



NOTRE DAME
OF MARYLAND
UNIVERSITY

SCHOOL OF PHARMACY



Student Handbook

Revised August 4, 2015

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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.

IMPORTANT NUMBERS

School of Pharmacy

Office of the Dean.....	410-532-5202
	410-532-5203
	410-532-5205
Office of Experiential Education.....	410-532-5204
Office of Admissions	410-532-5551
Department of Clinical & Administrative Sciences.....	410-532-5206
Department of Pharmaceutical Sciences.....	410-532-5206
Director of External Relations.....	410-532-5564
School IT Helpdesk..... (sopetechsupport@ndm.edu)	410-532-5588

UNIVERSITY MISSION STATEMENT

Notre Dame of Maryland University educates women as leaders to transform the world. Embracing the vision of the founders, the School Sisters of Notre Dame, the University provides a liberal arts education in the Catholic tradition. Distinctive undergraduate and graduate programs 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.

SCHOOL SISTERS OF NOTRE DAME MISSION STATEMENT

Notre Dame of Maryland University was founded and is sponsored by the congregation of the School Sisters of Notre Dame whose mission is the following:

We, the School Sisters of Notre Dame, are members of a Roman Catholic international community whose mission is to extend that unity for which Jesus Christ was sent. We express this mission through education, which enables persons to reach the fullness of their potential. Because we believe that the transformation of persons will transform the world, we commit ourselves to promoting human dignity, emphasizing the concerns for the economically poor, women and youth.

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 dexter 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

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.

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."

COMMUNITY LIFE

HONOR CODE

The Honor Code of Notre Dame of Maryland University has been a tradition since 1936. 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.

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 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 and Oath of the Pharmacist. 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 University of Notre Dame, 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.

STUDENT CODE OF CONDUCT

COMMUNITY EXPECTATIONS AND STUDENT RESPONSIBILITY

Every student at Notre Dame of Maryland University is required and expected at all times to abide by the Student Code of Conduct, which *encompasses the Honor Code*, to assume responsibility for her/his actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University's Honor Code. Alleged violations of the Student Code are adjudicated in accordance with the established procedures of the conduct review process.

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. REGULATING AND MONITORING OF STUDENT CONDUCT

Ultimate authority for student discipline is vested in the Board of Trustees by the University Charter. 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. 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.

As an ordinary matter, the President has delegated authority over student conduct to the Vice President for Student Life who may exercise it consistent with these procedures.

- A. The 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 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 Student Rights and Responsibilities, with direction and guidance from its Director, 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 policy, or district or federal law, on or off University premises by a student that affects the University’s interests and/or is inconsistent with the University’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.
- E. 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.

IV. INTERPRETATION OF REGULATIONS

While the purpose of publishing this Student Code of Conduct is to inform students of prohibited behavior, this Code is not written with the specificity of a criminal statute. Any similarity between the Code and the language of any criminal statute does not mean that such language or statute applies to the University’s disciplinary system or is relevant to the interpretation or application of the Code.

V. 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 requirements for registration as a student organization.
- B. **“Institution”** and **“University”** mean Notre Dame of Maryland University and all of its undergraduate, graduate, and professional schools, divisions, and programs.
- C. **“Organization”** means any number of persons who have complied with University requirements for registration with the Office of Student Leadership and Involvement as a student organization.
- D. **“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.
- E. **“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. **“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.

VI. Academic 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 catalog and course syllabi.
 - a. **Punctuality** – Students are to be seated and ready to take an examination at the posted starting time for the exam. 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. Individual faculty may have additional stipulations, please refer to the course syllabi.
 - b. **Leaving a Test in Progress** – When seated for a test, students are expected to remain seated until they have completed the test. Student requests to leave the room of a test in progress require the approval of a proctor. If allowed, a proctor may accompany the student until they are prepared to complete the test.

- c. Cell Phones & PDAs – All PDAs, cell phones, calculators and other devices that support electronic communication and/or alpha character programming will be turned off and placed with other personal effects during all examinations.
 - d. Test Protocol – Prior to beginning a test, students are expected to remove caps and place all personal effects in a designated space in the room as instructed by the faculty. Additional procedures may be required at the discretion of the proctor.
 - e. Conversation – no conversation is permitted during the testing period.
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. Not engage in activities that can be deemed to be unethical behavior. Violations of the Honor Code include, but are not limited to, the following acts that violate academic integrity:
- 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) 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 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.
 - 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 are 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.
- e. 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.

