Holy Family University Drug and Alcohol Prevention Program

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE), such as Holy Family University (HFU), to certify that it has implemented programs to prevent the abuse of alcohol as well as the use, and/ or distribution of illicit drugs by Holy Family University students and employees. This includes alcohol and illicit drugs on its premises as well as a part of any of its activities off campus. An IHE must annually, at a minimum, distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the institution will impose disciplinary sanctions on students and employees, as well as a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

I. Standards of Conduct

A. Employees

Drug and Alcohol Policy

Holy Family University employees have a responsibility to keep the university free from substance abuse and its effects.

The possession, use or distribution of alcohol, illegal substances or paraphernalia associated with such, by employees is forbidden on university property or as part of any activities. Failure to comply with the University Drug and Alcohol Policy, intoxication, disorderliness or offensive behavior will result in disciplinary action, up to and including termination of employment. See section3.5.4.1 Employee Assistance Programs for information on employee assistance offered by the university. (See also Volume II, Section 2.6.2, for campus-wide drug and alcohol policy.)

Substance Abuse and Alcohol and Drug Control Policy

Members of Holy Family University campus community have a responsibility to keep the university free from substance abuse and its effects. The possession, use or distribution of alcohol, illegal substances, or paraphernalia associated with such, by members of the campus community is forbidden on university property or as part of any activities.

Failure to comply with the University's Substance Abuse and Alcohol and Drug Control Policy, intoxication, or disorderliness or offensive behavior will result in disciplinary action, up to and including loss of employment

B. Students

Holy Family University, true to its motto *Teneor Votis*: I am bound by my responsibilities, educates students intellectually and morally to shape the responsibilities and privileges given to members of the university community. This Student Code of Conduct has been established in order to provide a safe and comfortable environment for all members of the campus community.

Students attending Holy Family University are held responsible to the Student Code of Conduct. In addition to local, state and federal laws, the Student Code of Conduct prohibits:

- Using, possessing, selling, or distributing illegal drugs, drug paraphernalia, or misusing prescription medication (see Alcohol and Other Drugs Policy)
- Use or possession of alcoholic beverages and/or drunk or disorderly behavior (see Alcohol and Other Drugs Policy)

Alcohol and Other Drugs

This policy expresses Holy Family University's educational concern for its students to achieve the greatest level of personal and academic success by creating an environment for growth by and among its community and its commitment to the physical and emotional health and well-being of all those who work, study, or congregate at the university. It applies to all members of the university including students, faculty and staff, alumni, friends and guests on the university campus. The university reserves the right to take disciplinary action against any member of the university community for off-campus behavior that violates this policy.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to drug or alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. An individual person who actively seeks help for an intoxicated student or under the influence will not, in most circumstances, be charged under the University Judicial Process for seeking help, as determined within the discretion of the university. If applicable, an investigation into the event may be deemed necessary.

Alcohol Policy

The university prohibits students to consume or possess alcohol under any circumstances. The possession, use, distribution of alcohol, or possession of paraphernalia by members of the university community may result in disciplinary action. Intoxication, disorderliness, or offensive behavior that may be related to alcohol will also result in disciplinary action. The policy also extends to university-related events conducted off campus. The university, under strict approval of the President, may conduct

specialized events where alcohol is served; these events must be properly registered. Also, steps must be taken to prevent under-age consumption.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place is illegal. It is also a violation of the Holy Family University policy for anyone to consume or possess alcohol in any public or private area of campus without prior university approval. Members of the university community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages and federal and state laws regarding controlled substances. Those who are cited for violations of laws or ordinances by state, federal, or municipal authorities may also face university disciplinary proceedings and may be required to pursue counseling, an educational program, or treatment.

Resident students should reference the Residence Life Policies outlined in the *Student Handbook* for specific information regarding expectations of resident students with regard to the alcohol policy.

Examples of alcohol violations include, but are not limited to:

1. Possession and/or consumption of alcohol;
2. Knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
3. Use of alcohol resulting in involuntary, erratic and/or abusive behavior;
4. Possession of a keg, beer ball or other common source alcohol containers;
5. Involvement in the high-risk use of alcohol;
6. Persons observed in a residence on campus or off campus when an open container of alcohol is present;
7. Open container of alcohol in a public area.

