and misconduct, examples of which can include acts of sexual violence, including sexual

assault, domestic or partnership violence, exploitation, intimidation, and stalking. In keeping with this commitment, the University maintains a strict policy prohibiting all forms of sexual and gender-based misconduct and unlawful discrimination and discouraging conduct that, while not unlawful, could reasonably be considered sexual misconduct and/or unlawful discrimination. All members of the University Community share responsibility for fostering this environment by adhering to the standards of conduct outlined in the University's Policy on Sexual Misconduct and Other Related Misconduct.

The University is obligated under the law to investigate complaints, to take action to eliminate sexual misconduct, prevent its recurrence, and address its effects. All members of the University community who learn of instances of sexual misconduct are encouraged to report this behavior immediately to the appropriate University officials in order to ensure prompt, proper investigation into these matters.

The University's Policy and Procedures on Sexual Misconduct and Other Related Misconduct are available at the University's Title IX Website linked here. Inquiries concerning the applications of Title IX may be referred to:

Greg Fitzgerald, Title IX Coordinator  
Notre Dame of Maryland University  
4701 N. Charles Street  
Gibbons Hall, Room 106  
Baltimore, MD 21210  
(410) 532-5109  
[gfitzgerald@ndm.edu](mailto:gfitzgerald@ndm.edu)

#### **L. Smoking Policy**

The University is committed to providing a healthy, comfortable environment for students, faculty, staff and guests. All University buildings are smoke-free, including public spaces and residence halls. Individuals who wish to smoke or use other tobacco products including e-cigarettes must do so outdoors at least 30 feet away from any building or in any designated areas in a manner that does not block building entrances and minimizes other's exposure to the second-hand effects of tobacco use. Cigarette ashes and butts should be placed only in designated receptacles. Tobacco chew cannot be expectorated onto the ground.

**The parking lot between G. Avery Bunting Hall and Knott Science Center and all areas surrounding Bunting Hall are smoke and tobacco free areas.**

#### **M. Social Media**

Social media are used through web- and mobile-based technologies to turn communication into interactive dialogue and engagement. Websites and user-generated content include, but are not limited to, Facebook, Flickr, Foursquare, Instagram, LinkedIn, MySpace, Twitter, YouTube, and blogs. Social media communication is public and visible, and posting inappropriate texts or confidential, pictures, videos, or images could provoke institutional or legal ramifications for the student or student group. Examples of items that would be deemed inappropriate include, but are not limited to:

1. Personally identifiable material including, but not limited to, full names, government identifiers, email addresses, physical addresses, or health information of individuals following FERPA guidelines.
  - i. Threatening, harassing, or discriminatory posts.
  - ii. Posts that incite or promote violence or illegal activities.
  - iii. Material that could be interpreted as containing obscene, offensive, or sexual themes.
  - iv. Information that reasonably could compromise public safety and well-being of our institution and/or its community members.
  - v. Comments that are off subject or out of context from the original post and to the

University.

- vi. Solicitation or advertisement of businesses, direct sales companies, and events, both on and off campus, that have not been approved by University staff for publication.
  - vii. Any information, documentation, material or images that would be found in violation of any University policies or procedures
2. Posting content to third- party applications, such as social media sites, almost always releasing ownership rights to and control of that content. Protect privacy online by adjusting privacy settings and publishing updates only to audiences with whom you wish to share your status.
  3. The University will not ask for, nor should an individual send, credit card or payment information, classified information, privileged information, private information or information subject to non-disclosure agreements via any social network internet communication service.
  4. Photography for Social Media: Information regarding the usage of photographs for the University, both in social media platforms as well as marketing materials, may be found at <http://www.ndm.edu/offices-and-services/marketing-communications/photography>. Individuals who do not consent to the use of their photograph by the University must notify—in writing—the Office of Institutional Advancement, Notre Dame of Maryland University, 4701 North Charles Street, Baltimore, MD 21210, within 10 days of an event. A phone number should be included in any such correspondence.
  5. Users of virtual communities should be aware of the potential consequences when posting to these sites. While faculty and staff will not actively monitor the use of Facebook or any other online community, potential policy violations brought to the attention of the University may be subject to investigation and pursued through the student conduct system.

