

# **The University of Toledo**



## **Drug-Free Schools and Campuses Regulations [Edgar Part 86]**

**Biennial Review Report  
July 1, 2014 – June 30, 2016  
Academic Year 2014-2015 &  
Academic Year 2015-2016**

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**THE UNIVERSITY OF TOLEDO**  
**Drug-Free Schools and Campuses Regulations [EDGAR Part 86]**  
**Alcohol and Other Drug Prevention Certification**



THE UNIVERSITY OF TOLEDO • OFFICE OF THE PRESIDENT



December 12, 2016

Subject: DFSCA Certification Statement

The University of Toledo, 2014-2016 Biennial Review of Alcohol and Other Drug Prevention document, as required by the Drug Free Schools and Communities Act, has been reviewed and approved and may be published. I will instruct the leadership team to pursue implementation of this report's recommendations.

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## Introduction

The following report was prepared by the [Alcohol, Tobacco and Other Drug Prevention Program](#). This report is prepared to meet the requirements of the 1989 amendments to the Drug-Free Schools and Campuses Act, as stated in Part 86 of the The Drug-Free Schools and Campuses Regulations and is designed to document the prevention efforts provided at this institution.

In order to certify its compliance with the Part 86 Regulations, an IHE (Institution of Higher Education) must adopt and implement a drug prevention program to “prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees” both on school premises and as part of any of its activities (EDGAR Part 86.100, Subpart B). These standards apply to all students, staff, and faculty members. Creating a program that complies with the Regulations requires an IHE to do the following:

- (1) Prepare a written policy on alcohol and other drugs;
- (2) Notify each employee and staff member of the policy in writing every year, including standards of conduct, a description of sanctions for violations at the federal, state, local, and campus levels, a description of the health risks associated with AOD use, and a description of available treatment programs.
- (3) Develop a sound and consistent method for distribution of the policy to every student and IHE staff member each year; and
- (4) Prepare a biennial report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement

The Drug-Free Schools and Campuses Regulations require IHEs to review their AOD programs and policies every two years. This review has two objectives: (1) to determine the effectiveness of, and to implement any needed changes to, the AOD program; and (2) to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

The review includes the following: (1) biennial review process; (2) procedures for distributing AOD policy to students and employees; (3) descriptions of alcohol and other drug prevention services; (4) prevalence rate, incidence rate, needs assessment, and trend data; (5) policies, enforcement, and compliance; (6) comprehensive efforts to reduce drug and alcohol use, misuse and abuse; (7) prevention program accomplishments; (8) summaries of AOD program strength and weaknesses; (9) recommendations for revising AOD prevention efforts; (10) conclusion; (11) appendices

The University of Toledo has developed a comprehensive written policy on alcohol and other drugs and has successfully disseminated this information to students, staff and faculty. It is in

full compliance with Parts 1 and 2 of Part 86 Regulations. This report represents the Biennial Review of Alcohol and Other Drug Prevention Programs at the University of Toledo as required by the Drug-Free Schools and Campuses Regulations.

This report contains evaluations of student alcohol and other drug surveys as suggested by the Department of Education to help measure policy and program effectiveness. In addition, the prevention initiatives the University has implemented to reduce drug and alcohol problems are summarized.

### **Biennial Review Process**

This biennial review covers academic years 2014-2015 and 2015-2016.

This biennial review has been completed in part with the help from various constituents of the University. The team compiling this report reached out to the following departments for requested information and support: Legal Affairs, Student Health, Counseling Center, Human Resources, Vice President for Student Affairs Office, Student Conduct, Residence Life, Provost Office, Campus Police, Athletics, Student Activities, UTM, Greek Life, New Student Orientation, Faculty Labor Relations, Office of International Student and Scholar Services, Office of Recreational Services, and Institutional Compliance.

The process to compile the data began in September 2016 and ended in December 2016. The data was collected and assessed through the collaboration of the above mentioned departments.

The biennial review document is housed online and can be found on the [Alcohol, Tobacco, and Other Drug Education and Prevention](#) website, [Human Resources](#) website, and the [Institutional Compliance](#) website. The document is available for print via the noted websites. Biennial Review documents are required by law to be kept for a minimum of 7 years.