Other Drug Policy

The use, possession, or distribution of illegal narcotics or other controlled substances, except as expressly permitted by federal, state and/or local law, is prohibited. The misuse of prescription drugs is also prohibited. Drug paraphernalia such as bongs, hookahs, roach clips, pipes, and other drug paraphernalia, which may indicate illegal drug use, are prohibited on campus. Possession may result in disciplinary action.

Students present in an incident involving drugs who have taken no action to remove themselves from, seek help for, or prevent the behavior could be subject to the same repercussions as those actively involved.

Examples of drug violations include, but are not limited to:

1. Illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;
2. Illegal or improper use of solvents, aerosols, or propellants;

3. Administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

II. Legal Sanctions

The legal ramifications of misuse of alcohol and/or controlled substances (i.e., drugs) are serious, and the outcomes may vary depending on the circumstances involved. The penalties are determined by examining each individual case. A person can be arrested and cited for violations ranging from summary through felony offenses. Holy Family University students and employees can be referred for prosecution for a violation of the law. While Holy Family reserves the right to follow its own judicial process, Holy Family University works in collaboration with the Philadelphia Police Department and Bucks County Police Department when any federal, state, or local laws are violated.

The following is a list of the most common alcohol and other drug violations and their penalties, committed under federal and state law. For a more complete description of offenses, the appropriate federal and criminal and vehicle codes should be consulted.

DRUG OFFENSES

- *Narcotic drugs - manufacture, delivery, or possession by an unauthorized person*
  Felony, up to 15 years of imprisonment and a fine of up to $250,000.
- *Methamphetamine, cocoa leaves, marijuana (in excess of 1000 pounds)*
  Felony, imprisonment up to 10 years and a fine of up to $100,000.
- *Opiates, hallucinogenic substances, marijuana*
  Felony, up to 5 years imprisonment and a fine of up to $15,000.
- *Barbiturates*
  Felony, up to 3 years imprisonment and a fine of up to $10,000.
- *Codeine, morphine, atropine*
  Misdemeanor, up to 1 year imprisonment and a fine of up to $5,000.
- *Possession of a small amount of marijuana for personal use (30 grams of marijuana or 8 grams of hashish)*
  Misdemeanor, up to 30 days imprisonment and a fine of up to $500.
- *Use or delivery of drug paraphernalia*
  Misdemeanor, up to 1 year imprisonment and a fine of up to $2,500.
- *Possession or distribution of lookalike drugs having a depressing or stimulating effect*
  Felony, up to 5 years imprisonment and a fine of up to $10,000.
- *Manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance that is altered or misbranded*
  Misdemeanor, up to 1 year imprisonment and a fine of up to $5,000.
- *Trafficking drugs to minors*
  At least 1 year confinement, 2 years imprisonment if within 1000 feet of a school, college or university.

- *Possession of controlled or counterfeit substance*
  Misdemeanor, up to 1 year in jail, fine of up to $5,000.

ALCOHOL OFFENSES

- *Misrepresentation of age to secure liquor, malt, or brewed beverages*
  First offense - Summary violation, up to $300 fine and 30 days in jail;
  Second offense - Misdemeanor, up to $4,500 fine and jail. Operator's license will be suspended.*
- *Purchase, consumption, possession or transportation of liquor or malt or brewed beverages*
  First offense - up to $300 fine and 30 days in jail and suspension of driver's license for 90 days for minors;
  Second offense - up to $500 fine and jail. Operator's license will be suspended*
  *Parents of minors will be notified of the violation.
- *Representation that minor is of age*
  Misdemeanor, fine of not less than $300.
- *Inducement of minors to buy liquor, malt or brewed beverages*
  Misdemeanor, fine of not less than $300.
- *Selling or furnishing liquor, malt or brewed beverages to minors*
  Misdemeanor, fine of not less than $1000 for the first violation and $2,500 for each subsequent violation.
- *Carrying a false identification card*
  Summary offense first violation, fine up to $300 and up to 30 days in jail; Misdemeanor for subsequent violations, fine up to $500 and jail. Operator's license will be suspended.*

