



Drug-Free Schools & Communities Act Biennial Review

Review Period: August 1, 2016 – July 31, 2018

I. Introduction

As part of the federal compliance requirements for the Drug-Free Schools and Communities Act Amendments of 1989 (the “Act”), each institution of higher education must conduct a biennial review of its Alcohol, Tobacco and Other Drugs (“ATOD”) programs. Although the review is required by law and institutions must retain it in their files, it is not reported to any federal or state agency unless requested. The review has two objectives:

- A. To determine the effectiveness of, and to implement any needed changes to, the ATOD program; and
- B. To ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

II. Compliance

The University’s Biennial Review is an evaluation of its ATOD programs and policies for the August 2016 through July 2018 time period. The ATOD program review was conducted by the following offices: Student Affairs (Dean of Students; Office of Student Conduct; Housing and Residence Life; Counseling Center; Student Activities, Organizations, and Leadership; and Center for Student Involvement & Leadership), the Athletics Department, the Salisbury University Police Department and the Office of General Counsel. The review consists of three parts:

- A. Documentation and evaluation of the University’s compliance with the Act’s requirement that a written statement be sent annually to each employee and student;
- B. Documentation and evaluation of the effectiveness of drug and alcohol prevention programs; and
- C. Documentation and evaluation of the enforcement of disciplinary sanctions imposed on students and employees. The Act requires that similarly situated offenders be treated in a similar manner.

III. Annual distribution of written ATOD statement

Through the Office of the Vice President for Student Affairs, the University annually distributes to all students the University’s substance abuse policies via the Student Code of Conduct which can be found on the Student Affairs webpage:

<https://www.salisbury.edu/administration/student-affairs/office-of-student-conduct/code.aspx>. Additionally, any student that is referred to the Office of Student Conduct receives a hardcopy of the Student Code of Conduct to assist them with the process. Hardcopies are always available upon request in the Dean of Students Office.

Additionally, faculty and staff are provided with the Universities policies concerning alcohol and drugs via the University’s policy page:

<https://www.salisbury.edu/administration/general-counsel/policies/index.aspx>. Members

of the non-exempt bargaining unit are also provided with online access to their negotiated contract that includes an ATOD policy.

IV. Evaluation of ATOD prevention programs

A. Description of the ATOD Program Elements

Salisbury University (University) is dedicated to a university-wide concerted effort of having a variety of departments and individuals address alcohol, tobacco and other drug issues on campus. Although many efforts are initiated by the Office of Student Affairs, other departments and organizations at the University address issues of alcohol, tobacco and other drug as well through programs and initiatives that are on-going and continually reviewed for effectiveness. Department program is listed below, under ATOD programs.

B. Statement of ATOD goals, list of programs and discussion of goal achievement

The University is committed to ensuring that its students, staff and faculty are aware of the dangers of abuse of alcohol and other drugs, having appropriate information and resources to curb such abuse, and that violators of University policies are subjected to appropriate enforcement.

1. Program Goals

General program goals include the following and are sponsored by the campus offices, and departments listed under ATOD programs.

- a. Continue to promote collaboration between University departments, the local community, and to utilize statewide and national organizations to increase awareness of substance abuse issues.
- b. Increase awareness of University substance abuse related programs through updated University webpages, social media and educational brochures.
- c. Work with local authorities to discuss high risk behavior and events involving University students.
- d. Work with the Director of Athletics to increase awareness of substance abuse issues among student athletes.
- e. Enforce a campus-wide no smoking policy both in buildings and outside on campus property.
- f. Challenge behavior that violates the University's alcohol and drug policies.
- g. Establish a culture that actively supports, educates, and empowers students to make healthy choices about alcohol and drug consumption.
- h. Except all incoming students to complete an online ATOD education program provided by the University.

2. ATOD Programs

a. Office of Student Affairs

1. Orientation 2016 and 2017: “It is My Place” theater group presented on bystander intervention surrounding issues of alcohol, drugs, and sexual misconduct.
2. Orientation Spring 2017 and 2018: OIE, Dean of Students, University Police, State’s Attorney’s Office talked with students on laws and behavioral expectations around alcohol, drugs, consent, and medical amnesty.
3. Orientation June/January 2016-2018: “Campus Expectations” presentation where the Dean of Students Office presents on the University Promise, civility, and the behavioral expectations of all students, including policies regarding drugs and alcohol.

b. Dean of Students Office

The Dean of Students Office uses the *Think About It* program, which is an interactive online course mandatory for all incoming University students. This course helps prepare students for issues they may confront at college. It covers important topics such as healthy relationships, sex in college, partying smart, sexual violence, high-risk situations, stalking, supporting survivors of sexual violence and more. Adult learners (over the age of 25) and graduate students receive versions of the courses designed specifically to meet their needs. Training numbers for the *Think About It* program are attached as Appendix C.

In addition to the prevention course, the University implemented the *Think About It* sanction courses, which provides focused lessons designed to refresh students on crucial information from the initial *Think About It* program. These are 30-minute sanction courses tailored to reach students who have been found to have drug and alcohol violations. *Think About It: Alcohol* helps students navigate and avoid the dangers of drinking by reviewing tips for partying safely and addresses common misconceptions about alcohol in college. *Think About It: Drugs* challenges students to reflect on why they use drugs, and whether the underlying causes of their drug use is due to stress, depression, or chronic pain. The program then challenges students to address these real issues by making safer, healthier alternatives to narcotics.

c. Office of Student Conduct

The Code of Student Conduct promotes the concept of students taking ownership of their community and taking responsibility for their behavior. One element of the University’s Code of Conduct includes student expectations related to alcohol and drugs. When a student exhibits behaviors that indicate he or she is under the influence of alcohol or drugs, University police or staff will report actions. Thereafter the Dean of Students Office handles all student conduct referrals and

sanctions. A summary of all alcohol and drug related Code of Conduct violations is attached in Appendix A. A guideline for conduct sanctioning is attached in Appendix B.

d. **Counseling Center**

The Counseling Center provides assessment, individual and group counseling, as well as referral services for more intensive treatment for students with ATOD related matters. The Counseling Center also provides mandated assessments of students for the Office of Student Conduct for alcohol and other drug related situations and for the Athletics Department for students with positive drug tests. Services are confidential and there are no fees for services.

e. **University Police Department**

The University Police Department (SUPD) works cooperatively with the Office of Student Affairs as well as allied police agencies to address concerns associated with drug and alcohol use. As there is a large off-campus student housing population, SUPD assists the Salisbury Police Department, Wicomico County Sheriff's Office and Maryland State Police in their respective response to University student violations that occur in these areas. Through a mutual aid agreement with each agency, SUPD ensures responsiveness on the part of the University. Criminal and/or incident reports completed by allied agencies are forwarded to the Office of Student Affairs for the purpose of determining violations of the Student Code of Conduct.

Additionally, an SUPD representative serves as a member of the Wicomico County Opioid Task Force which addresses prevention, treatment and enforcement in efforts to combat the opioid epidemic in the county. In addition to enforcement efforts through citations or arrests, officers work diligently, on an on-going basis, to provide education and awareness for students on the dangers of drug and alcohol use.

f. **Student Wellness Program**

The Center for Student Involvement & Leadership coordinates a health and wellness program specifically designed for college students called the Student Wellness Program. Its mission is to help students live healthy balanced lifestyles that incorporate the positive attitudes and productive behaviors related to our eight dimensions of wellness. The eight dimensions within the program are: Occupational, Emotional, Physical, Social/Interpersonal, Intellectual, Spiritual, Financial, and Environmental. The Committee meets regularly to develop programming, outreach, and education for students. Representatives on the Student Wellness Committee include professionals from Housing & Residence Life, Student Health Services, Career Services, the Center for Student Achievement, the Office of Student Conduct, Fraternity & Sorority Life, the

Center for Student Involvement & Leadership, the Disability Resource Center, and the Office of Student Affairs Case Manager.

Related to the eight dimensions, the Student Wellness Committee also focuses their efforts on ATOD educational programming (as a part of their Physical dimension) with specific goals geared towards educating students and their families about the risks of turning 21 and alcohol consumption. The Student Wellness Committee is also partnering with Wicomico County on their *Wicomico Goes Purple (held annually in September)* campaign to raise awareness about opioid overdose awareness and prevention efforts.