VII. Behavioral Standards

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) 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 Substance Abuse Policy, University Policies, Section **XVI** and School of Pharmacy Substance Abuse Policy).
 - a. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
 - b. Possession of common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine.
 - c. Possession of alcoholic beverages by persons under 21 years of age.
 - d. Consumption of alcoholic beverages by persons under 21 years of age;
 - e. 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.
 - f. Intoxication by any person, regardless of age.
 - g. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.
- B. 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.
- C. 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.
 - a. Assault – Placing a person in fear of imminent physical danger or injury through the use of electronic, written, verbal, or physical means.
 - b. Physical Abuse – Committing physical abuse and/or battery of any person.
- D. Discrimination – (See University Student Harassment and Discrimination Policy, Section XV). 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, or other status protected by applicable law and that:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or;
 - b. Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.
- E. Disorderly Conduct: Acting in a manner that annoys, disturbs, interferes with, obstructs or is offensive to another/others, shouting or making excessive noise either inside or outside a building; verbally abusing University officials (including students appointed to act as representatives of the University) acting in performance of their duties; disrupting obstructing or interfering with the activities of others; or behaving in a lewd or indecent manner.
- F. Dishonesty - Non-academic dishonesty including but not limited to:
 - a. Furnishing false information to the University or University personnel, including the University Police.
 - b. Furnishing false information at University disciplinary proceedings.
 - c. 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.
 - d. Fraud, through act or omission, committed against another member of the campus community or others.
 - e. Knowingly initiating or causing to be initiated any false report, warning, or threat.

G. Disruption of the Educational Process:

- a. Disruption or obstruction of teaching, research, administration, and other University activities.
- b. Participation in campus demonstrations which disrupt the normal operations of the University and infringe on the rights of other members of the community.
- c. Placing a person in fear of imminent physical danger or bodily harm.
- d. 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 – possession or use of illegal drugs or controlled substances as defined by law, including those without a valid prescription; possession of paraphernalia containing drug residue; manufacture or distribution (any form of exchange, gift, transfer or sale) of illegal drugs or controlled substances.

I. Gambling: Unauthorized gambling, defined as playing games of chance for money.

J. Harassment: (See Student Harassment and Discrimination Policy, University Policies, Section XV). 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.

K. 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.

L. Interfering with Fire Safety – Knowingly or negligently causing or attempting to cause a fire in a University building or University premises

- a. Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
- b. Unauthorized burning of any material in any University building, on University property, on University premises, or on areas adjacent to University premises.
- c. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
- d. Recklessly or intentionally activating an alarm when an emergency situation does not exist.

M. Interfering with University/School Events – Interfering with any normal University/School or University/School-sponsored events, including but not limited to studying, teaching, research, sponsored social programs, and University administration, fire, policy, or emergency services.

N. 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.

O. 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 disciplinary proceeding as well as directives to produce identification are included in the scope of this provision.

P. Regulation Violation - Any violation of other published University policies, rules or regulations, including, but not limited to: the NDMU Student Handbook, SOP Student Handbook, regulations governing student organizations, the Residence Life Handbook (whether the student lives in residence or not), the Student Sexual Misconduct Policy, the Undergraduate Catalog, Graduate Catalog, School of Pharmacy Catalog and other lease agreements with the University.

Q. Sanction Violation - Violating or failing to comply with the terms of any student conduct sanction imposed in accordance with Honor Board procedures, including the failure to complete sanctions by the stated deadline.

- R. Sexual Misconduct: (See Sexual Misconduct Policy, University Policies, Section X). 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.
 - S. 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.
 - T. 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.
 - U. Unauthorized Use of the University's Name – Any unauthorized commercial use of the University's name, logo, or other representation.
 - V. Unauthorized Entry/Trespass: Failure to vacate property owned, controlled, or leased by the University after receiving a Notice Against Trespass from the University.
 - W. Violation of Laws - Violating local, state, and federal laws, regulations or ordinances.
 - X. Weapon Violation - Use, possession, or storage of any firearms, ammunition, knives, 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.
 - Y. 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.
 - Z. Behavior or action that deceives, defrauds, or harms the public and/or profession.
- AA. Falsifying or through negligence, making incorrect entries or failing to make essential entries in health records.
 - BB. Deliberate deception of a patient or client through failure of the student to identify his/her status.
 - CC. Failure to maintain client or patient confidentiality
 - DD. 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.
 - EE. Collusion with another in violation of any provision of the Honor Code.
 - FF. Failure to report any violation of the Honor Code or the withholding of evidence /information pertinent to a case under investigation.