### **Annual Policy Notification Process: Distribution of AOD Policy to Students and Employees**

The University of Toledo has a written alcohol and other drug policy that is widely distributed to all students. This policy is distributed during Rocket Launch, the new student and transfer student orientation program, provided in student handbooks, provided in resident handbooks, First Year Orientation course, policy website, mandatory first year online course Alcohol.Edu as well as the Alcohol, Tobacco, and Other Drug Prevention Education website.

The University of Toledo has a written alcohol and other drug policy that is also distributed to faculty and staff. This policy is distributed through policy website and the Alcohol, Tobacco, and Other Drug Prevention Education website. Staff and Faculty are made aware of these policies during new hire orientation. Information related to this policy is also on the Human Resources Website.

Copies of policies related to alcohol and other drug enforcement and compliance are noted in Appendix A1-A17.

### **Descriptions of the Alcohol and Other Drug Prevention Services**

The University of Toledo provides several places students can go to seek help for alcohol and drug issues including, but not limited to: Alcohol, Tobacco and Other Drug Prevention Program, University Counseling Center, and the Main Campus Medical Center. Students are provided with caring and confidential services which include education, individual counseling, assessment, case management, referral to community services as well as self-help programs. The University of Toledo also provides off campus referrals to students related to AOD matters should the student need additional assistance.

AOD Prevention programming and educational services are provided campus wide each semester to various student groups including student athletes, Greeks, first year students, students who live in the residence halls, multicultural students, and students attending first aid classes and ROTC classes. All students benefit from general wellness outreach programs. In-person AOD programming is provided to student, faculty, and staff by various departments on campus including the Alcohol, Tobacco, and Other Drug Program, Office of Student Conduct, Campus Police, Student Activities, UTMC, Greek Life, New Student Orientation, Office of Recreational Services, and the Counseling Center. Additional programming, Alcohol.Edu is offered online and is mandatory for first year students. Additionally, programs focusing on overall health and wellness were offered. Examples include wellness programming for Office of Recreational Services, Sexual Assault Education and Prevention Program, and programming held at UTMC. While not noted in this report, they are examples of continued collaboration among departments to provide students, faculty, and staff with opportunities to create a healthy campus culture.

The Office of Student Conduct and Community Standards has the jurisdiction and responsibility of enforcing the [Student Code of Conduct](#). The Office of Student Conduct and Community Standards outlines the expectation of students while attending The University of Toledo. Additionally, The Student Code of Conduct and Community Standards website provides additional information related to [sanction enforcement](#) for students and related information [for parents](#) regarding policy. Student who violate campus AOD policy are initially referred to Student Conduct and Community Standards. Student Conduct and Community Standards collaborates with the Alcohol, Tobacco, and Other Drug Prevention Program (ATOD), The University Counseling Center, Campus Police, Residence Life, and The Vice President for Student Affairs on such sanctions. All student violators receive education, however, if a student commits a major violation he or she will complete an AOD assessment and receive counseling or other interventions if deemed to be appropriate.

The [Annual Security Report](#) is released annually and campuses included in this report are as follows: Main Campus, Health Science Campus, Scott Park, Center for the Visual Arts, Stranahan Arboretum, Lake Erie Research Center, Schoolcraft College, and Lorain County Community College – University Partnership Ridge.



The University of Toledo adopted the [Medical Amnesty Policy](#) on August, 23, 2010. The policy encourages students to make responsible decisions and to seek medical attention in life threatening situations that results from alcohol and/or other drug abuse.

Additional services for faculty and staff can be found at Human Resources and Talent Development. Services provided to employees can be located in the [Employee Toolkit](#). Employees can utilize the [IMPACT Employee Assistance Program](#). Impact Solutions provides 24/7/365 phone support. It also provides full services assistance offering web, phone, in-office, and onsite solutions for personal and work related challenges and daily living needs. Should an employee need live immediate assistance they can call: 1-800-227-6007.

### **Alcohol and Other Drug Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data**

#### ***UT Health Survey Results 2014***

The University of Toledo conducts a campus climate survey on (insert letter statement) every 2 years. The survey is distributed to all students via their University email account. Students have a 2 week time frame to complete the survey prior to the closing of the survey. Student incentive includes a random drawing of select prizes if students complete the survey. The overall findings are indicated below. Full survey distributed to students is located in Appendix B.

Following are summary characteristics of the students who completed the survey.