RESTRICTIONS ON ALCOHOLIC BEVERAGES

- *The driver of any vehicle may not consume any alcoholic beverage or illegal drug*
  Summary offense, fine of up to $300 and up to 30 days in jail.
- *Driving under the influence of alcohol or controlled substance*
  Misdemeanor, fine of not less than $300, jail for not less than 48 hours; not less than 30 days in jail for second violation; not less than 90 days in jail for third violation; not less than 1 year for fourth violation.
- *Homicide by vehicle while driving under influence*
  Felony, not less than 3 years of imprisonment, fine, revocation of operating privileges.
- *Sale by, or purchase from, an unlicensed source of liquor or malt or brewed beverage*
  First offense: misdemeanor, fine from $100 to $500.
  Second offense: fine of $300 to $500 and imprisonment of 3 months to 1 year.
- *Possession or transportation of liquor or alcohol within the state unless obtained from state liquor store or in accordance with the Liquor Control Board regulations*
  Primary offense: fine of $25 per package;
  Second violation: misdemeanor with possible forfeiture of vehicle used to transport.

*Operator's license suspensions:
First offense - 90 days
Second offense - 1 year
Third offense - 2 years
Subsequent offenses - 2 years

- *Carrying a false identification card*
  Summary offense first violation, fine up to $300 and up to 30 days in jail; Misdemeanor for subsequent violations, fine up to $500 and jail. Operator's license will be suspended.*

III. Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.

A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use. Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs (website last visited on 10/24/14.)

1. Cannabinoids (marijuana and hashish) - Known risks are "cough, frequent respiratory infections, possible mental health decline, and addiction".
2. Opioids (heroin and opium- Known risks are "constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose".
3. Stimulants (cocaine, amphetamine and methamphetamine) known risks are "weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction": Specific risks associated with cocaine use include "nasal damage from snorting". Specific risks associated with methamphetamine use include "severe dental problems".
4. Depressants (barbiturates, benzodiazepines and sleep medications) Known risks are lowered blood pressure slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol.
5. Club Drugs (MDMA-methylene-dioxy-methamphetamine [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X]) Known risks are "sleep disturbances, depression, impaired memory, hyperthermia, addiction". Risks specific to GHB are "unconsciousness, seizures, and coma".
6. Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D];

Dextrometh- orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]). Known risks are “anxiety, tremors, numbness, memory loss, and nausea”.

7. Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke]. Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder”.
8. Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets]) Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne (in adolescents), premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics”. For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death”.

B Prescription Drug Abuse

Commonly abused classes of prescription drugs include: opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous. Known health risks for inappropriate or illegal use include those listed above for these drug categories.

C. Nicotine Abuse

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco and chew). Known health risks include: chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia, adverse pregnancy outcomes, and addiction.

D. Alcohol Abuse

Known health risks include: increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose. Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work.

IV. Drug and Alcohol Programs

The following training, programs, resources, counseling, treatment, rehabilitation or re-entry programs are available to employees and/or students as described below.

A. Employees

- **Support Services**

  Employee Assistance Programs- Holy Family University recognizes that many factors can have a negative effect on an employee's job performance and therefore, provides assistance to employees and their families in resolving personal problems. Alternate resources are often preferable to handling issues alone or with only supervisory assistance. This allows for increased confidentiality and greater variety of available assistance.
  Employees can call "First Call for Help" United Way's free confidential referral services for 3,000 local health and human services agencies. Representatives are available for phone consultations Monday-Friday, 8:30AM- 5:00PM, and a message service is available evenings, holidays, and weekends (in PA call 215- 568-3750, and in NJ call 856-663-2255).

  Lincoln Financial also offers free full-time faculty and staff personalized counseling, travel assistance, estate guidance and disability counseling (including phone consultations, face-to-face consultations, and online resources). Their phone number is 1-855-891-3684, and they can be reached online at www.Lincoln4benefits.com (Web ID + LifeKeys). Brochures for these services are available in Human Resources and in the Counseling Center.