VIII. Procedures to be followed for Suspected Academic Standards 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 Honor Code academic 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 the 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 five years after the disposition of the case.
- C. 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 seven calendar 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 and University Office of Students Rights & Responsibilities.
- D. The student may appeal the finding of the chairperson (but not the sanction) by contacting the dean, who will convene a meeting with the faculty member, the chair of the department and the accused student.
1. If resolved at this level, a letter outlining the result of the meeting will be sent to the student and to her advisor 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.
 2. If not resolved at this level the accused student, the faculty member, or the chair of the department may request that the matter be brought before the Honor Board.
 3. Once the matter is referred to the Honor Board, the Honor Board will follow the same procedures as outlined in article X below with the following exceptions:
 - a) The Honor Board panel will consist of two faculty representatives and three student members.
 - b) If the Honor Board panel affirms the finding of a violation of the Code, the sanctions(s) imposed by the faculty member will remain unchanged.
- E. Students who are ultimately found under this Article VIII, Section B to have committed a second or subsequent violation(s) of academic standards during their tenure at the University, in addition to being subject to those sanctions imposed by the faculty under this section, will be brought before the Honor Board and be subject to those procedures outlined in Article X below. If the Honor Board finds that academic standards have been violated, it may impose sanctions in addition to those already imposed by the faculty.

IX. Procedures to be followed for Suspected Violations of Standards of Behavior

All violations should be resolved at the lowest level whenever possible.

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. 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. 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 University officials who should report it to the School of Pharmacy assistant dean for student affairs. The assistant dean may also report this to the University Director for Student Rights and Responsibilities, if deemed necessary. However, alleged offending behavior which possibly constitutes a violation of the University’s Sexual Misconduct Policy should be referred to the

University Director of Student Rights & Responsibilities 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 Policies Section X). Likewise, alleged offending behavior which possibly constitutes a violation of the University's Discrimination and Non-Sexual Harassment Policy should be referred to the 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 XV).**XV**.)

- 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 School officials who should report it to the School assistant dean for student affairs. Anonymous tips/reports will not be followed up.
- C. If there is sufficient information regarding the allegation, a letter is sent to the student informing the student of the specific allegation. This letter provides the time, place and date of an initial meeting with the School assistant dean for student affairs.
- D. The initial meeting is used to:
 1. Review the situation, to determine whether the behavioral standard was violated, and to determine if the matter can be resolved administratively by mutual consent of the parties involved.
 2. Explain the judicial process, review options, and discuss possible sanctions and consequences.
- E. 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, if found guilty, School of Pharmacy policies regarding professionalism and behavioral standards will be followed and sanctions will be applied as appropriate (see Article X Section F).
- F. The student may appeal the finding of the assistant dean (but not the sanction) by contacting the dean, who will convene a meeting with the individuals involved and the accused student.
 1. 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.
 2. If not resolved at this level the accused student or the individuals involved may request that the matter be brought before the Honor Board.
 3. Once the matter is referred to the Honor Board, the Honor Board will follow the same procedures as outlined in article X below.

X. University Honor Board Hearings

The goal of the University and School judicial process is to ensure full, fair and timely response at the lowest level possible.

- A. The purpose of the University Honor Board hearing is to conduct a review process to ensure full, fair and timely response to alleged behavioral or academic standards violations. Where sufficient allegations and information have been presented to support a possible violation of behavioral standards, an Honor Board hearing will be convened by the Director of Student Rights & Responsibilities.
 1. A 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.

2. 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 Director of Student Rights & Responsibilities or her designee. Notice will most often take the form of a letter delivered to a student's University email account and/or residence.
- B. 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).
- C. A student accused of violating the behavior or academic standards, ~~or an individual~~ may request that an Honor Board member not participate if either feels that the vote may be biased or prejudiced. Substantiation of the claim may be required and final decision rests with the Director of Student Rights & Responsibilities and/or the Associate Vice President for Academic Affairs.
- D. 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 three student members, one faculty member and one staff member. For academic standard violations, the Honor Board panel consists of three student members and two faculty members. Neither the Director for Student Rights & Responsibilities nor the vice President for Student Life will be a member of any panel.
- E. The following procedural guidelines shall be applicable in all student conduct proceedings before the Honor Board. 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.
 1. Hearing will be conducted in private and are closed to the public, and the Presiding Officer for the hearings will be the Chairman or Vice-Chairman of the Honor Board.
 2. Admission to the hearing by any other person other than the complaining party, the accused party ("Respondent"), their advisors, witnesses and the Director for Student Rights & Responsibilities shall be at the discretion of the Director for Student Rights & Responsibilities and/or the Associate Vice President for Academic Affairs.
 3. If the alleged violation involves more than one student, the hearing of all students may be heard jointly. However, the Director for Student Rights & Responsibilities and /or Associate Vice President for Academic Affairs may permit individual hearings.
 4. The Respondent may request an extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances where the Respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 24 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
 5. The Respondent 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 and 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 Respondent prior 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.
 6. The Respondent, as well as the individual who has complained of the violation or may be assisted by an advisor, who may be another student, administrator, or faculty or staff member from Notre Dame of Maryland University. The student(s) should notify the Director for Students Rights and Responsibilities at least 48 hours prior to the hearing with the name of the advisor and if the advisor will be in attendance. It is also the responsibility of these individuals to notify their advisor of the hearing's time and location.