29.5% were 1st year students	61.7% were in the “typical” age range of 18-22
20.3% were 2 <sup>nd</sup> year students	59.8% were females
19.9% were 3 <sup>rd</sup> year students	73% lived off-campus
19.9% were 4 <sup>th</sup> years students	62.7% worked part-time or full-time
6.5% were 5 <sup>th</sup> year students	62.6% were white (non-Hispanic)

Following are key findings on the

#### *use of alcohol:*

- 65.1% of the students consumed alcohol in the past 30 days
- 62.6% of the students reported binge drinking the past 2 weeks

#### *use of illegal drugs:*

- 16.2% of the students have used marijuana in the past 30 days
- 10.2% of students have used an illegal drug other than marijuana (hallucinogens, designer drugs, cocaine, opiates, club drugs, amphetamines, other illegal drugs)

#### *use of tobacco:*

- 22% of the students have used tobacco in the past 30 days

The most frequently reported illegal drugs used in the past 30 days:

- 16.2% Marijuana (pot, hash, weed)
- 2.9 % Amphetamines (diet pills, speed)
- 1.4% Hallucinogens (LSD, peyote)

The following are key findings on *perceived effects of alcohol*:

- 65% say it breaks the ice
- 67.3% say it enhances social activity
- 39.9% say it makes it easier to deal with stress
- 54.8% say it facilitates a connection with peers
- 63.1% say it gives people something to talk about
- 56.1% say it facilitates male bonding
- 47% say it facilitates female bonding
- 52.5% say it allows people to have more fun
- 67.9% say it gives people something to do
- 18.3% say it makes food taste better
- 23.6% say it makes woman sexier
- 15.5% say it makes men sexier
- 44.8% say it facilitates sexual opportunities

The last time students “partied or socialized” they:

- 28.5% abstained from drinking
- 35.5% were social drinkers (1-4 alcoholic beverages)
- 23% were high-risk drinkers (5+ alcoholic beverages)

Over the last 2 weeks, students partied or socialized with 5+ drinks:

- 61.5% abstained from alcohol
- 28.2% drank 5 or more alcoholic drinks 1-3 times
- 8.1% drank 5 or more alcoholic drinks 4-6 times
- 1.2% drank 5 or more alcoholic drinks 7-9 times
- 0.5% drank 5 or more alcoholic drinks 10 + times

During the academic year, students indicated that alcohol use impacted their academics in the following ways:

- 22.5% have not drank this academic year.
- 48.6% have not experienced any negative academic consequences.
- 6.5% have experienced this issue but their academics have not been negatively affected.
- 1.7% have received a lower grade on an exam or important project.
- 1.6% have received a lower grade in one or more courses.
- 1.5% have received an incomplete or dropped out of one or more courses.

In regards to other students' drinking interfering in their campus experience, students reported the following:

- 12.1% of students say other students' drinking interferes with their studying.
- 10.2% of students say other students' drinking makes them feel unsafe.
- 3.7% of students say other students' drinking messes up their living space.
- 15.5% of students say other students' drinking prevents them from enjoying events.
- 10.5% of students say other students' drinking interferes in other ways.
- 79% of students say that other students' drinking does not interfere with their lives.

Table 1 shows the percentage of students who have experienced negative consequences related to alcohol consumption.

Negative Consequence	Percentage Experiencing
Been unable to do their homework	7.4
Been unable to study for a test	6.7
Gotten into physical fights	1.6
Gotten into arguments	12.5
Been embarrassed by their behavior	15.4
Spent more money than they intended	25.7
Went to school drunk	2.7
Went to work drunk	2.0
Missed a day (or part of a day) of school	7.9
Missed a day (or part of a day) of work	2.6
Not remember what happened after drinking	20.6
Fainted or passed out suddenly	2.3
Been told by a friend to cut down on drinking	4.6
Gotten into trouble with the law	1.2
Gotten in trouble with an RA or HD	.8
Been taken to the emergency room	0.6
Driven while drunk	6.4
Had a hangover	35.8
Experienced alcohol poisoning	2.0

Percentages of students who have used substances in the past 30 days.

- 16% of students reported using marijuana.
- 2.9% of students reported using prescription stimulants.
- 3% of students reported using prescription pain relievers.
- 1.4% of students reported using hallucinogens.
- 1.9% of students reported using prescription depressants.
- 2.9% of students reported using amphetamines.
- 0.8% of students reported using other illegal drugs.