## **N. Student Harassment and Discrimination Policy**

### **1. Policy Statement**

Notre Dame of Maryland University seeks to foster and maintain an atmosphere of mutual respect and concern for all members of the University community, including students, faculty, staff, interns, employees, volunteers, contractors, guests, and others who are within the University's control (the "University Community"). The University is committed to providing an academic and work environment free from all forms of sexual- and gender based harassment, discrimination, and misconduct, examples of which can include acts of sexual violence, including sexual assault, intimate partner violence, exploitation, intimidation, and stalking. In keeping with this commitment, the University maintains a strict policy prohibiting all forms of sexual and gender-based misconduct and unlawful discrimination and discouraging conduct that, while not unlawful, could reasonably be considered sexual misconduct and/or unlawful discrimination. All members of the University community share responsibility for fostering this environment by adhering to the standards of conduct outlined in this policy. This policy applies to all members of the University Community and prohibits unlawful sexual and gender-based misconduct and/or harassment in any form. It also prohibits retaliation of any kind against individuals who file complaints or who assist in a University investigation. This policy applies to behavior on campus, off campus at university-sponsored events and activities (including academic, educational, extracurricular, athletic or other programs), and may apply to behavior that takes place fully off campus at other University events and activities. Under federal law, campus officials who receive a report of misconduct, regardless of the source of the information, must share that information with the appropriate University authorities for investigation and follow-up. The University is obligated under the law to investigate the complaint, to take action to eliminate sexual misconduct, prevent its recurrence, and address its effects. All members of the University community who learn of instances of sexual misconduct are encouraged to report this

behavior immediately to the appropriate University officials in order to ensure prompt, proper investigation into these matters. The University also recognizes the centrality of its academic mission. In the event that instructional materials for scholarly purposes are involved in a Sexual Misconduct complaint, the University will review the materials recognizing the importance of academic freedom and balancing the need to keep the University environment free of Sexual Misconduct.

See the University website for policy and procedure details on sexual misconduct  
( <https://www.ndm.edu/about-us/consumer-information/title-ix> )

## **O. Technology Support - School of Pharmacy**

Instructional Technology Specialist: Justin Gyurik

Technology Support Specialist: Sean Silveria

Location: Knott 035

Phone: 410-532-5588

E-mail: [soptechsupport@ndm.edu](mailto:soptechsupport@ndm.edu)

Hours of Operation: 8:30 a.m. – 4:30 p.m. (*after hour emergency call x University IT ext. 5200*)

The School technology team provides assistance for students with e-mail, wireless network connectivity, Joule, School of Pharmacy software and other technology related issues.

### **Support Services:**

1. Provide help with forgotten or lost passwords
2. Assist with Joule issues including course enrollments, clicker assignments and assignment submissions
3. Help with problems regarding NDM Live e-mail for students
4. Provide documentation on connecting to the proper wireless network and assist users with troubleshooting wireless issues while on the NDM campus.

### **The following services are not offered:**

1. Hardware or software support to student laptops\*
2. Removal of viruses and/or spyware from student laptops
3. Printing of homework, handouts, or other documents for students

### **Where To Go For These Services:**

For help with hardware or software issues, including viruses and problems connecting to wireless networks, see a local computer repair store. Unfortunately, these services cannot be provided to you on the NDM campus. For printing or copying, there are computers and printers available in the Rice Hall computer lab and in the Loyola/NDM Library.

*\*Students that purchase a laptop through the Dell University program may receive hardware support from the School of Pharmacy Office of Technology Support.*

### **Student Technology Lounge**

Knott 106 provides space for students to study, to collaborate on group projects, and to relax. LCD panels and computers are available for student use.

## **SUBSTANCE USE DISORDER POLICY – SCHOOL OF PHARMACY**

As health professionals, we are as susceptible to substance and alcohol abuse and dependence as the general population at large. It is imperative that pharmacists and therefore pharmacy students, as trusted health care professionals, not engage in substance abuse activities. The School and University recognizes its responsibility to strive to protect the health and well-being of student pharmacists, patients and the campus community by observing a drug-free environment according to the Drug-Free Workplace Act of 1988; the Drug-Free schools and Campus Act of 1989; and the Policies of the Maryland Higher Education Commission Concerning Drug and Alcohol Abuse. This policy applies not only to students, faculty and staff of the University, but also to all employees of contractors and subcontractors as well as food service employees. As such, the School and University recognize the need to provide substance abuse education and policies and procedures that are conducive to the promotion of a drug free learning environment. Additionally, since experiential education accounts for almost one-third of the pharmacy curriculum, attention is given to insuring patient safety and the promotion of a drug free learning environment. The guiding philosophies of these policies are 1) to encourage the discovery and recovery of substance impaired and addicted students and 2) to protect the community and patients from potential harm by impaired students in clinical practice experiences.

Alleged violations of this policy may be reported to the School assistant dean for student affairs who will evaluate the report to determine its disposition. The University associate vice president for student life will be notified of sanctions for disciplinary suspension, probation or dismissal.