7. The advisor may not speak on behalf of a Respondent 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 Office or the Director for Student Rights and Responsibilities. 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. Legal representation by an attorney is not permitted in Honor Board hearings, although, the advisor may be an attorney.
8. At the hearing, the Respondent will have the opportunity to respond to the information relating to the alleged violation of the code. The Respondent and the Director for Student Rights and Responsibilities will have the opportunity to present witnesses, and witnesses will be heard with no other witnesses present (other than the Respondent). All witnesses and the Respondent will be subject to questioning and/or cross examination by the Panel. The Respondent will notify the Director for Student Rights and Responsibilities at least 48 hours prior to the hearing with names of her/his witnesses, if any, that will be present at the hearing. Likewise, the Director for Student Rights & Responsibilities will notify the Respondent at least 48 hours prior to the hearing of the names of the witnesses that the Director will have present at the hearing. It is the responsibility of the Respondent to notify her/his witnesses of the hearing's time and location. Character witnesses will not be heard.
9. 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 Director for Student Rights and Responsibilities and the Associate Vice President for Academic Affairs.
10. Once all evidence and testimony has been presented, the Director for Student Rights and Responsibilities or the complaining student will make a closing statement, and the Respondent will make a closing statement, after which the Hearing will be adjourned.
11. 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 sanctions(s) to be imposed if it has been found that a violation has occurred.
12. There will be a complete tape recording of the hearing, which is the property of the University. Deliberations will not be recorded.
13. A Respondent who fails to appear at a scheduled hearing, upon proper notice of the hearing, 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(s) will not automatically be found to have violated the behavioral or academic standards because the student(s) did not attend the hearing. In such cases, decisions will be based solely on witness testimony and other written information presented during the proceeding.

F. 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 – 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. Fines – Established and published fines may be imposed.
- e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions – 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. Revocation of Privileges – Restrictions placed on activities and/or use of University services and facilities for a specified period of time.
- h. 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.
- i. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
- j. 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.
- k. 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.
- l. 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.

G. Appeals

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 Respondent student or student organization to the Director of Student Rights and Responsibilities, and a letter of appeal of an academic standards violation must be submitted by the Respondent student to the Vice President for Academic Affairs, within five (5) business days of receipt of the outcome of the Honor Board proceedings. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. A Respondent student 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.
4. A timely appeal of a behavioral standards violation will be reviewed by the Vice President for Student Life or designee, and a timely appeal of an academic standards violation will be reviewed by the Vice President for Academic Affairs or designee, to determine the viability fo the appeal based on the criteria listed above. Upon a determination of viability, the Vice president for student Life (behavioral standards) or the Vice President for Academic Affairs (academic standards) will select an ad hoc appeals committee consisting of the selecting 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) 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.
5. The decision on the appeal is final and conclusive and will be conveyed in writing to the Respondent student or student organization.
6. 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.

H. Student Conduct Files and Records

- a) The files of students found in violation of any prohibited conduct will normally be retained as a student conduct record in the Office of Student Rights and Responsibilities, under the authority of the Vice President for Student Life. University officials may use the record as a reference; however, the record will be retained for no more than five (5) calendar years from the student's terminating date from the University.
- b) 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 release d upon the student's authorization. Suspension, dismissal or expulsion may be indicated on the academic transcript when the student authorizes the transcript release.

- c) Student conduct records may be expunged by the 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.
- d) All student organization records will normally be maintained by Student Leadership and Involvement. University officials may use the student organization's record as a historical reference.
- e) See the Privacy of Student Records Policy (University Policies section of this Handbook) for more information about student files.

ACADEMIC LIFE

ACADEMIC AFFAIRS

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 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 class 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 appropriate personnel for disciplinary proceedings.

C. Freedom from Discrimination

Notre Dame of Maryland University does not discriminate in its educational programs, activities or employment on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability or age. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Vice President for Student Life
Notre Dame of Maryland University
4701 North Charles Street
Baltimore, Maryland 21210
410-532-5308

D. 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.

E. 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

ACADEMIC PROCEDURES

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

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.

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.

COURSE WITHDRAWAL

1. Students may withdraw from a course and receive a grade of "W" if they do so by the deadline published by the Registrar in the Registration Policies & Procedures document located online but no later than the 8th week of the semester. 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 the Registration Date & Information Schedule as published by the Registrar online (<http://www.ndm.edu/offices-and-services/registrar/>)
 - a. Obtain and complete a course withdrawal form from the Office of the Dean.
 - b. Meet with your financial aid advisor to discuss how withdrawing may affect your financial aid packet.
 - c. Discuss your intention with your faculty advisor, obtain the faculty advisor's signature and the associate dean, assistant dean or dean's signature on the withdrawal form, and submit the form to the registrar's office.