- 2.4% of students reported using sedatives.
- 0.4% of students reported using opiates.
- 1.8% of students reported using prescription anti-depressants
- 1.1% of students reported using cocaine.
- 0.2% of students reported using club drugs.
- 0.4% of students reported using prescription erectile dysfunction medication.
- 0.1% of students reported using steroids.
- 1.5% of students reported using designer drugs.
- 0.4% of students reported using inhalants.

During the academic year students indicated that their alcohol use changed in the following ways:

- 15.7% of students reported an increase in their alcohol use.
- 35.2% of students reported no change in their alcohol use.
- 18.9% of students reported a decrease in their alcohol use.
- 30.7% of students reported not using alcohol.

During the academic year, students indicated that their illegal drug use changed in the following ways:

- 4.2% of students reported an increase in their illegal drug use.
- 12% of students reported no change in their illegal drug use.
- 8.6% of students reported a decrease in their illegal drug use.
- 76% of students reported not using illegal drugs.

### ***Trend Data related to Behavior Goals implemented for 2014-2015/2015-2016***

1. Reduce the percentage of students who report having 5 or more drinks in one sitting by 5% in Spring 2016.
  - a. 2004, the high-risk drinking rate was 43%
  - b. 2006, the high-risk drinking rate was 42%
  - c. 2008, the high-risk drinking rate was 37%
  - d. 2010, the high-risk drinking rate was 33%
  - e. 2012, the high-risk drinking rate was 41%
- A. In the 2014 administration of this instrument, language was changed and update to reflect the current standard of... “4 or more drinks over a two-hour period for females; and 5 or more drinks over a two-hour period for males reflects the definition of binge drinking
  - f. 2014, the high-risk drinking rate was 33%

2. Reduce the number of students who violate the University AOD Policy
  - a. 2007, 450 students violated the University AOD Policy
  - b. 2008, 714 students violated the University AOD Policy
  - c. 2009, 641 students violated the University AOD Policy
  - d. 2010, 434 students violated the University AOD Policy
  - e. 2012, 208 students violated the University AOD Policy
  - f. 2014 641 students violated the University AOD Policy
3. Reduce the number of students who report using tobacco in the last 30 days by 5% in Spring 2016.
  - a. 2004, 24% of students reported using tobacco in the last 30 days
  - b. 2006, 20.2% of students reported using tobacco in the last 30 days
  - c. 2008, 20.5% of students reported using tobacco in the last 30 days
  - d. 2010, 21% of students reported using tobacco in the last 30 days
  - e. 2012, 22.7% of students reported using tobacco in the last 30 days
  - f. 2014, 22.2% of students reported using tobacco in the last 30 days
4. Monitor the number of students who report using marijuana in the last 30 days.
  - a. 2004, 11.1% of students reported using marijuana in the last 30 days
  - b. 2006, 12% of students reported using marijuana in the last 30 days
  - c. 2008, 7.4% of students reported using marijuana in the last 30 days
  - d. 2010, 7.1% of students reported using marijuana in the last 30 days
  - e. 2012, 16.2% of students reported using marijuana in the last 30 days
  - f. 2014, 16% of students reported using marijuana in the last 30 days
5. Monitor the number of students who report non-medical use of prescription drugs in the last 30 days:
  - a. Prescription Anti-Depressants
    - i. 2014, 1.8% of students reported using prescription anti-depressants in the last 30 days.
  - b. Prescription Depressants
    - i. 2014, 1.9% of students reported using prescription depressants in the last 30 days.
  - c. Prescription Stimulants
    - i. 2014, 6% of students reported using prescription stimulants in the last 30 days.
  - d. Prescription Pain Relievers
    - i. 2014, 3.4% of students reported using prescription pain relievers in the last 30 days.
  - e. Prescription Erectile Dysfunction

- i. 2014, .4% of students reported using prescription erectile dysfunction medication in the last 30 days.
6. Monitor the number of students who are transported to the hospital for Alcohol or Other Drug emergencies.
  - a. 2004, 8 medical transports
  - b. 2006, 16 medical transports
  - c. 2008, 8 medical transports
  - d. 2010, 29 medical transports
  - e. 2012, 7 medical transports
  - f. 2014, 9 medical transports
7. Monitor the number of UT students referred to counseling.
  - a. 2008, 36 students were referred for AOD assessment
  - b. 2010, 24 students were referred for AOD assessment
  - c. 2012, 11 students were referred for AOD assessment
  - d. 2014, 53 students were referred for AOD assessment