Student Wellness Programing has included:

1. The Great American Smoke out-this is a program through the American Cancer Society to invite students on a journey towards a smoke-free life.
2. Think Before you Drink-is a program about educating students on the effects of alcohol abuse.
3. Arrive Alive Tour-is a program about texting while driving drunk and the program brings a drunk driving simulator on campus.

g. **Center for Student Involvement and Leadership**

In addition to coordinating the Student Wellness Committee, the Center for Student Involvement and Leadership focuses on educating the University's fraternity and sorority population on the dangers of alcohol abuse and drug consumption. In that regard some programming has included:

1. Every year the Office of Fraternity and Sorority Life goes over the expectations surrounding new member recruitment and specifically discusses alcohol use, and expectations. This conversation is directed to current members (sophomores, juniors, and seniors).
2. Monthly meetings are held for all active students in Fraternity/Sorority community. While organizational business is covered, the primary focus of the meeting includes educational topics such as ATOD related issues. In that regard speakers are often brought in to speak, such as, Beth Ohlsson, the Director for the Recovery Resource Center (for individuals recovering from addictions). When she came she discussed what addictions look like, how to tell if someone needs support, how to get them support, and how to ensure they are not creating environments that can prevent individuals from getting assistance.
3. In Spring 2017, Ms. Sara Lowery gave training on alcohol and hazing to the University's Fraternities and Sororities. She discussed the event at Penn State, the Piazzis and how our fraternities and sororities need to hold socials that prevent risk to themselves and others.

h. **The Office of Housing & Residence Life**

Housing and Residence Life staff hold programs throughout the year for students living in University housing. While the programs are on a large variety of topics that are important for students, some of them focus specifically on alcohol and drugs. Some of these programs highlight the dangers associated with alcohol and drug use, and others focus on how to stay safe. Housing and Residence Life also partners with different campus departments/offices to hold programs in order to reach out to students. Below is the list of programs for the last two years:

2016-2017 programs offered for students living in on-campus housing:

1. **Monster Mocktail Party:** Social event held in the residence halls during Halloween where students were shown how to make mocktails and have fun without alcohol.
2. **How you look when you're drunk:** Outside agency was brought in that had mirrors with special effects, helping to show students what they would look like when drunk, and discussed the effects of alcohol.
3. **Sip n Paint:** An alternative program activity where students are invited to paint a portrait, and have non-alcoholic cocktails. Again, showing students how to have fun without alcohol.
4. **Spring Breakers:** Program offered to prepare students to make safe decisions surrounding alcohol and drug use when going away for spring break.
5. **Message in a Bottle:** Program presented to discuss the impact of drinking and how to understand limits, measurements of alcohol, differences between hard liquor, wine, and beer.
6. **Coffee with a Cop:** This was a new program in conjunction with the University police department. It was an open forum where students could meet some of the officers. They were able to ask them any questions they wanted. Some of those questions pertained to alcohol and drugs.

2017-2018 Programs offered for students living in on-campus housing:

1. **Arrive Alive:** Focused on the dangers of drinking and driving. They also discussed both the personal and financial impact that it could cost students.
2. **Pool Tournament:** Residents played pool together. Unbeknownst to them, there were stickers on the bottom of unattended non-alcoholic drinks. They then had a conversation about the dangers of leaving your drink unattended, or taking already opened or prepared drinks from someone.
3. **Get Lit in the Lobby:** Educated students about safe drinking. Some of the topics included the importance of staying with friends, pouring your own drink, as well as using Saferide or a cab.

Housing and Residence Life staff does extensive training with staff on topics related to alcohol and drugs. These training sessions happen every August before the semester starts. They include our Resident Assistants (undergraduate

students), Resident Directors (graduate students), and Area Directors (full time masters-level staff). Each year we try to build upon the trainings of previous years to address some of the different issues seen from prior years. We cover many topics related to alcohol and drugs. They include addressing underage drinking, overconsumption, large parties, drugs, by-stander intervention, possible mental health issues from alcohol and drug use, and signs of possible alcohol poisoning or drug overdoses.

Staff are also trained in how to respond to support students if they may have ingested too much alcohol or are having a bad reaction to drugs. If a student has been transported to the hospital staff learn how to get help, and are trained on how to follow up with that student once they are back. The follow up also includes providing them with campus resources, and asking if they need help connecting to any of these resources. We also occasionally hold additional trainings throughout the year if we notice a trend or see an issue that we had not previously trained our staff on.

2016-2017 Training for Housing and Residence Life Staff:

1. Bystander Intervention Training: Staff were taught how to identify a student in need, and to get them assistance, or remove them from potentially dangerous situations. They were also taught on how to train the residential students on how to step in to support a fellow student.
2. Emergency Response Training, and Policies and Procedures Training: Staffed covered material related through a number of courses including how to identify the smell of marijuana, helping an intoxicated student, how to respond to alcohol and/or drug situations, emergency response protocol, how to talk to students about alcohol and/or drug use, expectations regarding their use of alcohol or drugs in their position.
3. Behind Close Doors: Behind Closed Doors is a session where staff are taken through real life scenarios they may come in contact with and how to respond. Those sessions include responding to issues regarding alcohol, smoking, drugs and relationship issues. During these sessions, RA's act out scenarios, and new staff have to address them.

2017-2018 Training for Housing and Residence Life Staff:

The same trainings listed for 2016 – 2017 were offered in 2017 – 2018. In addition the following programs were also held:

1. Mental Health First Aid training: This training included how to respond to mental health issues in the residence halls. This included quick responses for situations that deal with alcohol and/or drugs.
2. Training on Alcohol and Drugs with University Police: University Police trained staff on different scenarios they have seen with our students involving alcohol and drugs, and what has happened with our students. In addition, they

talked about what to look for in student spaces to identify possible drugs and drug abuse.

3. First Response to Overdosing: In April 2018, staff attended training to learn about Narcan, and how to identify someone possibly overdosing on an opioid, and what to do.

- i. **Athletics Department**

2016-2018 ATOD related programming for student athletes:

1. New Student-Athlete Orientation: Each year the Athletics Department has a meeting with all new freshman and transfer student-athletes to discuss athletic expectations and discuss issues related to both alcohol and drugs. Activities include student-athlete bystander intervention training and general ATOD education.
2. Student Athlete Mentor Program (SAM program): Each sport selects 2 representatives to serve on the SAM committee which is a program designed to promote responsible decision making in the area of overall student wellness and to increase the knowledge and awareness of ATOD issues.
3. NCAA Eligibility Team Meetings: At the beginning of each year all team members are required to sign NCAA and University documentation indicating that they are aware and understand the NCAA drug testing program and ATOD policies contained within the student-athlete handbook are discussed.
4. ATOD policies discussed by coaches for each specific team: Each coach has their own policies that can be more stringent than University's Athletics Department, but not less than. The coaches discuss the specific expectations and rules regarding ATOD with their respective teams.
5. Drug Testing Program: Random drug testing is conducted 4 times per year and involves 30 student-athletes in each testing period. The number of student-athletes that are selected per sport is based on the roster size of that sport. The full policy can be found:
<https://www.suseagulls.com/athdept/drugtestingpolicy>

3. **Other Campus Initiatives**

- a. **Employee Assistance Programs**

The University as an institution within the University System of Maryland has contracted with Inova Employee Assistance to offer a wide variety of work/life services through both phone-based and web-based services. All services are private and confidential and are provided at no cost. Additionally, the State of Maryland has an Employee Assistance Program that provides confidential and professional assessment and referral services to state employees who are experiencing personal/medical problems affecting their work performance. These services are extended to employees that may have ATOD related issues.

b. Saferide

Thursday through Saturday nights a student run organization provides students with free, safe and no questions asked rides within a three mile radius of the University campus during the academic year. The program was initiated to combat drinking and driving.

c. Student Wellness Fair

Held every Fall semester, the fair provides students with resources about all aspects of the Student Wellness' initiatives.

d. Case Manager

The Office of Student Affairs provides a Case Manager who provides support to any student having a difficult time at the University. This person can provide on campus and off-campus resources for students in which alcohol and/or other drugs has been identified as an obstacle to their success.

V. Evaluation of enforcement of disciplinary sanctions imposed

The University uses software, namely, Advocate, to track all student conduct violations and sanctions. When students are found responsible for a violation, they are assigned sanctions with due dates. Students receive reminders regarding deadlines for completing sanctions. If a student misses a deadline, they will receive a reminder and then a hold is placed on their account with the University until the sanction is complete. Holds prevent a student from being able to register for courses for the next semester.

VI. Summary of ATOD Program Strengths and Weaknesses

A. In conducting this review of all University ATOD programs and policies the following strengths and weaknesses have been identified:

Program Strengths:

1. The University provided alcohol and drug policies to its students, faculty and staff.
2. The University maintained records of student violations of the ATOD policies and implemented a sanctioning process.
3. The University provided ATOD prevention programs to its students, and made assistance programs available to its faculty and staff.
4. The University hired a student Case Manager to assist with responding to the needs of students who have ATOD related issues.
5. The University is engaging its fraternity and sorority life population as well as its student-athletes in making them aware of the dangers of alcohol abuse and drug consumption.

6. The University introduced the online ATOD educational program *Think About It*, by Campus Clarity for all new students.
7. The Office of Housing and Residence Life is conducting many ATOD training programs for its staff that interact with students on a daily basis.

Program Weaknesses:

1. The University has not initiated a staff and faculty wellness initiative.
2. The University only makes ATOD policies available on its policy page for employees.
3. The University has not widely-disseminated among relevant campus departments the results of the ATOD survey/environmental assessment done by Housing and Residence Life. The lack of said dissemination of data prevents departments from making evidenced based more appropriate, student-centered programming.