  In addition, employees can contact our Campus Minister at x3261 or the Assistant Vice President for Human Resources at x3479 for confidential guidance.

  Finally, employees can take advantage of the confidential mental health benefits available through their health insurance coverage. Independence Blue Cross subscribers can call 1-800-ASK-BLUE for more information.

B. Students

1. An email is sent to all students enrolled in credit courses each semester from the Vice President for Student Life covering a variety of topics around safety, rights and responsibilities.
2. Through the Counseling and Disability Services, students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency.
3. Class Standings Focused Programs
   - First-Year Students: First-Year Students are high at risk for alcohol and drug use and abuse due to the transitional issues they face. These students also enter the university community without much knowledge of the policies and procedures that will impact their lives. In order to combat this, Holy Family University has developed a program to reach the students where they are.

1. FEXP- First-Year Experience Course is designed to help students with their transition to the university and to focus on many topics they may face throughout their college career.
    a) Alcohol and Other Drugs 101- Learning Objectives: Increase knowledge regarding state laws and university policy. Increase understanding of how alcohol and other drugs affect you. Increase knowledge of healthy decision making. Increase awareness of by-stander intervention. Learn where to seek help and resources for alcohol and substance use issues.
    b) Presidential Lecture Series- optional series that discuss student issues in a fun but educational way.
        a. Hypnotic Intoxication- discusses the dangers of alcohol and shows how people react while intoxicated and ways students can help throughout the course of the night
        b. Office Etiquette- How to prepare for a career, and how healthy decisions as an adult can start now.

- **Campus-Wide Programming:** Every student on campus will come in contact with alcohol at some point and will have to make decisions whether to drink or not. To help our students make appropriate decisions, it is the university's responsibility to educate students about the impact of alcohol and other drugs, as well as how to make responsible choices. Holy Family University uses a variety of platforms to reach all students where they live, work and socialize. All resources available for designated student populations are available to the entire campus.
    1. Awareness Weeks and Days: Campus organizations partner to provide collective activities for Awareness Weeks or Awareness Days during the year. Each Awareness Week or Day has some outreach event and education surrounding the issues at hand.
        a) Wellness Week-February
        b) Sexual Assault Awareness Day
        c) Safe Spring Break and Alcohol Awareness Week-March
    2. Online Tools and Resources:
        a) Online self-screening tool through ULifeline.org
        b) Website referral sources

4. High-Risk Students:
    - Athletes-
        1. Every August, prior to the beginning of the academic year, student-athletes are required to read through the Department of Athletics policies that offer information on random/suspicious drug testing. These policies can be found at the following webpage: http://athletics.holyfamily.edu/sports/2012/8/3/HFU%20Policies.aspx?id=93
        2. Once reading the policies, student-athletes are instructed to click on the link to the Department of Athletics Policies to read through all associated Athletics department policies. The topic areas covered are as follows:
            a) Department of Athletics Random/ Suspicious Drug Testing Policy
            b) Department of Athletics Reinstatement Policy

c) Department of Athletics Missed Class Policy
d) Department of Athletics Mandatory Athletics Department Meetings Policy
e) Department of Athletics Mandatory Study Hall Policy for All Freshmen and At-Risk Student-Athletes
f) Department of Athletics Online Social Networking Websites Policy

Once these topics have been read through in their entirety, the student-athletes can only then print out the signature page (attached) to sign off that they have read through and reviewed the associated policy topics.