***The Number of Alcohol and Other Drug Related Incidents, Academic Year 2014-2015***

<b>Charge</b>	<b>Dismissed</b>	<b>Medical Amnesty</b>	<b>Not Responsible</b>	<b>Responsible</b>	<b>No Finding</b>	<b>Total</b>
Alcohol Possession/Consumption	0	7	186	141	22	356
Marijuana/Drug Possession, Use, Distribution	0	0	100	64	17	181
RL-Alcohol & Substance Free Agreement	0	0	12	23	1	36
RL-Alcohol Presence	0	0	110	117	9	236
RL-Smell of Marijuana	0	0	172	140	42	354

<b>Clery Report</b>	<b>On Campus</b>	<b>On Campus-Res Hall</b>	<b>Off Campus</b>	<b>Public Property</b>	<b>Uncategorized</b>
Disciplinary Action-Drug Law Violation	340	324	0	0	0
Disciplinary Action-Liquor Law Violation	382	376	5	0	0
Arrests-Drug Law Violation	6	2	2	0	0
Arrests-Liquor Law Violation	11	6	9	0	0

***The Number of Alcohol and Other Drug Related Incidents, Academic Year 2015-2016***

<b>Charge</b>	<b>Dismissed</b>	<b>Medical Amnesty</b>	<b>Not Responsible</b>	<b>Responsible</b>	<b>No Finding</b>	<b>Total</b>
Alcohol Possession/Consumption	1	7	173	175	29	385
Marijuana/Drug Possession, Use, Distribution	0	1	77	46	9	133
RL-Alcohol & Substance Free Agreement	0	0	11	3	3	17
RL-Alcohol Presence	2	0	145	87	13	247
RL-Smell of Marijuana	1	0	106	72	33	212

<b>Clery Report</b>	<b>On Campus</b>	<b>On Campus-Res Hall</b>	<b>Off Campus</b>	<b>Public Property</b>	<b>Uncategorized</b>
Disciplinary Action-Drug Law Violation	189	180	4	0	0
Disciplinary Action-Liquor Law Violation	404	394	6	0	0
Arrests-Drug Law Violation	5	0	1	0	0
Arrests-Liquor Law Violation	10	6	4	0	0

***University of Toledo Alcohol Edu Report Findings***

The University of Toledo mandates that all incoming freshman participate in an online educational module connected to their First Year Experience course. As noted on their website, [Alcohol Edu](#) is an interactive online program designed to reduce negative consequences of alcohol amongst students. Students are sent a [letter](#) via email to their University account requesting their participation and instructions for completion. All data below is specific to first year students.

## Academic Year 2014-2015

### Highlights From Your Data



Completed Survey 1: 2028  
Completed Survey 2: 1974  
Completed Survey 3: 1473

**18%**

of your students **reported drinking in a high risk way**, when measured midway through the fall semester (Survey 3).

**90%**

of students, after completing *AlcoholEdu* (Survey 2), reported that the course prepared them to **make responsible decisions about drinking**.

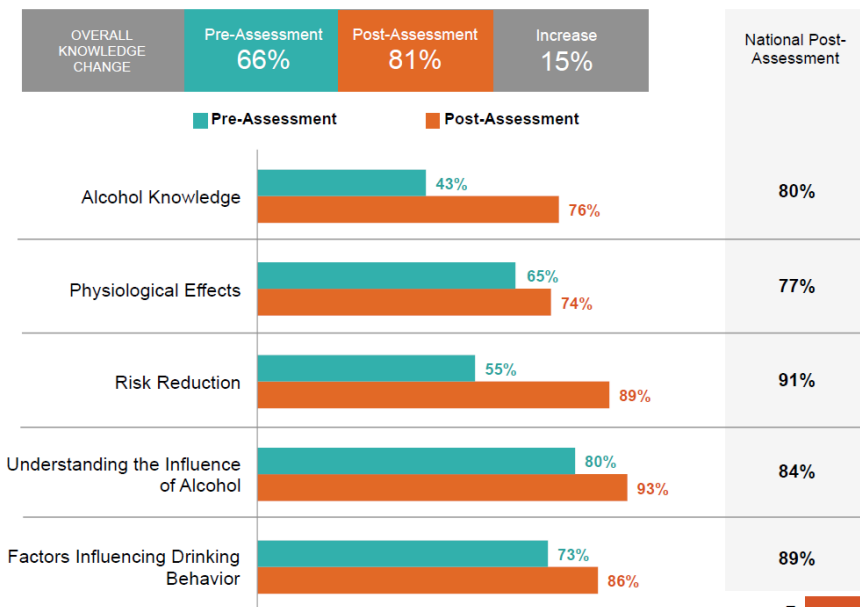
The most common drinking-related risk behaviors that your students engage in are **doing shots** and **pre-gaming**.