As a condition of enrollment, students must abide by the terms of this policy and notify the School of Pharmacy, Office of the Dean of any drug- or alcohol-related conviction. Such notice is to be given no later than within five days of such conviction.

### **Standards of Conduct**

1. All students are prohibited from the abuse of alcohol\*, unlawful manufacture, distribution, possession or use of illicit drugs, alcoholic beverages, or any drugs of abuse on University property or as part of any University/School activity, both on and off campus.
2. All School of Pharmacy students are required to comply with the School's Substance Use Disorder Policy. The School's policy was developed utilizing the University policy as a foundation and added elements that are specific to pharmacy students. Students who violate this policy will be subject to adjudication by the School and/or appropriate law enforcement officials. Criminal or civil action does not preclude campus action and campus action does not preclude criminal or civil action. Participation in Pharmacy Rehabilitation Services (RPS) does not make the chemically-impaired student immune to legal proceedings for criminal acts involving drug misuse, or illegal use.
3. Students must be mentally and physically fit to learn at all times. Reporting to work, class or other official University or School activity while impaired by drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary and/or rehabilitative action.
4. This policy covers the following substances:
  - alcoholic beverages of any kind (alcohol means ethyl alcohol or ethanol)
  - controlled and illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, stimulants and designer drugs whose use, possession, transfer, sale, manufacture, distribution and dispensation are restricted or prohibited by law.
  - Abuse of any pharmacologically active substance



\*Alcohol abuse is the singular or repeated use of alcohol that violates local, state or federal law or University/School policy.

## **Education**

1. School of Pharmacy will inform students about University and School policies and the issues surrounding substance abuse at various times during their academic program. These include:
  - a. Provision of policies to each new student during orientation.
  - b. Documentation by student signature of the pledge of drug free behavior during orientation and in the spring semester of their third year.
  - c. Discussions by faculty in relevant courses, when deemed appropriate.
  - d. The University provides educational programs, including an on-line alcohol awareness through SafeColleges (<https://ndmstudents-md.safecolleges.com/>).
    - i. These programs are available to any member of the University community and are primarily offered through the Division of Student Life.
    - ii. Drug-Free Awareness Program will inform employees annually of (a) the dangers of drugs or alcohol abuse in the workplace, (b) the University's policy of maintaining a drug-free workplace, (c) available drug counseling and rehabilitation, (d) penalties that may be imposed upon employees for violations.

### **Alcohol Beverages** *(for events where alcohol will be served)*

Alcoholic beverages may be sold, served, or consumed if (1) it is in compliance with the law, and (2) it is done at gatherings in locations approved by the School of Pharmacy assistant dean for student affairs and the University associate vice president for student life. This applies to events sponsored by University offices and/or School of Pharmacy. Approval of alcoholic beverages for use at campus gatherings may be granted if all the following conditions are met:

- The event is held in a special use location, facility, or building, on or off campus;
- The event is requested by a faculty member, staff, administrator, or student organization, or University and/or School of Pharmacy department;
- Those over the age of 21 will be identified by the use of a wristband, hand stamp, etc.
- Food and nonalcoholic beverages will be served;
- The sale/serving of alcoholic beverages will be discontinued at least one hour before the event ends;
- Proper campus supervision is provided in areas where alcohol is served and/or sold.

Alcohol permit forms are available in the office of the vice president for student life and must be submitted at least 10 working days prior to the event. Approval must be obtained from the School of Pharmacy assistant dean for student affairs prior to submission to the vice president for student life.

### **Alcohol & Drugs of Abuse**

1. Students and their guests are expected to follow the laws of Maryland, specifically Criminal Law Article 10 of the Annotated Code of Maryland, which states that no individual under the age of 21 may buy, consume or possess alcoholic beverages of any kind, and individuals over 21 may not sell or provide alcohol to minors on University property or as part of any University/School activity, either on or off campus.
2. Students over the age of 21 may consume alcohol in their residence hall rooms, but not in public areas of the University including but not limited to hallways, lounges, bathrooms and common areas). In the residence halls, those who are 21 years of age or older may not consume alcohol in the presence of anyone under the age of 21.