3. Other alcohol and drug-related initiatives occur during both the academic and calendar year. Drug testing is done randomly in-house (or based upon suspicion) throughout the academic year. Drug testing is also conducted through the NCAA via Drug-Free Sport on a random basis throughout the calendar year.
4. During the calendar year, our Student-Athlete Advisory Committee (SAAC), in September and March discusses drug-related policies and legislation at conference meetings. Such drug policy discussions occur institutionally at each SAAC meeting which is held bi-weekly. SAAC address drug policies and related legislation as vital. They have a direct impact on the creation or amending of NCAA drug policy legislation.
5. At the Department of Athletics' opening meeting in September of each academic year, information is relayed regarding drug-testing policies. Furthermore, each head coach, at the beginning of the academic year**,** implements specific team policies that set policies for consequences associated with drug use and drug testing. The team policies are in line with the Department of Athletics' policy regarding drug use and testing.
6. As a community engagement initiative, the Department of Athletics conducts a Build-A-Library program**.** In November and April of the academic year, at the presentation of the collected books to the respective school, student-athletes speak to the young students about avoiding the perils associated with drug use and having the courage to not engage in drug use. Messages delivered by student-athletes touch upon avoiding drugs, studying hard, and pushing toward continuing their education to attend college.

- Sanctioned Students
  1. One-on-one Alcohol and other Drug Assessment through the Counseling Center- assigned to students who have multiple offenses.
  2. Students involved in multiple alcohol incidents- parental notification and/ or parental conference for students whose housing or university status may be in jeopardy.
- Residential Students
  1. RA Training- Residence Life conducts an extensive training each fall and winter with all Resident Advisors to discuss personal responsibility, as well as how to talk with their residents about alcohol and other drug issues. Working with the Counseling Center and the Health Services, workshops are focused on how to spot the signs of abuse, overdose and addiction. RAs are trained with the skills needed to mentor their residents. Throughout the year, RAs are given access to the Counseling Center for questions, information, and other resources.

2. Bulletin Boards- Resident Advisors are required to provide educational bulletin boards on topics related to alcohol, drugs and wellness education.
3. Resident Advisor Programs-To help support alcohol-free alternative events, each Resident Advisor is required to provide the following:
    a) Develop 6 programs per semester- 4 are required to be educationally-focused and 2 socially-focused to help develop and enhance the community;
    b) Develop one weekend event for their building or community;
    c) Support a SGA weekend event by inviting and bringing their community to an event. (10 person minimum to gain credit)

5. Alternative Programing-
    - Late Nights and Weekends
        1. Student Government Association has committees dedicated to providing weekend nighttime programming. Each weekend there is an on-campus event or an off-campus trip to provide an alcohol-free alternative to students.
        2. Campus Center is open every night until midnight. Students have access to basketball courts (when not in use by athletics), pool tables, ping pong, as well as a TV lounge for students.
        3. Campus Clubs and Organizations-There are over 25 clubs and organizations which plan events throughout the week for students to get involved.
        4. Alternative Spring Break- Students are selected for an opportunity to work with Habitat for Humanity and utilize their spring break as a way to dedicate their time to service for others. The group meets regularly working on leadership workshops, fundraising opportunities, service awareness opportunities as well as local project "build days" throughout the year leading up to the trip.
6. Environmental Approaches Off-Campus-
    - 8th Police District Advisory Council- the Vice President for Student Life and Director of Public Safety sit on a standing monthly council board to discuss the safety concerns of the police district. This is a council to address and hear the concerns of the district and its constituents in the area, as well as for the 8th Police District to report on local crimes in the area.
7. Support Services- All students are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. It is less likely, with early assistance that serious consequences will result from an alcohol or other drug problem. Through the Counseling and Disability Services, students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency. A Resource Room has been established and maintained by the Counseling and Disability Services Office which provides literature and a directory of available local organizations and agencies. Other resources are available within the community:
    - Alcoholics Anonymous – http://www.aa.org;

- College and Universities Alcoholics Anonymous - http://www.jeremyfrankphd.com/college-and-university-alcoholics-anonymous-meetings;
- Southeastern Pennsylvania Intergroup Association of Alcoholics Anonymous - http://www.sepennaa.org;
- Al-Anon – http://www.pa-al-anon.org;
- Narcotics Anonymous – http://naworks.org;

V. Disciplinary Sanctions

A. Employee Sanctions

Failure to comply with the University Drug and Alcohol Policy, intoxication, disorderliness or offensive behavior will result in disciplinary action, up to and including termination of employment.

B. Student Sanctions

A student who is alleged to have engaged in an alcohol or drug violation receives communication of the alleged violation and is scheduled for a meeting with an Administrative Hearing Officer or Judicial Hearing Board, as outlined in the *Student Handbook*.

