

## NASFAA Code of Conduct for Institutional Financial Aid Professionals

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.



## ALCOHOL AND DRUG ABUSE PREVENTION POLICY

Based on the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-225, and to express Pierce Law's concern with preventing alcohol and drug abuse in the school environment, Pierce Law has adopted the following Alcohol and Drug Abuse Prevention Policy.

The policy consists of the following sections: Standards of Conduct; Applicable Legal Sanctions; Available Treatment Programs; Disciplinary Sanction; and Review.

Periodically throughout the year, additional pamphlets, booklets, and informational statements describing aspects of alcohol and drug abuse and methods and placements for treatment in New Hampshire are posted and displayed where they will be available to members of the community.

In addition, Pierce Law fully supports the *Commission on Lawyer Assistance Programs (CoLAP)*. The ABA created the commission to advance the legal community's knowledge of health and work/life balance and provide a model for assisting lawyers whose practices have been impaired by addiction and emotional health illnesses. All fifty states have developed lawyer assistance programs or committees focused on quality of life issues. These programs employ the use of intervention, peer counseling, and referral to 12-step programs to assist in the lawyer's recovery process. A full list of program contacts can be found. You may find additional information on the Commission at <http://www.abanet.org/legalservices/colap/> and a full list of program contacts at <http://www.abanet.org/legalservices/colap/lapdirectory.html>.

## I. Standards of Conduct

Pierce Law requires the observance of all laws and regulations that pertain to alcoholic beverages and other controlled substances as outlined in the statutes and laws of the State of New Hampshire. The unlawful possession, use, or distribution of illicit drugs and alcohol by any student on Pierce Law property or as part of Pierce Law activities is strictly prohibited.

Being under the influence of alcohol or illicit controlled substances while working in or attending classes in Franklin Pierce Law Center is prohibited. All employees and students are expected to present themselves in a condition free of the influence of alcohol and/or illicit drugs for work or classroom responsibilities at Pierce Law.

## II. Applicable Legal Sanctions

United States Code provisions detailing federal legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol may be found in the US Code: Title 21, Section 843. New Hampshire statutory provisions detailing legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol may be found in Title 62 of the Chapter 632A Section of the NH Criminal code.

## III. Available Treatment Programs

The following facilities offering inpatient and outpatient programs are available in New Hampshire:

### BEECH HILL HOSPITAL

(Inpatient & outpatient services)  
Dublin, NH 03444  
563-8511

### CATHOLIC MEDICAL CENTER

(Inpatient & outpatient services)  
Alcoholism Treatment Unit  
100 McGregor St., Manchester, NH 03102  
668-3545

### CONCORD HOSPITAL

(Outpatient services)  
Chemical Dependency Program  
250 Pleasant St., Concord, NH 03301-2598  
225-2711, ext. 4038

### FARNUM CENTER

(Inpatient & outpatient services)  
235 Hanover St., Manchester, NH 03101  
622-3020- residential; 669-6777-outpatient

### FRISBIE MEMORIAL HOSPITAL

(Inpatient & outpatient services;  
No charge for initial interview)  
Whitehall Road, Rochester, NH 03867  
332-5211

### ALCOHOLICS ANONYMOUS

1-800-593-3330  
New Hampshire Commission on Lawyer  
Assistance – hotline 877-224-6060  
(open 24/7)

### HAMPSTEAD HOSPITAL

(Inpatient, partial hospitalization; no out patient services)  
Hampstead, NH 03841  
329-5311

### SEABORN HOSPITAL

(Inpatient only)  
Seaborne Drive, Dover, NH 03820  
742-9300

### SEMINOLE POINT

(Inpatient only)  
Sunapee, NH 03782  
763-2545

### SOUTHERN NEW HAMPSHIRE MEDICAL CENTER

(Inpatient, Alcohol Only)  
8 Prospect Street  
Nashua, NH 03060  
577-2729

### VETERAN'S ADMINISTRATION

(Inpatient, outpatient, detox & rehab.  
For honorably discharged veterans only)  
Smyth Road  
Manchester, NH 03104  
624-4366

### NARACOTICS ANONYMOUS

Referral Service & 24-Hour Hotline  
Treatment Program  
24-Hour Help Line  
Toll Free – Dial "1" then 800-711-6375

In an emergency or crisis or if you need help with an alcohol problem, call Alcohol Treatment Center, 24-hour help line, 603-647-8052 or Alcohol & Drug Intervention Program, 603-228-1959.

#### IV. Disciplinary Sanctions

The standards of conduct in Part I of this policy prohibit students from attending classes under the influence of alcohol and/or illicit controlled substances or from unlawful possession, use or distribution of illicit drugs and/or alcohol.

Any student who feels s/he may have an alcohol or drug problem may contact the Assistant Dean of Students for a confidential discussion of the problem and treatment options. Students are also encouraged to bring this problem to the attention of a personal physician or to directly contact any of the treatment facilities listed in Part III of this policy. Lawyer Assistance Program, Alcoholics Anonymous and Narcotics Anonymous meetings are also strongly recommended.

Any student attending classes under the influence of alcohol and/or illicit drugs and who, as a result, is disruptive in the classroom and/or not able to effectively participate in her or his own learning experience will be asked to leave by the instructor. Follow-up counseling with the Assistant Dean of Student Affairs will be mandatory, including discussion of any alcohol or drug problems which may exist and treatment options, if appropriate.

Students whose drug or alcohol abuse leads to academic difficulty will come within the jurisdiction of the Academic Standing Committee. The Assistant Dean of Student Affairs and/or the Academic Standing Committee will discuss the alcohol and/or drug problem with the student, including discussion of treatment options, if necessary. Where appropriate, involvement in treatment may be a condition of academic probation. Failure to improve academic performance and/or to comply with conditions of probation may ultimately lead to suspension or dismissal.

Failure by a student to adhere to the Code of Professional Responsibility of the American Bar Association and to other ethical standards of the legal profession can lead to Conduct Code Council proceedings. Thus, conduct emanating from the abuse of alcohol and/or illicit drugs may lead to the invocation of Conduct Code Council proceedings against a student. The ultimate sanction of the Conduct Code Council is dismissal from Pierce Law.

Every student desiring admission to the New Hampshire Bar (as well as other state bars) must be approved by the Committee on Character and Fitness. In New Hampshire, Pierce Law is asked whether school records show anything adverse to the candidate's honesty, integrity or general conduct; whether s/he was disciplined while in attendance; and to state any factor unfavorable to the applicant which the committee should know in connection with its duty to determine whether the applicant is worthy of the highest trust and confidence. Chronic abuse of illicit drugs and/or alcohol while in attendance at law school may well lead to a negative assessment of the candidate, jeopardizing admission to the bar and ability to practice the profession. In addition, some states (not NH) specifically ask whether a student is addicted to drugs and/or alcohol.

Students who use or distribute illegal drugs at Pierce Law may be subject to dismissal, via operation of the Conduct Code Council, and any drugs confiscated may be turned over to local law enforcement.

#### IV. Review

Pierce Law reviews this policy periodically to determine its effectiveness and implement changes to the program if they are needed, and ensure that the disciplinary sanctions described in Part IV are consistently enforced.

Any member of the Pierce Law community with suggestions for change in this policy should send a written copy of such suggestions to The Assistant Dean of Students.