B. Recommendations for Revising the ATOD Program

The University would like to provide a more proactive approach to addressing ATOD issues, and where possible would like to partner with parents and the local community to assist in addressing these issues. As such, we are in the process of completing the following changes to the ATOD program:

- a. Join the ATOD Maryland consortium.
- b. Informing students and their families during the June orientation about University expectations regarding alcohol, tobacco and other drugs.
- c. Notify parents of students under the age of 21 when they are found responsible for any alcohol and/or drug violation.
- d. Requiring students to complete a follow-up to the initial *Think About It* program for students as a refresher.
- e. Continue to conduct environmental assessments through surveys in order to have a clear understanding of the scope of the issues our campus faces as well as to use the data to conduct a social norms campaign.
- f. Through campus collaborations, increase programming that effects student's attitudes about ATOD.
- g. Advance the University's development of a comprehensive prevention plan to include wellness initiatives for the entire University community.
- h. To continue to train Housing and Residence Life staff.
- i. To continue to build the Housing and Residence Life Coffee with a Cop program series to include at least one program in the fall and one in the spring.

C. Copies of ATOD related policies distributed to students and employees

Below is the language for students and employees as it relates to ATOD policies:

2016-2017 Code of Student Conduct

Alcohol

In Maryland, individuals must be 21 years of age to consume or possess alcohol. When a student engages in behavior, whether on or off campus, that violates University regulations concerning alcohol and/or drug use and that violation results in behavior, which, in the University's sole judgment, is destructive, abusive or detrimental to the University's interests, the University's conduct process shall apply and such matters will be processed accordingly, including review of the application of the University's Medical Amnesty Policy.

- a. No person who is less than 21 years of age may purchase, possess or consume any type of alcoholic beverage.
- b. Excessive consumption of alcohol is prohibited regardless of age.
- c. No person may possess an open container of alcohol in a public area.
- d. No person may provide alcohol to any person who is less than 21 years of age.
- e. No person may illegally distribute, sell or manufacture alcohol.
- f. No person may bring any type of alcoholic beverage into an Alcoholic Beverage Control licensed facility or area, and no person may take alcoholic beverages out of a Control licensed facility or area.
- g. No person who appears to be Intoxicated or is Intoxicated may be sold or served alcoholic beverages (as defined below).
- h. No person may operate a vehicle, bicycle, scooter, skateboard, etc. under the influence of alcohol.

Intoxicated for any individual may include, but is not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others.

Parents/legal guardians may be notified when a student under the age of 21 is found responsible for an alcohol and/or drug violation under this policy.

Drugs

The University prohibits the possession, use, consumption, manufacture, sale or distribution of drugs and/or drug paraphernalia.

Definitions:

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (for example, prescription or drugs or household product misuses).

The term "drug paraphernalia" includes any definition found in state and/or federal law, but broadly includes any material, product, instrument or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles, syringes, baggies and/or rolling papers (when used for the purpose of drug use), strainers, grinders, scales, any devices used to ingest drugs including bongos or pipes.

Specific violations of this standard include, but are not limited to:

- a. The possession, use, manufacture, distribution, and/or sale of drugs or drug paraphernalia or other items used in preparing or consuming illegal drugs
- b. The delivery, transfer or intent to deliver, transfer or manufacture any drug or drug paraphernalia
- c. The sale, delivery or transfer of a prescription or prescription drug to another. This includes the sharing of drugs, cultivation of drugs and any other form of distribution or intention of distribution
- d. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia. An individual may be determined to be under the influence by the identification of symptoms including, but not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others.

Parents/legal guardians may be notified when a student under the age of 21 is found responsible for an alcohol and/or drug violation under this policy.

2017-2018 Code of Student Conduct

Alcohol

In Maryland, individuals must be 21 years of age to consume or possess alcohol. When a student engages in behavior, whether on or off campus, that violates University regulations concerning alcohol and/or drug use and that violation could result in behavior, which, in the University's sole judgment, is destructive, abusive or detrimental to the University's interests, the University's conduct process shall apply and such matters will be processed accordingly, including review of the application of the University's Medical Amnesty Policy:

- a. No person who is less than 21 years of age may purchase, possess or consume any type of alcoholic beverage.
- b. Excessive consumption of alcohol is prohibited regardless of age. Excessive consumption would be any amount that limits an individual's ability to engage in normal activities, including driving.
- c. No person may possess an open container of alcohol in a public area.
- d. No person may provide alcohol to any person who is less than 21 years of age.
- e. No person may illegally distribute, sell or manufacture alcohol.
- f. No person may bring any type of alcoholic beverage into an Alcoholic Beverage Control licensed facility or area, and no person may take alcoholic beverages out of a Control licensed facility or area.
- g. No person who appears to be Intoxicated or is Intoxicated may be sold or served alcoholic beverages (as defined below).
- h. No person may operate a vehicle, bicycle, scooter, skateboard, etc. under the influence of alcohol.

Intoxicated for any individual may include, but is not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others.

Parents/legal guardians may be notified when a student under the age of 21 is found responsible for an alcohol and/or drug violation under this policy.

Drugs

The University prohibits the possession, use, consumption, manufacture, sale or distribution of drugs and/or drug paraphernalia.

Definitions:

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (for example, prescription or drugs or household product misuses).

The term "drug paraphernalia" includes any definition found in state and/or federal law, but broadly includes any material, product, instrument or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles, syringes, baggies and/or rolling paper (when used for the purpose of drug use), strainers, grinders, scales, any devices used to ingest drugs including bongos or pipes.

Specific violations of this standard include, but are not limited to:

- a. The possession, use, manufacture, distribution, and/or sale of drugs
- b. The possession, use, manufacture, distribution and/or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs
- c. The delivery, transfer or intent to deliver, transfer or manufacture any drug or drug paraphernalia
- d. The sale, delivery or transfer of a prescription or prescription drug to another. This includes the sharing or giving of drugs to even one person, cultivation of drugs and any other form of distribution or intention of distribution
- e. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia An individual may be determined to be under the influence by the identification of symptoms including, but not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others.

Parents/legal guardians may be notified when a student under the age of 21 is found responsible for an alcohol and/or drug violation under this policy.

Medical Amnesty Policy 2016-2018

The health and safety of University students is of paramount concern. All members of the University community are encouraged to act in a responsible manner when an individual may require medical assistance by dialing 911 or the Salisbury University Police emergency line at 410-543-6222. After calling for an emergency situation and the situation allows, seek a University or Office of Housing and Residence Life official. It is recognized that in situations in which either a student summoning or requiring help is under the influence of alcohol and/or drugs, the threat of disciplinary sanctions for violating the University's alcohol and/or drug policy may be under certain circumstances, a barrier to seeking help. As such, Salisbury University will do all that it can to promote student, health, safety and well-being. The Medical Amnesty Policy is a policy administered by the Office of Student Affairs that will reduce barriers to seeking help in cases of alcohol and/or drug-related emergencies by providing relief from administrative or disciplinary action on the part of the University under certain circumstances if either a University official or other authority is contacted in a timely fashion.

Policy

1. A student in possession or under the influence of alcohol and/or drugs who summons medical emergency assistance for him/herself or on behalf of a fellow student experiencing a medical emergency will not face disciplinary charges under the Code of Conduct or Residence Hall Regulations for the possession or use of alcohol and/or drugs, with the exception of the exclusion noted below. In lieu of disciplinary charges and as a condition of such relief, students handled under this policy will usually be required to complete an approved alcohol and/or drug intervention program and other appropriate mandates issued by the Dean of Students or designee.

2. This policy also extends to the student for whom medical emergency assistance has been summoned.
3. A “summons” for medical emergency assistance is deemed to be contacting police, University staff or other officials designated emergency medical providers, and staying with the individual until that help arrives.
4. In cases involving sexual misconduct, a student who reports sexual misconduct to the institution or law enforcement or who participates in sexual misconduct matters as a witness will not be subject to student conduct action for violation of Salisbury University’s drug and alcohol policies if Salisbury University determines that: (1) the violation occurred during or near the time of the alleged sexual misconduct; (2) the student made the report of sexual misconduct, or is participating in an investigation as a witness in good faith; and (3) the violation was not an act that was reasonably likely to place the health and safety of another individual at risk.

Process

Students referred to the Office of Student Conduct for alcohol and/or drug use or possession will have their case reviewed by a representative of The Dean of Students office. If the student is eligible for the conditional relief under this policy, the initiation of disciplinary charges will be “deferred” pending successful completion of an approved alcohol and/or drug intervention program. If the student successfully completes the program to the satisfaction of the Office of Student Affairs, the pending charges will be withdrawn, leaving the student with no disciplinary record. If the student fails to successfully complete the program within the required time frame, the University may move forward with disciplinary charges.

Exclusions

Medical Amnesty for disciplinary charges described in this policy do not extend to charges other than possession or use of alcohol and/or drugs. In addition, it shall not provide relief from disciplinary charges pertaining to the alleged possession or use of alcohol and/or drugs, which, if proven, would involve distribution of drugs or the provision of alcohol to a person under the legal drinking age.

In cases not involving sexual misconduct, students with a prior disciplinary record of alcohol and/or drug-related violations and students previously granted relief under this policy as the person for whom the emergency services were being summoned, shall only be eligible for relief on a case-by-case basis following an assessment by the Office of Student Conduct.