If a student is found in a hearing to violate a policy, a sanction will be imposed on the responsible person or party. In addition to the violation itself, the following shall be considered in determining sanctions: motivation; honesty; maturity; cooperation; present attitude; past record (both positive and negative); the severity of damage, injury, harm, disruption or the potential for such; willingness to make amends; and compliance with previous sanctions.

A student found responsible for violating the Code of Conduct or a university policy may expect to receive one or more of the following sanction(s). The university considers the judicial process to be one with educational intent. Although the following sanctions are more common approaches to resolve violations, the university encourages opportunities for hearing officers or the Judicial Hearing Board to find sanctions that may be tailored to a student's situation or needs.

- Potential Sanctions for a student violating the Alcohol and other Drug Policy
    i. Warning- written notice given that is kept on file.
    ii. Program Attendance or Facilitation-expectation to attend or facilitate an educational program(s).
    iii. Writing Assignment-requirement to complete a relevant research and/or reflection paper.
    iv. Discretionary Sanctions- requirement to complete and or participate in work assignments, community service, university services or programs, or other related discretionary assignments.
    v. Loss of Privileges- denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, university representation, co-curricular activities, athletic participation, work study position, leadership role).

vi. Counseling Assessment/Meetings- assignment to complete a number of counseling sessions including but not limited to anger management, alcohol and drug assessments, and alcohol education classes.
vii. Fines- requirement to pay a specified monetary fee to the university.
viii. Restitution-requirement to make payment to the university, other persons, groups, or organizations for damages.
ix. Administrative relocation in housing- requirement to be placed in an assigned or relocated space in university Housing.
x. Disciplinary Probation- a period of fixed duration, during which the status of a student at the university may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating university policy during the probationary period.
xi. Removal from university residence- separation from the residence halls for a defined period of time. The student may be prohibited from participating in the university dining program. The student will be barred from entering all residences within the university residential community during the time of removal from campus housing.
xii. Suspension- separation from the university for a specified period of time. The student shall not participate in any university-sponsored activity and may be banned from the university premises. The university will not accept any credits earned from another institution during this period towards a university degree. In case of residence hall groups, this sanction may include the disbanding of a living unit. In the case of a student organization, this may include the removal of recognition.
xiii. Expulsion- permanent separation from the university and university facilities.

- Suggested Sanctions for alcohol violations (copied from the Hearing Officer Manual)
  i. 1st incident- Administrative hearing, written warning, and fine.
  ii. 2nd Incident- Administrative hearing, increase of fines, educational program/ reflection paper, or Counseling Assessment.
  iii. 3rd Incident- Administrative hearing, increase of fines, Counseling Assessment, educational program/ reflection paper, parental involvement, or probationary status.
  iv. 4th Incident or more- Administrative hearing/ Judicial Hearing Board, increase of fines, removal from housing, suspension, or expulsion.
- *Suggested sanctions for low-level drug violations (copied from the Hearing Office Manual)*
  i. Drug 1: education, disciplinary probation
  ii. Drug 2: suspension (considered for higher-level drug violations)

VI. Notification of the DAAPP

A. Employee Notification

Notification of the information contained in the DAAPP will be distributed to all employees each semester via email and Blackboard. The DAAPP and the Biennial Review will also be available online and included in information provided for all new employee orientations.

B. Student Notification

Notification of the information contained in the DAAPP will be distributed to all currently enrolled students each semester via email and Blackboard. Queries are run to ensure all late starting students are notified. The DAAPP and the Biennial Review will also be available online.

VII. Oversight Responsibility of the DAAPP and the Biennial Review

The Vice President for Student Life, the Assistant Vice President for Student Life, and the Assistant Vice President of Human Resources will serve as the main contacts who will have oversight responsibility of the DAAPP including but not limiting to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students. A Biennial Review Team, led by the Executive Director of Campus Life, has been established to assist with these responsibilities and conduct the biennial review to ensure the university's efforts are in compliance, as well as effective for the entire university community. The team is responsible to President of the University and will annually provide a report to the President and Senior Administration.