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 academic calendar in the School of Pharmacy catalog. No Drop/Adds 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, assistant 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.

PRIVACY OF STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) she or he wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who wishes to amend such a record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of her or his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The following is considered to be directory information, and may be made public without prior written consent of the student: Name, date and place of birth, local/permanent address and phone number, classification, degrees and awards received, major/concentration, participation in official activities/sports and dates of attendance. To restrict the release of this information, a student must file a written request with the Registrar each semester.

Types, Locations and Custodians of Official Educational Records:

Types	Location	Custodian
Academic		
Permanent Record Card	Registrar's Office	Registrar
Academic Folder (including admissions application)	Registrar's Office	Registrar
Disciplinary	Vice President for Student Life and Director of Residence Life & Student Rights and Responsibilities Offices	Vice President for Student Life and Director of Residence Life & Student Rights and Responsibilities Offices
(Residence Life)	Residence Life Office	Director of Residence Life & Student Rights and Responsibilities Offices
Financial	Business Office and/or Financial Aid Office	Director of Financial Services and/or Director of Financial Aid
Health	Patient First-Greenspring Station Location	Vice President for Student Life
Students with Disabilities <i>(including Learning Disabilities)</i>	Disability Support Services	Director of Disability Support Services

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 Progressions 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.

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 POLICIES

CAMPUS EMERGENCIES

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.

In the event of an emergency or other dangerous situation, the Director of Campus Public Safety shall be responsible for issuing an emergency alert/notification. Such alerts may include, but are not limited to:

- A campus wide mass notification via the e2 Campus Alert System to alert students, faculty and staff of the emergency situation. This is limited to those who have signed up for this free service. *This system sends text messages and e-mails to subscribers.
- Patrol vehicles may be used to drive through the campus, sounding sirens and making appropriate Public Address announcements. In some situations, this method may not be desirable.

- The campus communications network may also be used to send out an e-mail and/or voice-mail messages to the entire campus community.

*Notre Dame of Maryland University offers a state-of-the-art mass notification system. The system sends messages instantly and simultaneously to registered text-message-capable cell phones, PDAs, BlackBerrys, pagers, smart or satellite phones, and e-mail addresses. **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: 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. You may register two e-mail addresses and two devices. Alerts from the campus will appear 'From: **NDMTxt**'.

For questions regarding the Campus Alert System, please contact Public Safety at 410-532-5324 or e-mail Security@ndm.edu.

Emergencies

In the event of a fire or other crisis, call the Communications Center at 6666 for assistance and Public Safety will call 911.

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 26 immediate voice contact with the public safety dispatcher. Push the call button and use the keypad to call for an escort

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 button on the Emergency Light poles may also be used to call for an escort.

Inclement weather policy

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 600. Information is also available through the University's Web site at <http://www.ndm.edu>, e2Campus text message campus alert system (sign up at www.ndm.edu/offices-and-services/public-safety/e2campus/) and on the weather line at 410-532-5151.

Lost and found

Any article lost or found should be turned in to the security office. Pertinent information should be recorded in the security office, 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 campus security to inquire about lost items.

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 campus security office.

Project ID

The office of campus security will assist all members of the community in recording serial numbers on expensive equipment. More information is available in the security office. Use your driver's license number when engraving personal property. An engraver is available in the security office.

Thefts

All thefts occurring on campus should be reported immediately to the office of campus security. Do not create an opportunity for crime to occur! Use the suggestions below to protect yourself and the community:

- Do not keep large amounts of cash in your room or on your person.
- Keep valuable equipment locked in your closet over short breaks and take them home during longer breaks.
- Report any suspicious behavior to a Resident Assistant or Campus Security.
- Don't flaunt valuable jewelry or expensive items.
- Keep valuables locked in the trunk of your vehicle.
- Use an anti-theft device on your vehicle.

DISABILITY SUPPORT SERVICES

Please refer to the University Student Handbook for policies regarding Disability Support Services (<http://www.ndm.edu/files/resources/ndm-student-handbook-2014-revised-6-30-14.pdf>, Section IV). Please note for School of Pharmacy students, the letter stating approval for accommodations must be given to the course coordinator, as state on the course syllabus, and not the professor who is teaching a particular class session. An updated letter must be provided at the beginning of each semester to the course coordinator. Please read the information included in the above link carefully so that you fully understand your responsibility in insuring that you receive the accommodations you may need.

FINANCIAL AID

Tuition and Fees – School of Pharmacy 2015-16

Tuition	\$ 37,048
Consolidated Fee	\$2,000

Financial aid is available to students in the form of federal student loans, Maryland state scholarships, and limited institutional assistance. Students interested in receiving financial aid must meet certain eligibility requirements including: be enrolled for at least five credits per semester (half time enrollment for Pharmacy students), be in good academic standing (see Financial Aid Academic Standards Policy on the web), and be a matriculant in a degree program. Students who do not meet these criteria may be able to apply for private student loans.