1. This Policy does not and cannot offer persons conditional relief, immunity, or protection from criminal complaint, arrest, or prosecution by University police or other person or official for illegal activity, including the illegal use or possession of alcohol and/or drugs in violation of Local, County, State, or Federal law. However, State law provides that the “act of seeking medical assistance for another person who is experiencing a medical emergency after ingesting alcohol or drugs may sometimes and under certain circumstances be used as a mitigating factor in a criminal

prosecution.” See Anno. Code of Maryland, Criminal Procedure Article, Section 1-210. This policy also does not provide relief from any civil suit, fine, or financial obligation to any party (including the University) for loss, damage, or injury associated with alcohol and/or drug use or possession.

2. In cases not involving sexual misconduct this Policy does not offer conditional relief to student organizations, which remain subject to University instituted organizational charges for alcohol and/or drug-related violations, including possession and use. The nature of such charges and any resulting disciplinary sanctions, however, will take into account and may be mitigated by the action taken by organizational representatives. A representative of a student organization who summons medical emergency assistance may also be eligible for Medical Amnesty and thus conditional exemption from charges for his or her personal use or possession of alcohol and/or drugs under this policy.

Housing and Residence Life Handbook section related to ATOD in the Residence Halls:

Students of legal drinking age are permitted to consume alcohol only in upperclassman residence halls (Dogwood, Chesapeake, and Sea Gull Square). Students are permitted to have a limited quantity of alcohol in their room at one time which is deemed acceptable for one person i.e. one wine bottle, one six pack, or one fifth. Students are only permitted to have one of these three options in their space at any given time. If students are found to have more than one of these quantities above, they can be held in violation of the Housing Contract.

If a student is of legal drinking age (21), but is housed with students under 21, all students must adhere to the following policies:

- a. Permitted students cannot provide alcohol to those under 21.
- b. Permitted students cannot store alcohol in common area refrigerators, closets, cabinets etc.
- c. All alcohol must be confined to the student’s bedroom (or personal refrigerator within that bedroom if the bedroom is shared with a student under the age of 21).
- d. If students are in the apartment and not 21, alcohol consumption cannot occur in the common areas of the apartment. All alcohol must be consumed within the student’s bedroom.

Appropriate disciplinary action will be taken in all situations where individual behavior infringes upon the rights of others. Repeat offenders, where violations occur during the period of disciplinary probation, will be subject to more severe sanctioning, including, but not limited to, loss of housing for residential students and social probation/restricted access for commuting students.

University Police officers have the authority to issue civil citations for violations which occur on campus.

Alcohol paraphernalia is prohibited in any residential space that is occupied by an individual under the legal drinking age. Examples of paraphernalia include, but are not limited to, collections of alcohol labels and beer caps, cardboard cut outs of alcohol boxes and cleaned alcohol containers used in a decorative manner.

When the University determines that a state of emergency exists (such as blackouts, severe weather conditions, etc.) an alcohol ban for all residents will be enforced. Alcohol may not be brought in or consumed in any residence hall or space regardless of the age of the occupants.

Refer to the University alcohol policy in the Student Code of Conduct for further details.

Drugs

As a resident you have the right to live in an environment free from the use of illegal drugs. The widespread use of illicit drugs threatens the stability and security of a campus community. Possession, use, or sale of drugs is illegal. It is also illegal to possess any drug paraphernalia. Any resident who is in possession, uses, or sells illegal drugs may lose the privilege of living on campus. Any loss of housing due to disciplinary reasons, the student is not eligible to receive any deposit refund.

Those losing their privilege of living on campus will also be prohibited from visiting the residence hall for the length of the disciplinary period. Such action by the University does not preclude legal prosecution of the individual.

VI. 8.00 -SU Policy on the use of alcoholic beverages (as per faculty handbook)

In the matter of the use of alcoholic beverages by faculty and staff, Salisbury University operates under the **Executive Order 01.01.1985.05 STATE OF MARYLAND SUBSTANCE ABUSE POLICY**. (*see link below for full text*).

Role of alcohol at events sponsored by the University and University-related organizations policy

The University seeks to foster a culture of conversation where meaningful experiences are shared and bonds of community are formed. If the inclusion of alcohol is deemed appropriate at any on- or off-campus event sponsored by any university department or student organization, it should be included in a way that is compatible with the kind of culture the university strives to promote. It should not be included in a way that encourages underage drinking or inhibits the participation of either underage students or those who choose not to drink.

The members of any university department or student organization who are contemplating the inclusion of alcohol at a sponsored event should discuss the issue

among themselves and, if alcohol is to be included, should discuss the concrete steps to be taken to ensure that considerations described above are addressed.

The distribution and use of alcohol must be in compliance with state law and university policy (see **SU Student Handbook**). Faculty/staff advisors and student leaders are especially encouraged to consult the *Faculty Handbook* and the *Guide to Policies and Procedures for Registered Student Organizations* for additional information on state alcohol laws and the potential for criminal or civil liability.

VI. 8.10- Policy on Smoking at USM Institutions (USM Policy)

PURPOSE AND SCOPE

A. Purpose. The University System of Maryland (USM) seeks to promote a healthy, smoke-free environment for students and employees. In recognition of the health risks of tobacco smoke, this policy establishes standards and requirements to provide a smoke-free environment for all USM faculty, staff, students, and visitors.

B. Scope. This policy applies to all USM students, faculty, staff, contractors and employees of contractors providing services on USM campuses, agents, guests, and visitors.

II. DEFINITIONS

A. “Institution Property” means any property owned, leased, or otherwise controlled or operated by an institution, including buildings, other structures and grounds, and vehicles owned or leased by the institution.

B. “Smoking” means carrying or smoking a lighted tobacco product or the burning of any material to be inhaled including, but not limited to, cigarettes, cigars, hookahs, and pipes.

III. PROHIBITIONS ON INSTITUTION PROPERTY

A. Prohibitions against Smoking

1. Consistent with Maryland law, smoking is not permitted in any institution building, including academic buildings, residence halls, administrative buildings, other enclosed facilities, or vehicles, except as provided in Section III(A)3, below.
2. Smoking is prohibited on all institution grounds and property, including walkways, parking lots, and recreational and athletic areas, except as provided in Section III(A)3, below.
3. Smoking in and on institution property will be permitted only as follows: a. For controlled research, and educational, theatrical, or religious ceremonial

purposes, with prior approval of the President or the President's designee; b. In limited and specific designated areas on institution grounds, as approved by the President; or c. Subject to any other exception to this policy recommended by the President and approved by the Chancellor.

B. Prohibitions against Sale.

1. The sale of tobacco and smoking-related products is prohibited on institution property.

IV. SMOKING CESSATION ASSISTANCE

A. Assistance Programs.

Each institution may make available smoking cessation assistance to students, faculty and staff, which may include opportunities to participate in smoking cessation seminars, classes, and counseling and the availability of smoking cessation products and materials.

B. Smoking Cessation Information.

The President of each institution shall designate an individual or individuals to answer questions, refer students and employees to on-campus and outside resources, and otherwise provide information about smoking cessation assistance options and opportunities.

V. IMPLEMENTATION PROCESS

A. Communication.

Each institution shall provide initial and ongoing information to communicate the requirements of this policy, including:

1. Dissemination of the key elements of the policy to faculty, staff, students, and others on websites and in appropriate written materials; and
2. The placement of exterior and interior notices and signs announcing that smoking is prohibited.

B. Community Outreach.

Each institution will engage in outreach to the community, as appropriate, to facilitate coordination with local government authorities and to assist residents and businesses near the institution in preventing trespass and littering that may result if members of the campus community seek to smoke in nearby off-campus areas.

C. Consequences.

Each institution may establish appropriate consequences, which may include fines or disciplinary measures, for violations of this policy.

D. Implementation.

The provisions of this policy shall be implemented at each institution no later than June 30, 2013.

In accordance with Executive Order 01.01.1992.20, smoking or carrying any lighted tobacco product is prohibited in all university buildings and facilities and in all space rented or leased by the university. Further, smoking in residence halls is prohibited by law.

VI. 8.10- SU Smoke- Free Campus Policy

Committed to fostering wellness and a safe environment, Salisbury University officially became a smoke-free campus on August 22, 2010—one of only 466 in the nation, according to the American Nonsmokers' Rights Foundation.

The policy was first proposed by the Student Government Association and the SU chapter of Colleges Against Cancer, a national organization for students sponsored by the American Cancer Society. Ultimately, a smoke-free campus was endorsed by the majority of University governance groups.

When announcing the initiative, (former) SU President Janet Dudley-Eshbach said: “I hope that the entire campus community will respect this policy and appreciate that it was generated and vigorously debated by campus governance bodies. In the end, the decision to make SU a smoke-free campus was based on widespread input and concern for the health and well-being of all members of our community.”

This Smoke-Free Campus Web site contains more useful information about the policy, including cessation programs and resources for those wishing to stop smoking, as well as research on the effects of secondhand smoke. The policy is in its initial phase of implementation and will be refined, along with this site, throughout the coming year.

SU Policy on Smokeless Tobacco in Campus Buildings

Students, faculty, staff and campus visitors are prohibited from using or discarding smokeless tobacco products or tobacco waste in classrooms, restrooms, hallways, lounges, labs, study, and work areas, or any other common area of campus buildings.