Two of the most frequently reported negative consequences of drinking are **hangovers** and **blacking out**.

Students reported that some of the most important reasons not to drink are because **I am going to drive** and that **I have other things to do**.

6 EVERFI

### Pre and Post Course Formative Assessments



7 EVERFI



## Gains from *AlcoholEdu*

Students reported that *AlcoholEdu* prepared them to:

	From Survey 2
Prevent an alcohol overdose	88%
Help someone who may have alcohol poisoning	92%
Establish a plan ahead of time to make responsible decisions about drinking	90%
Change their drinking behavior	53%
Change their perceptions of other's drinking behavior	67%

### Alcohol and Sexual Assault (SA):

Research finds that alcohol is the primary tool used by perpetrators to commit SA and *AlcoholEdu* has been shown to improve SA related attitudes and behaviors and **significantly reduce**<sup>1</sup> victimization rates among students!

<sup>1</sup>Paschall et al. (2011). Effects of *AlcoholEdu for College* on alcohol-related problems among freshmen: A randomized multi-campus trial. *Journal of Studies on Alcohol and Drugs*, 4, 642-650.

### Impact For High-risk Students:

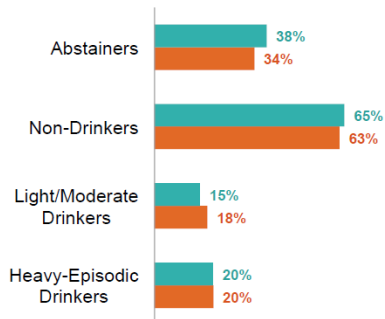
Among the **59%** of high risk drinkers (**237 students**) who saw "**no need to change the way they drink**" before taking *AlcoholEdu*, **62%** (**244 students**) indicated their readiness to change after completing the course.

8 EVERFI

## A Profile Of Your Students

### Survey 1 (n=2028)

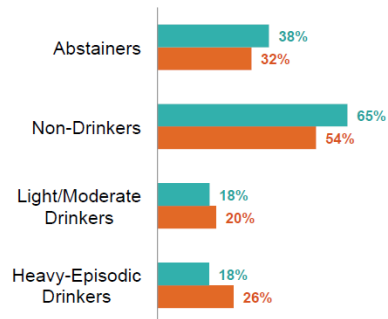
Data shows that **38%** of your students have not had a drink of alcohol in the past year. Among those who have (n=1238), the drinking rates are as follows:



University of Toledo

### Survey 3 (n=1473)

Data from the final survey shows how your students' (n=902) drinking rates changed early in the first semester as compared to the national aggregate.



National Average

**Abstainers:** 0 drinks in the past year  
**Non-Drinkers:** 0 drinks in the past two weeks  
**Light/Moderate drinkers:** 1-3 drinks for females; 1-4 drinks for males on at least one occasion in the past two weeks  
**Heavy-Episodic drinkers:** 4 or more drinks for females; 5 or more drinks for males on at least one occasion in the past two weeks

9 EVERFI

## Reasons For Drinking Or Not Drinking

Students indicated the most important reasons for choosing whether or not to drink alcohol (Survey 1, n = 2028).

Percentage Important/Very Important\*\*

### 1. How important to you is each of the following reasons for drinking alcoholic beverages:\*

University of Toledo

To celebrate	58%
To have a good time with my friends	54%
Because I like the taste	31%

### 2. When you choose NOT to drink alcohol, how important are the following reasons:

I am going to drive	75%
I have other things to do	64%
I don't have to drink to have a good time	41%