3. Those under 21 are not permitted to possess, distribute or consume alcohol anywhere on campus, including their residence hall rooms.
4. For those of legal drinking age, containers of alcoholic beverages larger than three liters, including kegs, are not permitted in the residence halls.
5. Students may not possess, distribute, sell manufacture, dispense or use illegal drugs or any other drugs of abuse on or off campus. Those who decide to drink or abuse drugs are accountable for their behavior while under the influence, just as if they had not been abusing drugs or alcohol.
6. The following activities are prohibited while student employees are on the University's premises or otherwise engaged in University and/or School business: (1) the consumption of alcoholic beverages except at University/School sponsored events where authorized, (2) being under the influence of alcohol or drugs of abuse while enrolled in the School of Pharmacy, (3) performance of duties while under the influence of alcohol or drugs of abuse whether on or off University premises, and (4) the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of alcohol or any drug of abuse.
7. The School reserves the right to evaluate any student if there is reasonable cause who may be under the influence of alcohol, drugs or illegal substances. Any student who attends a class or an experiential practice experience and appears/is suspected to be under the influence of alcohol or drugs will be required to undergo an immediate drug screening in accordance with this policy. A student is considered to be under the influence when his/her ability to perform usual tasks is diminished or impaired or behave in a manner that is unusual for the individual. The student will be required to undergo an immediate drug screening in accordance with this policy. The costs of these initial drug screenings are typically the responsibility of the School.
8. The School of Pharmacy recognizes the Pharmacy Rehabilitation Services (PRS) as the group empowered to serve pharmacy students' needs for substance use disorder treatment.
9. Students entering into a pharmacy student contract with PRS shall be granted all protections afforded to pharmacists under a PRS contract including confidentiality.
10. In an attempt to prevent unnecessary disclosure, the Assistant Dean for Experiential Education shall ask preceptors if they are willing, with foreknowledge, to accept a student under contract into the preceptor's practice environment before the student is placed and without disclosing the student's identity. Under the terms of the contract the student will inform the preceptor upon arrival at the site. Preceptors are expected to keep the student's situation confidential.
11. The Assistant Dean for Experiential Education and Assistant Dean for Student Affairs have received substance use disorder training so as to provide competent representation of pertinent issues to appropriate individuals and to develop a reasonable understanding of the students' needs in recovery.

### **Provision of Assistance & Treatment**

1. If students require assistance in dealing with substance use disorder problem, they may contact the PRS. Cases can be self-referrals, administrative referrals or referrals made by other parties.
2. Students may enter a PRS treatment program voluntarily or may be required to participate if they are found to be in violation of School policies.

- a. In cases of self-referrals or referrals made by other parties, the School's administration will not be involved with the case as long as students are compliant with PRS treatment guidelines. In cases where students fall out of compliance with their prescribed treatment, the PRS (within five working days) will contact appropriate School administrators who will forward the case to the Student Substance Use Disorder Committee for review. The Committee will determine if the student at any time has been in violation of School drug related policies. If students are found to be in violation of the Substance Use Disorder Policy, the Committee may recommend, to the Dean, a variety of actions, including, but not limited to, disciplinary probation, suspension or expulsion from the School. The Associate Vice President for Student Life will be informed of disciplinary probation, suspension or expulsion actions by the Office of the Dean.
- b. In cases in which a student self-refers or is referred by other parties to any School faculty, staff or administrator, the Assistant Dean for Student Affairs will meet with the student. The Assistant Dean may refer cases to PRS or if necessary, forward the case to the Student Substance Use Disorder Committee for review. The Committee may refer cases to PRS. While under treatment by PRS, the stipulations in (2a) are applicable. If a student is found to be in violation of the Substance Use Disorder Policy and refuses to cooperate with the Committee referral to PRS, the Committee will recommend immediate dismissal of the student from the School.
- c. The School Substance Use Disorder Committee may take the following disciplinary actions, but are not limited to, against students who 1) have violated School drug and alcohol-related policies 2) have violated School drug and alcohol – related policies and are deemed to be free from substance use disorder issues following an evaluation by PRS.
  - i. ***A letter of censure:*** stating the student violated the policy. This is the least severe course of action and is meant to serve as a warning to the student for a lack of judgment or questionable behavior.
  - ii. ***Disciplinary probation:*** for one or two semesters. This serves as a stern warning that repeat violations within the probation period may result in more serious disciplinary sanctions. A student may not participate in School or University sponsored extracurricular or co-curricular activities or serve as an officer in any School or University organization while on disciplinary probation. At the end of the disciplinary probation period, the student will be placed in good disciplinary standing. This policy does not apply to academic status.
  - iii. ***Suspension:*** for one or two semesters. This is a serious sanction and is intended to allow the student time away from the School to receive help or reflect on and learn from his/her actions. The student may apply to the Dean for reinstatement at the end of the suspension period. This written application must be received by the Dean no later than 3 weeks prior to the end of the probationary period.
  - iv. ***Dismissal:*** from School. Dismissal is the most severe sanction and may be applied in cases of repeat or severe violations.
3. If problems arise during experiential practice experiences, the Assistant Dean for Experiential Education will make decisions regarding course grading in discussion with the preceptor. At the discretion of the Assistant Dean for Experiential Education, future assignments may be adjusted. Additionally, students may also be referred to the Assistant Dean for Student Affairs for review.