The Office of Financial Aid website, www.ndm.edu/financial-aid, provides detailed and up to date information on the types of aid available, how to apply, policies and procedures, external scholarships for pharmacy students, deadlines, a checklist and more. It is the responsibility of all students to read and familiarize themselves with the information contained on the financial aid website. Students have access to their own financial aid data 24 hours a day on WebAdvisor.

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.

INVOLUNTARY ADMINISTRATIVE WITHDRAWAL STANDARDS AND PROCEDURES

Students may be subject to involuntary administrative withdrawal under the following circumstances:

1. A student will be subject to involuntary administrative withdrawal from Notre Dame of Maryland University School of Pharmacy, and/or from campus housing, if it can be determined, with a preponderance of evidence that a student is suffering from a mental disorder, and, as a result of the mental disorder:
 - a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or
 - b. Engages, or threatens to engage, in behavior which would cause property damage, or impede the lawful activities of others.
2. This standard does not preclude removal from the University/School, or University housing, in accordance with provisions of the residence hall occupancy agreement, or other University/School rules and regulations.

For more information, contact the office of the vice president for student life at 410-532-5309 in Doyle 136.

LOCKER POLICY – SCHOOL OF PHARMACY

1. All University property, including but not limited to lockers, desks, and file cabinets is subject to being searched 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.

PARKING AND DRIVING REGULATIONS

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 driving 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/.

Parking Regulations

The office of public safety regulates traffic and parking on campus. Parking regulations are available from the office of campus security in Gibbons Hall, Room 002. Students are responsible for knowing and upholding parking regulations.

Parking at Notre Dame of Maryland University is by permit only. 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. Vehicles which are not properly registered and displaying a valid permit may be 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. 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 and sanctions which could include towing and loss of future parking privileges. Vehicle owners will be responsible to pay all towing and storage fees.

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**.

Parking citations appeals procedure

Appeals Board

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 Department of Campus Security and on the University's Web site. All appeals must be submitted to the Parking Appeals Board on the Traffic Violation Appeal Form and forwarded to the office of campus security in Gibbons Hall, Room 002. Appeals received after fifteen (15) calendar days from the ticket date will not be honored.

The membership and composition of the Board is: director of public safety (chair), faculty representative, staff representative, human resources representative and Student Senate representative. The Board will vote to determine final disposition of the citation appealed. **This is the final appeal.**

The 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, an individual pays 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.

University Vehicle Use

Notre Dame of Maryland University has adopted policy 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. The athletic department is given priority for scheduling vehicles before the start of the academic year.

To become an authorized driver of a University vehicle, an individual must be a faculty member, staff, or currently a 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.

The National Safety Transportation Board and the University's insurance carrier recommend for safety reasons that 15-passenger vans not be filled to capacity. Federal regulations by the NHTSA, recommend not transporting high school age and younger students for school related functions in 15-passenger vans. As a result, University vans must not contain more than 10 passengers; this includes the driver. This also includes our 12-passenger van. Seat belts must be worn at all times by everyone in the vehicle. It is the driver's responsibility to be sure everyone uses the seatbelts properly.

The University bus may be used to transport school aged or younger students. A handicap accessible van is available for up to two wheelchair passengers. Anyone wishing to transport a handicap person in this van must be van certified and also certified in the use of the handicap accessories.

Authorized drivers must reserve vehicles through the communication center, located at the switchboard in Gibbons Hall, Monday through Friday, 8:00 a.m. to 4:00 p.m. Students wishing to reserve a vehicle must present a vehicle registration form signed by the appropriate department head. Every time a vehicle is used, the usage must be recorded in the reservation book.

Fueling of vehicles is the responsibility of each driver. Vehicles must be returned with a full tank of gas. To fill the tank, the Exxon gas card should be used. The receipt should be placed in the green vinyl vehicle envelope for processing by the business office. Vehicles must be returned to the front of Gibbons Hall and inspected by someone from campus public safety before leaving the vehicle.

The maintenance staff is responsible for regular and preventive maintenance. Report any malfunctions immediately to the communication center.

If a breakdown occurs, an attempt should be made to contact the director of public safety via the communications center for assistance. Drivers are authorized to use the Exxon card to pay for repairs. If an Exxon station is not available, a driver may use a University or personal credit card. The driver will be reimbursed. If no personal credit card is available, the University communications center will contact the director of campus security to authorize use of a University credit card.

It is a driver's responsibility to report any traffic citation received and **ALL** accidents to the director of campus security, through the communications center, regardless of fault or severity of damage. Drivers must get the license number and insurance company information of all drivers involved in an accident.