Persons violating this policy may be asked to discontinue use or leave the facility. This request may be made by any university official, faculty or staff member. Persons not responding to requests to abide by this policy will be subject to judicial action.

SU Policy on Smoking in Fleet Vehicles

University policy prohibits smoking in all fleet vehicles.

VII. 1.10- SU Policy on a Drug Free Work Place

Salisbury University, as an employer, strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances.¹⁵ Unlawful manufacture, distribution, dispensation, possession or use of controlled substances by University employees in the workplace is prohibited under university policy.

In addition to any legal penalties under federal and state law, employees found to be in violation of this policy may be subject to corrective action under applicable university personnel policies. Sanctions shall be considered and imposed on a case-by-case basis and may range from required counseling to termination of employment. It is a condition of employment at Salisbury University that all employees, including classified, contractual, faculty and administration whether full or part time, abide by the provisions of this notice and policy and notify the employer of any drug statute conviction for a workplace violation no later than five (5) days after such conviction. The university shall in the event of such conviction impose a sanction upon the employee and/or require treatment for the employee.

The university supports programs aimed at the prevention of substance abuse by university employees. Employees are encouraged to seek assistance for substance-dependency problems. Employee-assistance counseling and leaves of absence to attend rehabilitation programs are appropriate means for dealing with these problems. To determine the availability of such prevention programs including counseling, inquiries should be directed to the university's Human Resources Office or the Counseling Services Office.

**MCEA (Non-Exempt Bargaining Unit) MOU Article 19 (Health, Safety and Welfare)
Section 19.5 –Drug and Alcohol Use and Possession**

Section 19.5 – Drug and Alcohol Use and Possession

The University is committed to maintaining a workplace free from the illegal use, possession, or distribution of alcohol and controlled substances. Employees will comply with the Governor's Executive Order on Substance Abuse.

Employees will comply with the University's Drug and Alcohol Use and Testing Policies and Procedures when approved and implemented campus-wide for all staff. Prior to implementation, the Union shall be given thirty (30) days' notice for comments and review of the policy.

Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol by employees in the workplace is prohibited under University policy. It is, however, recognized that employees may be properly in possession of alcohol and controlled substances in the normal course of their duties.

Reporting to work under the influence of controlled substances or alcohol is also prohibited.

Legal Sanctions

Legal sanctions under Federal, State and Local laws relating to Alcohol and Drug use Students, Faculty and Staff of the University are subject to federal, state, and local laws for the possession, consumption and distribution of illegal drugs. Additionally, students, faculty and staff are subject to state and local laws for drinking and obtaining alcohol. An example of such a law is the State of Maryland's Substance Abuse Policy (Executive Order 01.01.1991.16):

<https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>

Appendix A: Student Conduct ATOD related Incidents for 2016-2017 and 2017-2018

ALCOHOL AND/OR DRUG RELATED INCIDENTS

2016-2017

INCIDENT STATISTICS

Incident Information

# of Reported Incidents	201
# of Reported Individuals	592

Charges

Alcohol A.	408
Drugs A.	159
Alcohol B	47
Alcohol C	39
Drugs D	19
Alcohol H	17
Alcohol 6	13
Drugs B	5
Drugs C	4
Alcohol D	2
Alcohol F	1

Outcomes

Probation	224
Fine	202
• \$25 Fine	3
• \$70 Fine	139
• \$75 Fine	1
• \$100 Fine	7
• \$150 Fine	52
University Warning	117
Online Education - eCheckUpToGo	103
Educational Requirement	62
Personal Statement	22
Alcohol Education Course – Level 1	10
Sanctioned Service	3
Suspension	3
Suspension (Held in Abeyance)	3
Drug Assessment	2
Alcohol Assessment	1
Drug Education – Think About It	1
Other	1
Permanent Dismissal	1

Note on suspensions and permanent dismissals:

The outcome of disciplinary hearings reflect the nature and severity of the incident in question, as well the student's prior disciplinary record. While the majority of alcohol and/or drug-related incidents does not result in a separation from the University, egregious and/or repeated violations of University policy may result in suspension or dismissal.

Specifically, in the academic year 2016-2017, 3 students were placed on suspension, and 1 student was permanently dismissed from the University for alcohol and/or drug-related violations:

- One student with no prior record was suspended upon being found responsible for the possession of marijuana and assorted marijuana paraphernalia in his residence hall.
- One student with no prior record was suspended upon being found responsible for the possession of drugs, as well as the delivery, transfer, or intent to deliver or transfer marijuana.
- One student with prior record of violation(s) of the drug policy was suspended upon being found responsible for a subsequent drug-related offense.
- One student was dismissed from the University upon being found responsible for possession of several drugs, including marijuana, cocaine, ecstasy/molly, and amphetamine pills, as well as assorted paraphernalia.

EDUCATION AND INTERVENTION PROGRAM INFORMATION**Online Education**

The student must complete the online program called e-CheckUpToGo.Student.

Alcohol Education Course – Level 1

The student is required to contact the Student Counseling Services Office at 410-543-6070 to schedule the class. There is a fee of \$30.00 that is billed to the student's account when they participate in the class. The class consists of a one-time two-hour class session. The student must sign up for the class before the stated deadline.

Alcohol Assessment

The student is required to complete an off-campus counseling evaluation and follow the recommendations for treatment. The requirements for completion of this sanction are as follows:

- The student contacts the Dean of Students at vjrandall-lee@salisbury.edu, for approval of the therapist/counselor the student wishes to see, prior to their evaluation. The therapist you meet with must be credentialed with a Master's degree or higher. The information included for review will be the name of the therapist, the name and/or location of their practice, and contact information for the therapist. They must have training and background in alcohol and/or drug assessment and counseling.
- Once the Dean of Students approves them, the student gives permission for the Dean of Students to provide background information to the therapist/counselor about this case and your referral to them.

- The student must complete an assessment regarding alcohol use with the counseling and it is recommended that they complete any follow-up directions as recommended by their therapist/counselor.
- The student must provide documentation that they have completed their evaluation and meeting(s) with the therapist. A letter from the therapist/counselor on letterhead is required. We do not need any information regarding your discussion with the therapist, only that you have completed an assessment.
- This form must be returned, completed, to the Dean of Students Office by the stated deadline.
- The evaluation and additional sessions are at your own expense.

Drug Assessment

Drug Assessment from a licensed therapist and completion of all recommended sanctions. The student must provide proof of assessment and all recommended sanctions in writing.

Drug Education – Think About It

The student must complete the online "Think About It: Drugs" course. If the student was assigned the "Think About It" module as an incoming student and failed to complete it, the student is required to complete it before starting the alcohol course.

2017-2018

INCIDENT STATISTICS

Incident Information

# of Reported Incidents	257
# of Reported Individuals	812

Charges

Alcohol A.	503
Drugs A.	323
Drugs B	133
Alcohol 6	72
Alcohol B	57
Drugs E	39
Alcohol D	22
Alcohol H	17
Alcohol C	11
Drugs C	11
Drugs D	2

Outcomes

Probation	321
Fine	287
• \$25 Fine	3
• \$70 Fine	143
• \$75 Fine	2
• \$100 Fine	27
• \$150 Fine	112
Personal Statement	172
Alcohol Education – Think About It	154
Drug Education –Think About It	102

Educational Requirement	85
Sanctioned Service	33
University Warning	29
Alcohol Education – eCheckUpToGo	18
Drug Assessment	14
Other	14
Suspension	8
Alcohol Assessment	4
Continued Academic Progress	3
Permanent Dismissal	3
Alcohol Education Course – Level 1	2
Letter of Apology	2
Parent/Guardian Notification	1
Restitution	1

Note on suspensions and permanent dismissals:

The outcome of disciplinary hearings reflect the nature and severity of the incident in question, as well the student’s prior disciplinary record. While the majority of alcohol and/or drug-related incidents does not result in a separation from the University, egregious and/or repeated violations of University policy may result in suspension or dismissal.

Specifically, in the academic year 2017-2018, 7 students were placed on suspension, and 3 students were permanently dismissed from the University for alcohol and/or drug-related violations:

- Four students were placed on suspension following multiple alcohol and/or drug-related offenses.
- One student was placed on suspension following multiple alcohol and/or drug-related offenses. The suspension was later lengthened following a subsequent violation of University policy related to alcohol (bringing the total number of incidents resulting in a sanction of suspension to 8 for the 2017-2018 academic year).
- One student with prior disciplinary record was permanently dismissed from the University upon being found in possession of a large amount of marijuana in his vehicle, as well as for the delivery, transfer or intent to deliver, transfer said marijuana.
- Two students were permanently dismissed from the University upon being found responsible for possession of a large amount of drugs at their off-campus residence, including cocaine, psilocybin, marijuana and Adderall, as well as large sums of money and drug paraphernalia indicative of the delivery, transfer or intent to deliver, transfer said drugs
- One student with prior disciplinary record was suspended upon being found responsible for the possession of marijuana and marijuana paraphernalia, as well as the delivery, transfer, or intent to deliver or transfer marijuana. The student admitted to providing marijuana to other students, but denied profiting from these transactions.
- One student with multiple alcohol-related prior alcohol violations was suspended upon being found responsible for underage drinking, driving while under the

influence of alcohol and drugs, the use of cocaine, as well as the possession of cocaine.