4. Students who are found to be chemically impaired and who are academically ineligible to continue in the School of Pharmacy can be dismissed regardless of their participation in PRS.
5. Chemically impaired students undergoing treatment with PRS will not be allowed to participate in experiential practice experiences until PRS notifies the School's administration that the student is able to participate in such experiences. The School cannot guarantee placement of students who are undergoing treatment into clinical facilities. Thus, it may take the student longer to complete the pharmacy program or unable to complete the program if the School cannot identify clinical facilities that are willing to accept a chemically impaired student.

### **Sanctions for Students Violating this Policy**

Sanctions for violation of the Notre Dame of Maryland University Substance Abuse Policy will be determined by the severity of the violations and their impact on the community for first, second and third violations. Students who violate the Notre Dame of Maryland University Substance Abuse Policy may be subject to, but are not limited, to the following sanctions:

- a. *First Offense Alcohol Misuse*: Possible sanctions include, but are not limited to, an alcohol-related health assessment, participation in an alcohol education program, and other appropriate conduct sanctions, including, but not limited to, probation, visitation restriction, etc.
- b. *Second Offense Alcohol Misuse*: Required alcohol-related assessment, mandatory attendance at an alcohol education program, notification of parents or legal guardians of students under 21, and other conduct sanctions as deemed appropriate, including, but not limited to, restitution, fines, probation, residence hall suspension, etc.
- a. *Third Offense Alcohol Misuse*: Required attendance at the six-session alcohol education program or other community-based alcohol education program, notification of parents or legal guardians of students under 21, and other conduct sanctions as may be deemed appropriate, including, but not limited to restrictions, probation, suspension or expulsion.

**Controlled or Illegal Drugs** - A student who has violated the Substance Use Disorder Policy through the illegal possession, use, sale, manufacture, dispensation, or distribution of any drug, narcotic or controlled substance, whether on or off campus, is subject to immediate suspension or expulsion.

### **Appeal to the Dean**

A student may appeal any action of the Committee to the Dean within 10 days of the student's receipt of the decision. The appeal must be in writing and must be filed in the Office of the Dean. The appeal must be based on one or more of the following criteria:

1. Provision of new evidence or facts that were not available at the time of the Committee's deliberation.
2. A claim that School policies were not followed.

If no appeal is filed, the decision of the Committee is final. If the action is appealed, the Dean will review the case and may affirm the Committee's decision or modify the Committee's decision or remand all or part of the matter to the Committee for further consideration. The Dean will make a decision generally within 10 working days after receiving the appeal or as soon as is reasonably possible. If the Committee's decision is affirmed by the Dean, the Dean's decision is final.

### **Policy review**

This policy will be reviewed biannually by the Substance Use Disorder Policy Review Committee comprised of the Associate Vice President of Student Life, Vice President of Finance and Administration, Director of Public Safety, Director of Human Resources, Chief of Staff, or their designees, representatives of the Student Government Association, and members of the faculty, to determine its effectiveness, make changes if necessary and to ensure that sanctions are consistently enforced.

### **University Liability**

- A. Notre Dame of Maryland university assumes no responsibility for the loss, destruction or theft of students' personal possessions at any time, including those times when students are attending or absent from the university. Students are encouraged to inventory their possessions periodically, engrave their names on all personal possessions, record the serial numbers, and keep them in a safe place. Students are discouraged from bringing valuables to campus. Students are encouraged to obtain personal property insurance for personal possessions. Please understand that the Notre Dame of Maryland university insurance program covers only university property and does not extend to the personal property of students.
- B. Students choosing to undertake recreational activities that are not specifically sponsored by the university while on campus – such as sledding, biking, and exercising – do so at their own risk.

### **Education**

The University provides educational programs, including an on-line alcohol training, designed to promote lawful and responsible use of alcohol and prevent the use of illicit drugs. These programs include information on alcohol and illegal drugs, the consequences of the use and abuse of these substances, the role of individual responsibility and personal liability, and this policy.