POSTING AND DISTRIBUTION

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.

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.

The office of student life also coordinates e-mail announcements. All student organizations can submit an announcement to be included in the “Student life and Student Association Weekly Update” that is sent to all Women’s College students every Monday morning. Submissions must be sent to campusactivities@ndm.edu by Sunday at 9 p.m. to be included. Special or independent e-mail announcements can be sent with permission by the associate dean of students.

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 ends 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, 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, 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 shear, 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
- Clothing with obscene or lewd text or pictures, depictions of alcohol, drugs or other smoking materials

No policy can be all inclusive; it is expected student pharmacists will abide by the spirit of this policy. Violation of the dress code policy is considered to be a violation of the professionalism policy and sanctions will be enforced as per the School professionalism policy.

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 the evening before commencement 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.

TECHNOLOGY SUPPORT - SCHOOL OF PHARMACY

Instructional Technology Specialist: Justin Gyurik

Technology Support Specialist: Sean Silveira

Location: Knott 035

Phone: 410-532-5588

E-mail: sophtechsupport@ndm.edu

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

The School technology team provides assistance for students with e-mail, wireless network connectivity, Joule 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:

1. 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.
2. 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.

ACCEPTABLE USE OF ELECTRONICS AND COMMUNICATION POLICY

E-Mail and Campus Communication

Notre Dame of Maryland University provides each student with an e-mail account for life. This is the result of a partnership that Notre Dame has with Microsoft Corporation. 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>.

1. 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 e-mail account including information about upcoming events, schedule changes and student billing. When electronic billing information is sent to students, on-line payments made be made by clicking on the enclosed button that connects students to our automated on-line payment system.
2. 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.

3. Students may also log into their personal WebAdvisor account where up-to-date billing information, grades, student schedules, course catalogs and much more additional information may be found. Simply link to www.ndm.edu for important information regarding registration, graduation application dates, policies/procedures, online payment options, extraordinary news and updates from the University community.

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.

Internet Access

Students may gain access to the Internet and e-mail from the campus computer labs located in Rice Hall, Doyle and Meletia Lounges and Gator Alley, Internet-accessible classrooms, and the student residence hall rooms. Students may also gain access to the Internet via the University's wireless network available in every building on campus.

1. Resident students who wish to gain access to the Internet and the University's local network may contact residence life for a "Get Connected" brochure. This brochure provides student-friendly instructions on how to connect a personal computer to the University's network. A student who requires additional assistance or technical support may contact one of the local vendors listed in the "Get Connected" brochure at the student's own expense. Students are responsible for contacting the vendor and obtaining their current rates before contracting for services.
2. Unauthorized downloading or illegal distribution of copyrighted material of any kind is strictly against the NDMU Honor Code and federal law. Any breach of this policy is considered illegal, and any member of the NDMU community involved in such a violation will be subject to disciplinary action. NDMU uses network software to actively 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.
3. Prohibited activities and use:
 - a. Except as outlined above, the display of any kind of sexually explicit image or document on any University system is a violation of the University's Sexual Harassment Policy. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using NDMU's network or computing resources.
 - b. Use of NDMU's internet facilities and computing resources to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of NDMU's resources for illegal activity.
 - c. Use of NDMU facilities to knowingly download or distribute pirated software or data. The NDMU Information Technology (IT) Department maintains an inventory of all campus-owned software.
 - d. Use of any NDMU facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
 - e. Use of any NDMU 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.
 - f. Using or distributing unauthorized software.

Campus Video Services

The campus video network is comprised of two separate networks – an “outbound” network used for viewing by students, faculty and staff, and a “return” network used for campus-produced video production and editing. The outbound network currently includes over 70 channels of the most popular instructional and entertainment stations like TNT, MTV, VH-1, E!, ESPN, C-SPAN, etc. There are also twelve channels used to support academic programs: three education channels and one satellite channel originating from the Loyola/Notre Dame Library, two channels that originate from the Communications Arts TV Studio (WCND Radio and the WCND campus TV Station), and six Notre Dame channels.

Students can view the NDMU CATV network from any location on campus where a video port is present. Ports are located in all classrooms, most general use areas, residence hall rooms, designated lounges and

SEXUAL MISCONDUCT POLICY

Please refer to the University Student Handbook (<http://www.ndm.edu/files/resources/ndm-student-handbook-2014-2015.pdf>) pages 35-49.

STUDENT HARRASSMENT & DISCRIMINATION POLICY

Please refer to the University Student Handbook (<http://www.ndm.edu/files/resources/ndm-student-handbook-2014-2015.pdf>) pages 53-56.

SMOKING POLICY

Notre Dame of Maryland 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 must do so outdoors at least 30 feet away from any other 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 should not be expectorated onto the ground.