EDUCATION AND INTERVENTION PROGRAM INFORMATION

Alcohol Education – Think About It

You must complete the online "Think About It: Alcohol" course. If the student was assigned the "Think About It" module as an incoming student and failed to complete it, the student is required to complete it before starting the alcohol course.

Drug Education –Think About It

You must complete the online "Think About It: Drugs" course. If the student was assigned the "Think About It" module as an incoming student and failed to complete it, the student is required to complete it before starting the alcohol course.

Alcohol Education – eCheckUpToGo

The student must complete the online program called e-CheckUpToGo.Student.

Drug Assessment

Drug Assessment from the licensed professional of your choice (SU students may complete this requirement at the Counseling Center) and show completion of all recommended sanctions. Proof of assessment and all recommended sanctions in writing to the Office of the Dean of Students.

Alcohol Assessment

Alcohol assessment by a licensed professional (SU Counseling Center or off-campus provider of your choice) and show completion of all recommended sanctions. Proof of assessment and all recommendations, in writing, must be provided to the Office of the Dean of Students by the deadline.

Alcohol Education Course – Level 1

The student is required to contact the Student Counseling Services Office at 410-543-6070 to schedule the class. There is a fee of \$30.00 that is billed to the student's account when they participate in the class. The class consists of a one-time two-hour class session. The student must sign up for the class before the stated deadline.

Parent/Guardian Notification

The student must write a letter to their parent(s)/guardian(s) notifying them of the incident that resulted in their referral to the Office of Student Conduct. This letter is sent along with a letter from the Office of Student Conduct in accordance with the University's Parental Notification Policy. However, we highly encourage students to discuss the incident with them before then.

At a minimum, the letter must include the following:

- An address block, including the names and addresses of the student's parent(s)/guardian(s);
- The student's name, campus e-mail address and date;
- A description of the incident that resulted in violations of the Code of Conduct and the student's decision-making process at the time;
- A reflection of how continued behavior of this nature could impact the student's future plans and career goals;

- A reflection as to how this incident will impact future decision-making as the student continues their education at Salisbury University;
- An explanation of all sanctions assigned, and any progress the student has made towards completion;
- That the Office of Student Conduct will not discuss the details of the violation and sanctions unless the student provides a written release; and
- That the Office of Student Conduct will be glad to answer any procedural questions parent(s)/guardian(s) may have. Provide contact information for the Office of Student Conduct.

Upon completion, students must submit the letter electronically as a Word Document or PDF to studentconduct@salisbury.edu by the deadline specified in their hearing outcome letter. This letter should NOT be sent directly to their parent(s)/guardian(s).

ACTION PLANS AND SANCTIONING GUIDE

INTRODUCTION

The Office of the Dean of Students developed this guide as a starting point for developing Action Plans and determining sanctions. The accompanying Institutional Sanctioning Guidelines provide a uniform set of initial sanctions for all Case Administrators and promotes fairness through greater consistency. **Please note, however, that the guidelines are not absolute or exhaustive of every potential violation.** Ultimately, the sanctions are dependent on the specific circumstances of individual cases in accordance with the sanctioning factors outlined below.

SANCTIONING PHILOSOPHY

While students interacting with the student conduct process may think of the outcome as a form of punishment, the Office of Student Conduct views it as an Action Plan. With the development of Action Plans, we support our efforts to implement a student conduct process that is procedurally-sound, community-focused, and learning-centered.

Case Administrators, acting as the conduct officer, you will have an opportunity to partner with the student to develop a plan of action that promotes student learning, addresses the impact of the student's actions, connects the student's with campus resources, and ultimately sets the student on a successful path as a member of our campus community.

DEVELOPING ACTION PLANS

When developing Action Plans and assigning sanctions, it is important to keep sanctioning factors in mind to ensure the outcome is both fair to the student and promotes the welfare of the campus community. It is also important to consider the student's

STEP-BY-STEP: DEVELOPING ACTION PLANS

- 1) **Nature and Severity of the Violation**
 - a) Determine specifically what happened in the incident, and what violation(s) of the Student Code of Conduct occurred; and
 - b) Determine the impact of the student's behavior, actual and/or potential, on individuals and the overall community.
- 2) **Previous Disciplinary History of the Student**
 - a) Consult the student's record in Advocate to determine the student's previous disciplinary history and how it may impact the sanctions for the current incident.
- 3) **Institutional Sanctioning Guidelines**
 - a) Consult the Sanctioning Guidelines (page 3) to determine the typical sanctions for each violation.
- 4) **Individual and Community Needs**
 - a) Consider individual and community needs as it relates to the incident:
 - i) *Where is the student developmentally, and what educational requirements may be particularly useful to the student?*
 - ii) *Is there harm to the community that can be repaired through restorative actions?*
- 5) **Mitigating and/or Aggravating Circumstances**
 - a) Consider whether there are any circumstances that may warrant more lenient or severe sanctions:
 - i) *Was it the intent of the student to violate the Code of Conduct?*
 - ii) *Is there something going on in the student's life that impacted the student's decision-making?*
 - iii)
 - iv) *Is the student accountable to their behavior and do they understand why the behavior was inappropriate?*
 - v) *Was the student under the influence of alcohol and/or other drugs at the time of the incident? **Please note that the use of alcohol and/or drugs is never a mitigating factor.***

perspective when developing Action Plans.

Students who accept responsibility or are found in violation of the Student Code of Conduct are assigned an administrative sanction and one or more active sanctions as part of their Action Plan, when appropriate. **Administrative sanctions** describe the student's disciplinary standing with the University, and do not require any action on the part of the student. **Active sanctions** on the other hand, serve to educate the student and address the impact of the student's behavior, and generally require some sort of action from the student.

In developing Action Plans, the University considers the nature and severity of the incident, institutional sanctioning guidelines, the student's previous disciplinary history, individual and community needs, and mitigating and/or aggravating circumstances. See the side panel for guidance on how to use sanctioning factors to inform the development of Action Plans.

INSTITUTIONAL SANCTIONING GUIDELINES

These guidelines provide a uniform set of initial sanctions for common violations of the Student Code of Conduct. Please note that a student's disciplinary record is cumulative. If a student has a prior conduct history, the nature of that history must be examined by the Case Administrator. If the nature of the violation(s) that comprise the student's disciplinary history is similar to the nature of the current violation, these guidelines will help Case Administrators determine appropriate administrative and active sanctions for subsequent occurrences. If the nature of the violation(s) that comprise the student's disciplinary history is not similar to the nature of the current violation, the administrative sanction (i.e., warning, probation, suspension or dismissal) will typically escalate from one incident to the next, where appropriate.

Please note, that the guidelines are not absolute or exhaustive of every potential violation. Ultimately, the sanctions are dependent on the specific circumstances of individual cases and may be modified in response to the circumstances. Please consult the "Step-by-Step: Developing Action Plan" section (page 1) for additional sanctioning considerations.

Violation	Type of Sanction	First Occurrence	Second Occurrence	Third Occurrence
Alcohol (being in the presence of, open container, housing and residence life violation)	Administrative	Warning	Probation I	Probation II
	Active	<ul style="list-style-type: none"> Think About It: Alcohol 	<ul style="list-style-type: none"> Parental Notification Referral to Case Manager Educational Requirement \$70 Fine 	<ul style="list-style-type: none"> Parental Notification Alcohol Assessment Educational Requirement \$70 Fine
Alcohol (underage use/possession, noise/disruptive behavior, other disciplinary violations)	Administrative	Probation I	Probation II	Suspension or Dismissal
	Active	<ul style="list-style-type: none"> Parental Notification Think About It: Alcohol Educational Requirement \$70 Fine 	<ul style="list-style-type: none"> Parental Notification Referral to Case Manager OR Substance Use Assessment (at the hearing authority's discretion) Educational Requirement \$70 Fine 	<ul style="list-style-type: none"> Parental Notification <p>If suspended:</p> <ul style="list-style-type: none"> Substance Use Assessment Educational Requirement
Alcohol (providing alcohol to minors, driving under the influence, excessive consumption)	Administrative	Probation I or Probation II	Probation II or Suspension	Suspension or Dismissal
	Active	<ul style="list-style-type: none"> Parental Notification Referral to Case Manager OR Substance Use Assessment (at hearing authority's discretion) Reflection Paper \$100 Fine 	<ul style="list-style-type: none"> Parental Notification Substance Use Assessment Personal Autobiography OR Student Success Plan \$100 Fine (if not suspended) 	<ul style="list-style-type: none"> Parental Notification <p>If suspended:</p> <ul style="list-style-type: none"> Substance Use Assessment Personal Student Success Plan