- i. These programs are available to any member of the University community and are primarily offered through the Division of Student Life.
- ii. Drug-Free Awareness Program will inform employees annually of (a) the dangers of drug or alcohol abuse in the workplace, (b) the University's policy of maintaining a drug-free workplace, (c) available drug counseling and rehabilitation, (d) penalties that may be imposed upon employees for violations.

### **Applicable State Laws Relating to Unlawful Use, Possession, And Distribution of Illicit Drugs and Alcohol**

***Jurisdiction:*** Maryland Code, Criminal Law Article 5-602

***Offense:*** Unlawful manufacture, distribution, dispensation or possession to indicate intent to manufacture, distribute, dispense a controlled dangerous substance (or counterfeit substance)

***Penalty:*** Guilty of felony and subject to imprisonment up to 20 years and/or a fine up to \$25,000

***Jurisdiction:*** Maryland Code, Criminal Law Article 5-617

***Offense:*** Distribution of non-controlled substance as a controlled dangerous substance

***Penalty:*** Guilty of felony and subject to imprisonment up to 5 years and/or a fine up to \$15,000

***Jurisdiction:*** Maryland Code, Criminal Law Article 5-628

***Offense:*** Use of minor to manufacture, deliver or distribute controlled dangerous substance

***Penalty:*** Guilty of felony and subject to imprisonment up to 20 years and/or a fine up to \$20,000

***Jurisdiction:*** Maryland Code, Criminal Law Article 5-601

***Offense:*** Possession of controlled dangerous substance

***Penalty:*** Guilty of misdemeanor and subject to imprisonment up to 4 years and/or a fine up to \$25,000; for marijuana, one year and/or a fine up to \$1,000

**Jurisdiction:** Maryland Code, Criminal Law Article 5-619

**Offense:** Use, delivery, or possession with intent to use, deliver, or sell drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body, a controlled dangerous substance

**Penalty:** Guilty of misdemeanor and subject to a fine up to \$500 for first offense, imprisonment up to 2 years and/or a fine up to \$2,000 for second offense; for situations involving a minor up to 5 years and/or a fine up to \$15,000

**Jurisdiction:** Maryland Code, Criminal Law Article 5-619

**Offense:** Advertising to promote the sale or delivery of drug paraphernalia

**Penalty:** Guilty of misdemeanor and subject to a fine up to \$500 for first offense, imprisonment up to 2 years and/or a fine up to \$2,000 for second offense

**Jurisdiction:** Maryland Code, Criminal Law Article 5-618

**Offense:** Possession and/or purchase of non-controlled substance believed to be controlled dangerous substance

**Penalty:** Guilty of misdemeanor and subject to imprisonment up to one year and/or a fine up to \$500

**Jurisdiction:** Maryland Code, Criminal Law Article, 10-113

**Offense:** Misrepresentation or false statement of age in order to obtain alcohol or to induce the illegal sale or supplying of alcohol

**Penalty:** Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

**Jurisdiction:** Maryland Code, Criminal Law Article, 10-114

**Offense:** Possession of alcohol by person under 21

**Penalty:** Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

**Jurisdiction:** Maryland Code, Criminal Law Article, 10-115

**Offense:** Possession of false identification by person under 21

**Penalty:** Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

**Jurisdiction:** Maryland Code, Criminal Law Article, 10-116

**Offense:** Purchasing alcohol for person under 21

**Penalty:** Guilty of civil offense and subject to a fine up to \$500 or up to \$1,000 if repeat offense, plus court costs

**Jurisdiction:** Maryland Transportation Article 21-902 and 27- 101

**Offense:** Driving while intoxicated/under the influence of alcohol and/or drugs

**Penalty:** Penalties ranging from a fine up to \$500 and/or imprisonment of one year; if repeat offense, up to a fine of \$3,000 and/or imprisonment up to 3 years

**Jurisdiction:** Maryland Article 2B, 19-101, 19-102

**Offense:** Disorderly intoxication

**Penalty:** Guilty of misdemeanor and subject to imprisonment up to 90 days and/or a fine up to \$100

The above articles on laws relating to illicit drugs and alcohol can be found on the Maryland Department of Legislative Services Web site at [http://michie.lexisnexis.com/maryland/lpext.dll?f=templates&fn=main-h.htm&cp=](http://michie.lexisnexis.com/maryland/lpext.dll?f=templates&fn=main-h.htm&cp= under Maryland Code Criminal Law, Controlled Dangerous Substances, Prescriptions & Other Substances (Title 5), Crimes Involving Controlled Dangerous Substances & Paraphernalia (Subtitle 6) and under Criminal Law, Crimes Against Public Health, Conduct & Sensibilities (Title 10), Crimes Against Public Health & Safety (Subtitle 1).) under Maryland Code Criminal Law, Controlled Dangerous Substances, Prescriptions & Other Substances (Title 5), Crimes Involving Controlled Dangerous Substances & Paraphernalia (Subtitle 6) and under Criminal Law, Crimes Against Public Health, Conduct & Sensibilities (Title 10), Crimes Against Public Health & Safety (Subtitle 1).