All outdoor public spaces surrounding Knott Science Center and connection to G. Avery Bunting Hall and all outdoor areas surrounding G Avery Bunting are designated as smoke free areas and the 30 feet rule does not apply.

SOCIAL MEDIA POLICY

Social Media are powerful communications tools. They are defined as media intended to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Because of the emerging nature of social media platforms, these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content. Examples include but are not limited to You Tube, Facebook, iTunes, LinkedIn, Twitter, Flickr, MySpace and Blogs.

In addition to the University social media policy (<http://www.ndm.edu/files/resources/ndm-student-handbook-2014-revised-6-30-14.pdf> pages 48-49) the following guidelines must be followed by all students, faculty and staff of Notre Dame of Maryland University School of Pharmacy.

- **Protect Confidential and Proprietary Information:** Do not post confidential or proprietary information about the University or School, students, employees or alumni.
- **Respect of Copyright and Fair Use:** Content that is threatening, obscene, a violation of intellectual property or privacy laws, or otherwise injurious or illegal, may not be used.
- **Think before Posting:** There are no “private” social media sites. Archived material can re-emerge years after its publication date, and comments can be forwarded or copied. Be mindful of any photos, videos or text selected for posting on any social media site.
- **Avoid University Logos for Endorsements:** Do not use Notre Dame of Maryland University logos or any other University or School images or iconography on personal social media sites.
- **Respect University and School Image:** In keeping with the traditions of Notre Dame of Maryland University, School of Pharmacy, be professional, thoughtful and respectful. As a representative of the School of Pharmacy, postings can impact the image of the University as well as that of the individual.

SOCIAL NORMS STATEMENT

As an institution of higher education in the Catholic tradition, Notre Dame of Maryland University is committed to the vision of human sexuality consistent with the teachings of the Church. Because a genuine and complete expression of love through sex requires a commitment of a total living and sharing of two persons in marriage, these teachings call students, whatever their sexual orientation, to chastity. This sets the expectation that those who are unmarried refrain from sexual union. In our contemporary society it is a call that has little societal reinforcement, but is a clear call of the Gospel in respect to sexual morals.

Students are expected to exhibit appropriate behavior throughout the campus community and in particular, within the residence halls. While the University recognizes the role of conscience in human decision making and respects the right to privacy, inappropriate sexual behavior will be addressed.

SUBSTANCE ABUSE 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 vice president for student development 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 Abuse 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 Pharmacist Education & Advocacy Council (PEAC) 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 assessment through eCheckUpToGo, 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

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 University dean of students. 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 Article 27 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 PEAC as the group empowered to serve pharmacy students' needs for substance abuse treatment.
9. Students entering into a pharmacy student contract with PEAC shall be granted all protections afforded to pharmacists under a PEAC contract including confidentiality.
10. In an attempt to prevent unnecessary disclosure, the director of experiential education shall ask preceptors if they are willing, with foreknowledge, to accept students under contract into their 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 director of experiential education and assistant dean for student affairs shall receive substance abuse 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 abuse problem, they may contact the PEAC. Cases can be self-referrals, administrative referrals or referrals made by other parties.
2. Students may enter a PEAC 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 PEAC treatment guidelines. In cases where students fall out of compliance with their prescribed treatment, the PEAC (within five working days) will contact appropriate School administrators who will forward the case to the Student Substance Abuse 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 Abuse 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 vice president for student development 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 PEAC or if necessary, forward the case to the Student Substance Abuse Committee for review. The Committee may refer cases to PEAC. While under treatment by PEAC, the stipulations in (2a) are applicable. If a student is found to be in violation of the Substance Abuse Policy and refuses to cooperate with the Committee referral to PEAC, the Committee will recommend immediate dismissal of the student from the School.
 - c. The School Substance Abuse 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 abuse or addiction issues following an evaluation by PEAC.
 - 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 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 director of experiential education will make decisions regarding course grading in discussion with the preceptor. At the discretion of the director, 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 PEAC.
- 5. Chemically impaired students undergoing treatment with PEAC will not be allowed to participate in experiential practice experiences until PEAC 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.
- c. **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 Abuse 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.
3. A claim that the course of action is unduly severe.

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 may not overturn the Committee's decision that a student has violated the policy. 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 biennially by the School Executive Committee and School Substance Abuse Committee in consultation with the vice president for student life to determine its effectiveness, make changes if necessary and to ensure that sanctions are consistently enforced.

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, dispensing 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, 10-113

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=> 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, tryamine 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, dizziness, slurred speech, allergic reactions, stupor. LONG-TERM EFFECTS: blood-cell destruction, jaundice, coma and death.

UNIVERSITY LIABILITY

Notre Dame of Maryland University assumes no responsibility for 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. **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.**

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.