Violation	Type of Sanction	First Occurrence	Second Occurrence	Third Occurrence
Disruptive behavior (off-campus parties)	Administrative	Probation I	Probation II	Suspension
	Active	<ul style="list-style-type: none"> Educational Requirement \$150 Fine 	<ul style="list-style-type: none"> Educational Requirement \$150 Fine 	<ul style="list-style-type: none"> Educational Requirement
Drugs (use/possession of drugs or drug paraphernalia)	Administrative	Probation I	Probation II	Suspension or Dismissal
	Active	<ul style="list-style-type: none"> Parental Notification Think About It: Drugs Educational Requirement \$150 Fine 	<ul style="list-style-type: none"> Parental Notification Referral to Case Manager OR Substance Use Assessment (at hearing officer's discretion) Educational Requirement \$150 Fine 	<ul style="list-style-type: none"> Parental Notification If suspended: <ul style="list-style-type: none"> Substance Use Assessment Educational Requirement
Drugs (distribution)	Administrative	Suspension or Dismissal		
	Active	<ul style="list-style-type: none"> Parental Notification If suspended: <ul style="list-style-type: none"> Substance Use Assessment Educational Requirement 		
Failure to comply (failure to complete sanctions by deadline)	Administrative	Probation I (until sanctions are completed)		
	Active	<ul style="list-style-type: none"> Hold on account \$50 fine 		
Failure to comply (failure to follow reasonable directions for University and/or law enforcement officials)	Administrative	Warning	Probation I	Probation II
	Active	<ul style="list-style-type: none"> Educational Requirement 	<ul style="list-style-type: none"> Educational Requirement 	<ul style="list-style-type: none"> Educational Requirement
Guests	Administrative	Handled on a case-by-case basis depending on the policy violated by guest(s)		
	Active	<ul style="list-style-type: none"> Handled on a case-by-case basis depending on the policy violated by guest(s) 		
Housing/Residence Life violations (possession of alcohol paraphernalia)	Administrative	Warning	Warning	Probation I
	Active	<ul style="list-style-type: none"> No fine if evidence of alcohol consumption 	<ul style="list-style-type: none"> \$25 fine 	<ul style="list-style-type: none"> \$25 fine

		<ul style="list-style-type: none"> is not present \$25 fine if evidence of alcohol consumption is present 		
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Violation	Type of Sanction	First Occurrence	Second Occurrence	Third Occurrence
Housing/Residence Life violations (possession of prohibited items)	Administrative	Warning	Warning	Probation I
	Active	<ul style="list-style-type: none"> No fine if evidence of use not present/decorative use \$25 fine if evidence of use of prohibited items is clear 	<ul style="list-style-type: none"> \$25 fine 	<ul style="list-style-type: none"> Educational requirement \$25 fine
Misrepresentation of information (possession of false ID)	Administrative	Warning	Warning	Probation I
	Active	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Educational Requirement 	<ul style="list-style-type: none"> Educational Requirement \$25 fine
Noise	Administrative	Warning	Warning	Probation I
	Active	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Educational requirement 	<ul style="list-style-type: none"> Educational Requirements \$25 fine
Noise (during Finals Week)	Administrative	Warning	Probation I	
	Active	<ul style="list-style-type: none"> \$25 fine 	<ul style="list-style-type: none"> Temporary housing removal through the duration of finals \$25 	
Smoking and Vaping	Administrative	Warning	Warning	Probation I
	Active	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> \$75 fine 	<ul style="list-style-type: none"> \$75 fine Educational requirement
Theft	Administrative	Probation II	Suspension	Dismissal
	Active	<ul style="list-style-type: none"> Restitution, if applicable Educational Requirement 	<ul style="list-style-type: none"> Restitution, if applicable Educational Requirement 	

Vandalism of property and/or acts of destruction (behavior that causes damage to personal or University property)	Administrative	Handled on a case-by-case basis depending on the nature and/or severity of incident
	Active	<ul style="list-style-type: none"> Handled on a case-by-case basis depending on the nature and/or severity of incident

Appendix C: Training Numbers for Campus Clarity’s online *Think About It* ATOD educational program

Campus Clarity “Think about It

All incoming students are required to complete *Think About It*. *Think About It*, by Campus Clarity, is a web-based sexual assault prevention and alcohol abuse awareness program. This program will help students make informed decisions regarding alcohol use, empower students to intervene and prevent sexual violence, and give students the tools to address to peers' risky behavior. *Think About It* will provide students with the information they need to navigate affirmative consent, healthy relationships, and effective communication.

- Think About It: Part I is required for all traditional aged new students coming entering the University.
- Think About It: Graduate students is required for all incoming graduate students to the University.
- Think About it: Adult Learners is the program required for any incoming student over the age of 25; this also includes students on satellite campuses.
- Think About It: Alcohol and Think About: It Drugs, are the programs students must completed in the sanctioning phase of the conduct process.

2017-2018 training required and completed:

▶ Expand All

Think About It: Continuing Students	Think About It: Part I	Think About It: Graduate Students	Think About It: Adult Learners	Think About It: Alcohol
Invited: 32 Signed-Up: 32 Done: 32 Completion Rate: 100%	Invited: 2386 Signed-Up: 1378 Done: 1070 Completion Rate: 44.8%	Invited: 309 Signed-Up: 150 Done: 134 Completion Rate: 43.4%	Invited: 191 Signed-Up: 68 Done: 55 Completion Rate: 28.8%	Students/Assignments Invited: 144 / 156 Signed-Up: 125 / 127 Done: 121 / 123 Completion Rate: 78.8%
Think About It: Drugs				
Students/Assignments Invited: 99 / 108 Signed-Up: 79 / 80 Done: 77 / 78 Completion Rate: 72.2%				

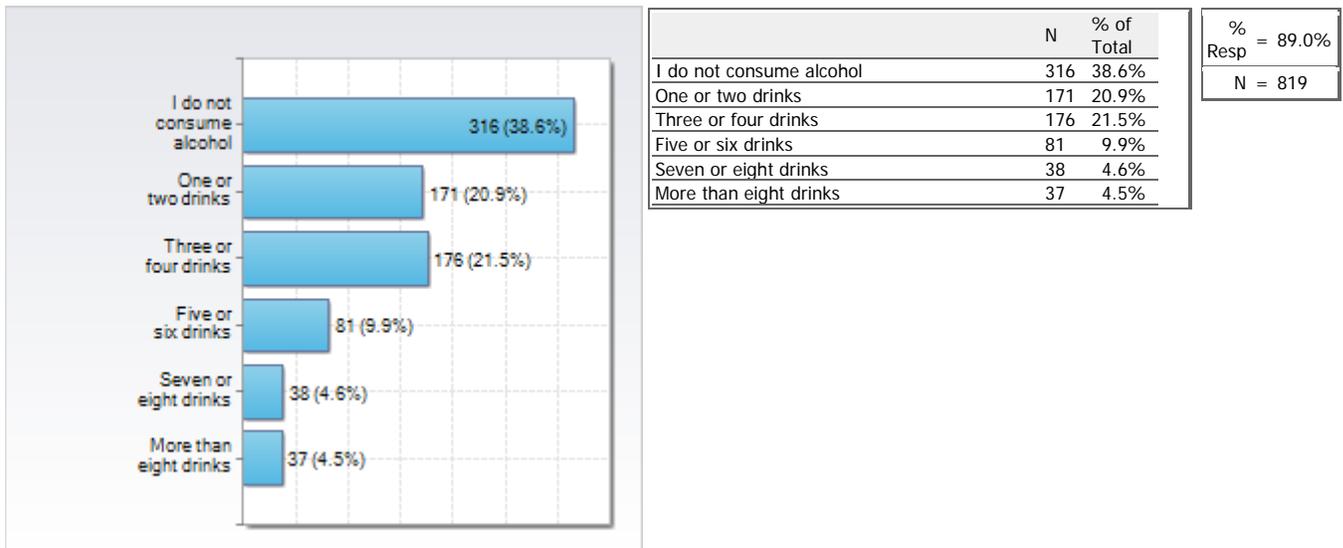
Appendix D-Educational Benchmark Inventory Survey for On Campus Housing Experience

2016-2017 Data Highlights:

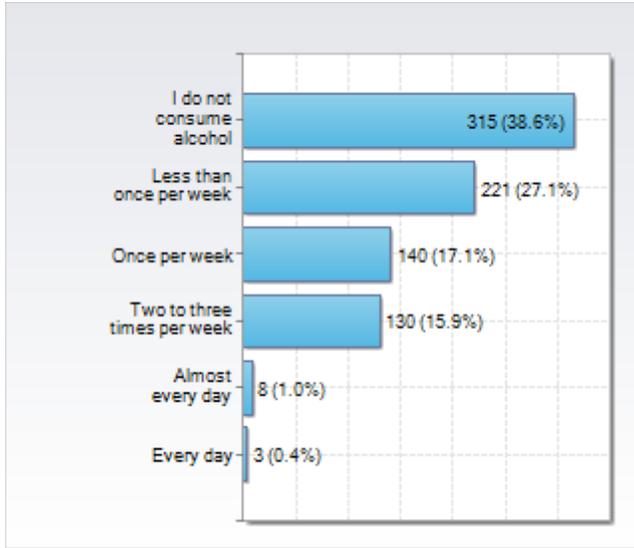
38.6% of our students do not drink. An additional 20.9% if they do drink, only drink 1 or 2 drinks. 9.1% drink 7 or more drinks when they drink.