## **Health risks associated with the abuse of alcohol or use of illegal drugs**

**ALCOHOL – (Beer, Wine, Distilled Spirits) SHORT-TERM EFFECTS:** relaxation, breakdown of inhibitions, euphoria, depression, decreased alertness, stupor, nausea, unconsciousness, hangover and death. **LONG-TERM EFFECTS FROM**

CONTINUED EXCESSIVE USE: obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremors and death.

**AMPHETAMINES – (Benzedrine, Dexedrine, Methedrine, Preludin)** SHORT-TERM EFFECTS: increased alertness, excitation, euphoria, decreased appetite, restlessness, rapid speech, irritability, insomnia, stomach disorders, convulsions. LONG-TERM EFFECTS: insomnia, excitability, skin disorders, malnutrition, delusions, hallucinations, psychosis.

**ANABOLIC STEROIDS – (Prednisone and Synthetic Testosterone-like Drugs which have tissue-building properties)** SHORT-TERM EFFECTS: mood elevation or depression, increase or decrease in sex drive, increased aggressive behavior, may stunt growth, change in electrolyte balance causing retention of sodium and retention of fluids. LONG-TERM EFFECTS: jaundice (yellowing of skin), liver damage, high blood pressure, endocrine imbalance; in males can cause enlarged breasts, decrease in testicular size and function, decrease of sperm production; in females can cause acne, menstrual irregularities, irreversible masculinizing effects such as hair on the face, deepening of the voice, change in the genitals.

**ANTIDEPRESSANTS – A. Tricyclics (Elavil, Ritalin, Tofranil, Prozac)** SHORT-TERM EFFECTS: relief of anxiety and depression, temporary impotence, nausea, hypertension, weight loss, headaches. LONG-TERM EFFECTS: irregularities in heartbeat, disturbed vision, decrease or increase in sexual desire, constipation, edema, extremely toxic in excessive doses and overdose can cause death. **B. MAOIs (Nardil, Parnate, Marplan, Phenazine)** SHORT-TERM EFFECTS: combination of certain foods can trigger very high blood pressure, rapid pulse, headaches, problems with vision, sometimes paralyzing or fatal strokes; foods high in the amines, tryptamine or histamine should be avoided, i.e., beer, red wines, chocolate, pickled fish, cheese, yogurt, stimulants, caffeine and allergy pills. LONG-TERM EFFECTS: (may take six weeks for drug to work): glaucoma, weight gain, sleep disturbances, fatigue, weakness, tremors, dry mouth, constipation. **C. Antimanic (Lithium)** SHORT-TERM EFFECTS: difficulty staying on medication since euphoric feelings and sense of well-being experienced during mild manic attacks is missed, narrow range between the therapeutic and toxic levels (periodic blood tests are needed), nausea, lethargy, thirst, hand tremors, greatly increased urination, possible weight gain. LONG-TERM EFFECTS: drug excreted almost entirely by kidneys, any injury or weakness may allow the drug to accumulate to dangerous levels, avoid diuretics and low-sodium diets so as not to further deplete sodium level, carefully monitor drug level.

**BARBITURATES – (Chloral, Hydrate, Doriden, Nembutal, Phenobarbital, Seconal)** SHORT-TERM EFFECTS: relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, slurred speech, stupor, hangover and death. LONG-TERM EFFECTS: excessive sleepiness, confusion, irritability, severe withdrawal, sickness and death.

**CAFFEINE – (Coffee, Cola, Tea, No-Doz)** SHORT-TERM EFFECTS: increased alertness, restlessness, insomnia, upset stomach. LONG-TERM EFFECTS: restlessness, irritability, insomnia, stomach disorders. **CANNABIS – (Hashish, Marijuana, THC)** SHORT-TERM EFFECTS: relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite, increased heartbeat, dry mouth. LONG-TERM EFFECTS: fatigue, loss of memory, school grades may decline, hormonal changes, psychosis.

**COCAINE (Coke, Crack)** – SHORT-TERM EFFECTS: feeling of self-confidence and power, intense exhilaration, extreme euphoria, increased blood pressure and heart rate, dilated pupils. LONG-TERM EFFECTS: Paranoia, violence, feeling of things crawling under the skin (frequent abrasions and dig marks on skin from scratching coke bugs), runny or stuffy nose if snorted, headaches, chronic insomnia, irritability, depression, psychosis, death.