Roughly 90% of our students have a better understanding of negative consequences of alcohol and drugs because they lived on campus.

D105. We are interested in information about alcohol use. This information will be kept confidential and your candid feedback is greatly appreciated. - Demographics: Number of Alcoholic Drinks Consumed Per Event



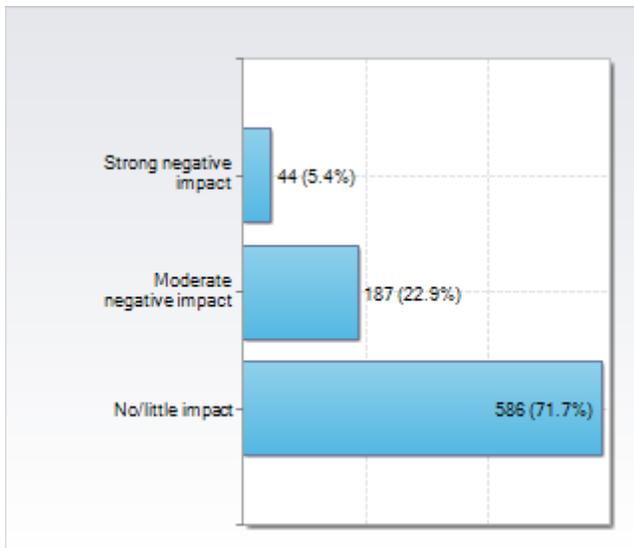
D106. We are interested in information about alcohol use. This information will be kept confidential and your candid feedback is greatly appreciated. - Demographics: Frequency of Alcohol Consumption



	N	% of Total
I do not consume alcohol	315	38.6%
Less than once per week	221	27.1%
Once per week	140	17.1%
Two to three times per week	130	15.9%
Almost every day	8	1.0%
Every day	3	0.4%

% = 88.8%
N = 817

D107. We are interested in information about alcohol use. This information will be kept confidential and your candid feedback is greatly appreciated. - Demographics: Alcohol Negatively Impacts Quality of Life for Students on Floor



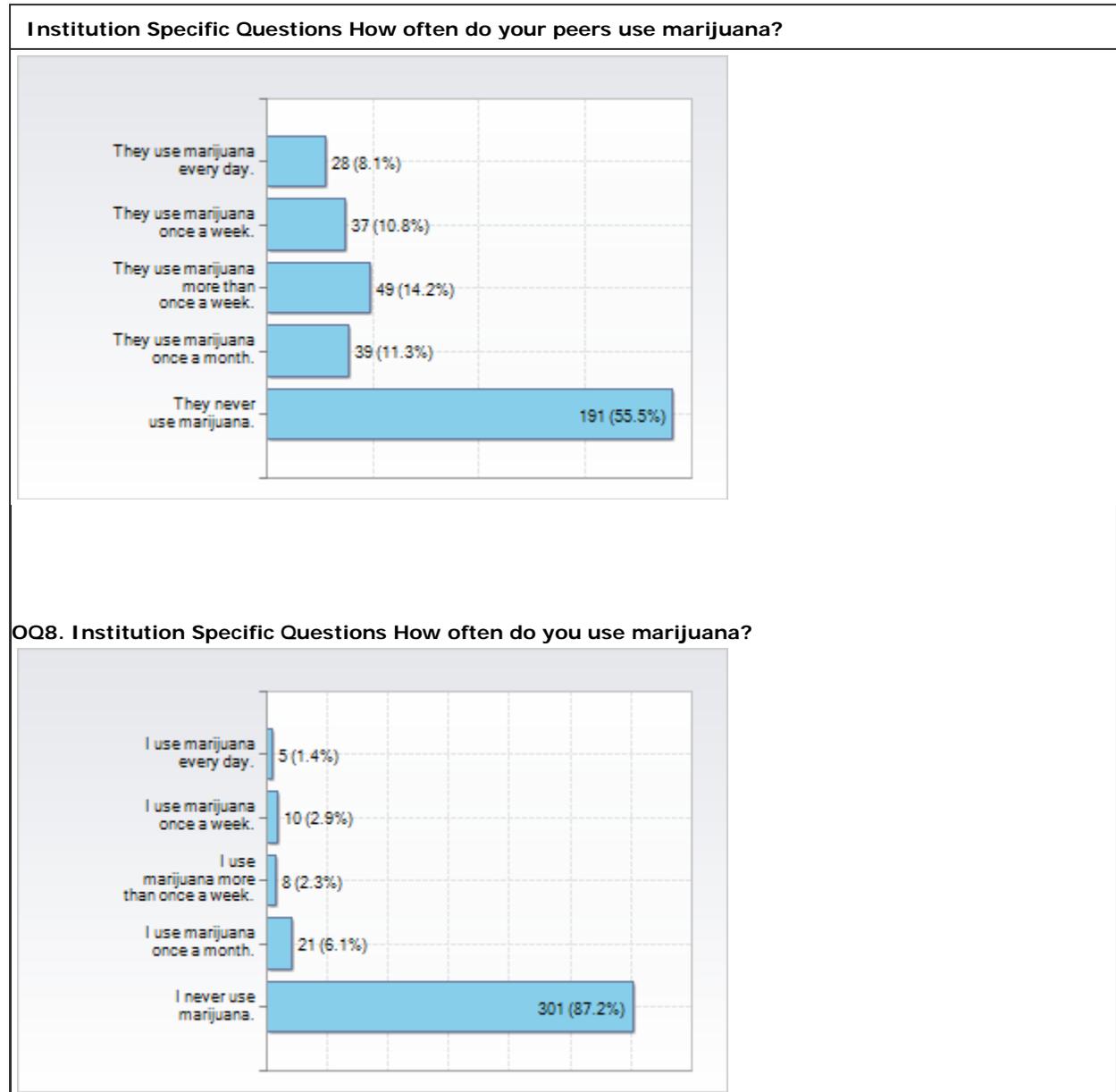
	N	% of Total
Strong negative impact	44	5.4%
Moderate negative impact	187	22.9%
No/little impact	586	71.7%

% = 88.8%
N = 817

2017-2018 Data

Marijuana use highlights:

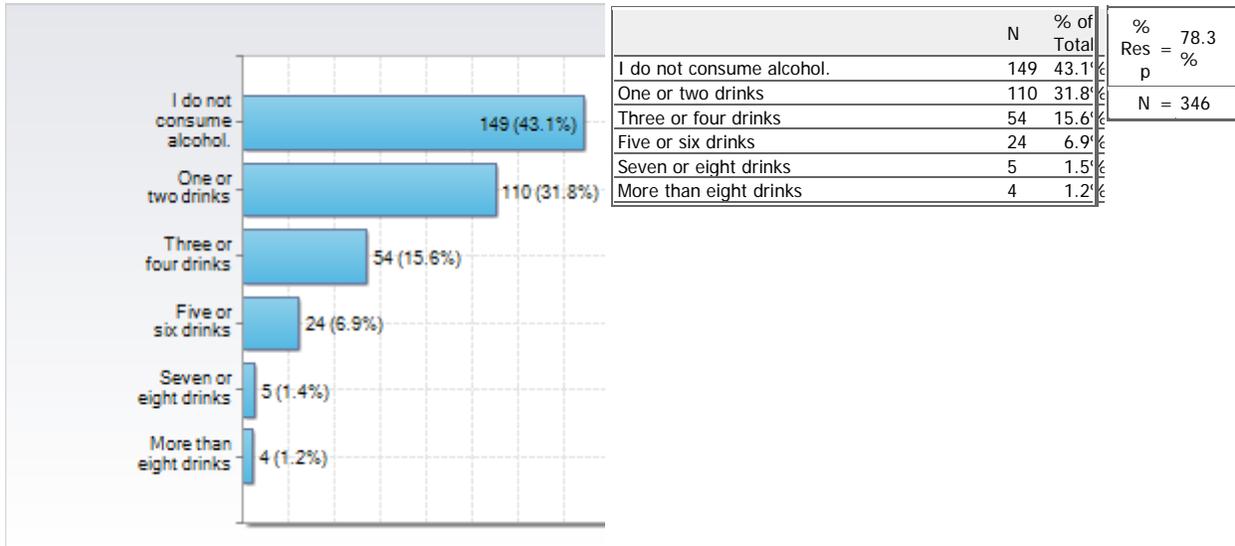
87% of our upper-class students do not use marijuana. The impression that our students have of their peers use is that more people smoke marijuana (55.5% are perceived to smoke) versus 12.8% that self-reported that they actually do.



Alcohol use highlights:

The percentage of our students who do not drink alcohol has increased from 38.6% to 43.1%. The number of students who drink 1 or 2 drinks in a sitting increased from 20.9% to 31.8%. The number of students who drink 7 or more drinks has decreased from 9.1% to 2.6%.

D113. Alcohol Use We are interested in information about alcohol use. This information will be kept confidential and your candid feedback is greatly appreciated. - How many alcoholic drinks do you typically consume in one sitting when you are drinking (i.e., beer, wine, mixed drinks)?



D114. Alcohol Use We are interested in information about alcohol use. This information will be kept confidential and your candid feedback is greatly appreciated. - How frequently do you consume alcohol?