**HALLUCINOGENS – (LSD, Mescaline, Scopolamine, PCP, STP, Psilocybin, DMT)** SHORT-TERM EFFECTS: perceptual changes especially visual, increased energy, hallucinations, panic, anxiety, exhaustion, tremors, psychosis. LONG-TERM EFFECTS: increased delusions and panic, psychosis.

**INHALANTS – (Glue, Paint Thinner and Removers, Correction Fluid, Gas, Laughing Gas, Nitrous Oxide)** SHORT-TERM EFFECTS: relaxation, hypersensitivity, possible violence, impaired judgment, reduced muscle reflex control, rapid heartbeat, impaired coordination, headache, nausea, visual disturbance, euphoria. LONG-

TERM EFFECTS: brain damage, lung and kidney damage, blood and bone marrow alteration, possible death.

**NICOTINE – (Cigarettes, Cigars, Pipe Tobacco, Snuff, Chewing Tobacco, Nicotine Gum)** SHORT-TERM EFFECTS: relaxation, constriction of blood vessels, dry mouth and throat, adrenaline release, increase in pulse, heart and blood pressure. LONG-TERM EFFECTS: hypertension, nervousness, irritability, headaches, fatigue, insomnia, impaired breathing, heart and lung disease, cancer of the lungs, larynx, trachea, esophagus, throat, mouth, cheek, lips and nasal cavity, arteriosclerosis and death.

**OPIATES – (Opium, Codeine, Morphine, Heroin, Dilaudid, Percodan)** SHORT-TERM EFFECTS: euphoria, prevention of withdrawal symptoms, pain relief, mental clouding, drowsiness, central respiratory depression which can cause death. LONG-TERM EFFECTS: constipation, loss of appetite, toxic syndrome, lowered blood pressure.

**TRANQUILIZERS – (Librium, Miltown, Equinol, Thorazine, Valium)** SHORT-TERM EFFECTS: relief of anxiety and tension, suppression of hallucinations and aggression, sleep, drowsiness, blurred vision, izziness, slurred speech, allergic reactions, stupor. LONG-TERM EFFECTS: blood-cell destruction, jaundice, coma and death.

## **TRADITIONAL SCHOOL OF PHARMACY EVENTS**

### **School of Pharmacy Orientation**

Welcome, new pharmacy students! Meet new students at Notre Dame, become familiar with campus and discover new sights in the city. Students will also have the chance to meet informally with academic advisors, and most importantly, have fun!

### **White Coat Ceremony**

This ceremony marks the student pharmacist's entrance into the profession. Each year, P1 student pharmacists take the Oath of the Pharmacist and the Pledge of Professionalism.

### **Final Exam Week Beverage Service**

School of Pharmacy will provide free coffee and tea during reading period and final exam week.

### **Graduation Banquet**

Graduation banquet is held usually in the evening during commencement week to recognize the accomplishments of all student pharmacists of the graduating class.

### **Pinning Ceremony**

Each spring, P3 student pharmacists are presented with a School of Pharmacy Pin to mark both their advancement to the P4 Advanced Pharmacy Practice Experiences, and their recommitment to the pharmacy profession.

### **Scholarship and Awards Ceremony**

Each spring semester recipients of scholarships and awards are recognized amongst their faculty and peers. Teacher of the Year and Preceptor of the Year awards are also recognized during this ceremony. The Office of the Dean disseminates scholarship information and invites student pharmacists to apply.

### **Tea with the Dean**

Each School of Pharmacy student advising group is invited to have tea with the Dean each year.



## **Appendix A**

### **Tips for Avoiding Plagiarism**

Students can avoid plagiarizing by carefully organizing and documenting materials gathered during the research process. Notes attached to these materials, whether in the form of informal notes, photocopied articles or printouts of electronic sources, should carefully identify the origin of the information. Such attention to detail at every stage of the process will ensure an accurate bibliography that documents all the outside sources consulted and used. Students should follow these general principles when incorporating the ideas and words of others into their writing:

1. The exact language of another person (whether a single distinctive word, phrase, sentence, or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted matter.
2. Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.
3. All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.
4. Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
5. As a general rule, when in doubt, provide acknowledgment for all borrowed material.
6. Guidelines for referencing style in pharmacy academic work can be found on the Loyola Notre Dame Library Web site.
7. Personal communication such as interviews etc. must be referenced.