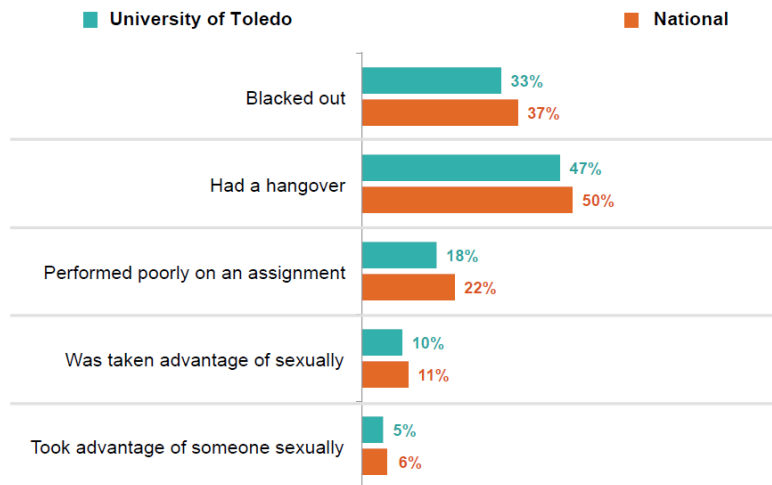
\*Drinkers only

\*\* Percentages represent responses answering 5-7 on the likert scale

10 EVERFI

## Negative Consequences From Drinking

Students who reported drinking in the last two weeks experienced the following negative consequences (Survey 3, n = 1473):

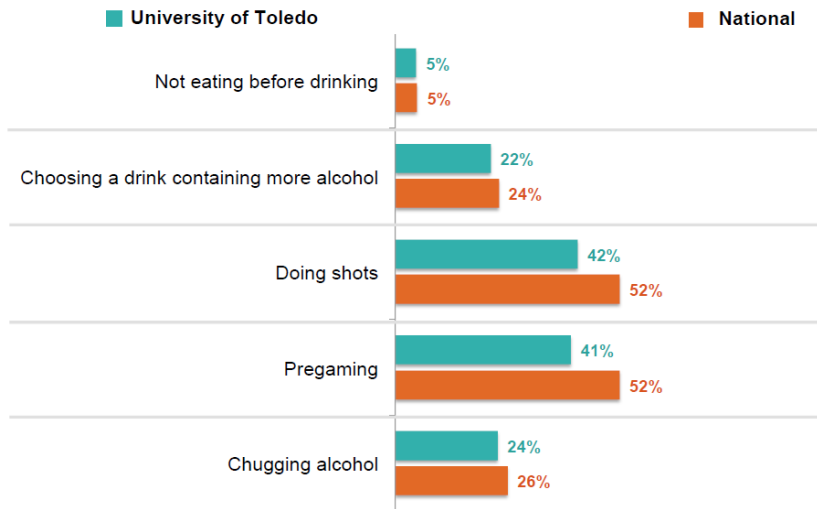


Percentages represent responses 2-7 on 7 point Likert scale, 1=Never experienced)

11 EVERFI

## High Risk Drinking Behaviors

These are some of the most common risk-related drinking behaviors reported by your students who had a drink in the past two weeks (Survey 3, n = 1473):

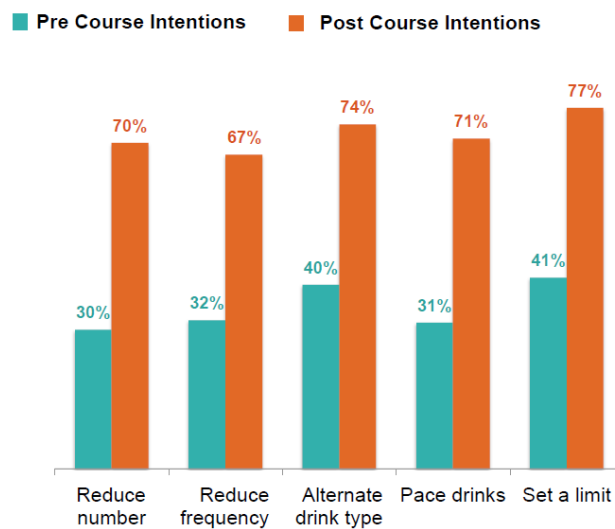


Percentages represent responses 5-7 on 7 point Likert scale, 1=Never

12 EVERFI

## Positive Behavioral Intentions

After completing *AlcoholEdu*, students reported an increase in several positive behavioral intentions.



Source: Survey 1 and 2

13 EVERFI

## Highlights from Your Data

- 12%** of your students reported **drinking in a high risk way**, when measured midway through the fall semester (Survey 3, n=2115).
- 27%** of your students reported **not drinking in the past two weeks**, with 38% indicating **not drinking in the past year**. (Survey 3, n=2115)
- 88%** of your students, after completing *AlcoholEdu* (Survey 2, n=2115), reported that the course prepared them to **make responsible decisions about drinking**.

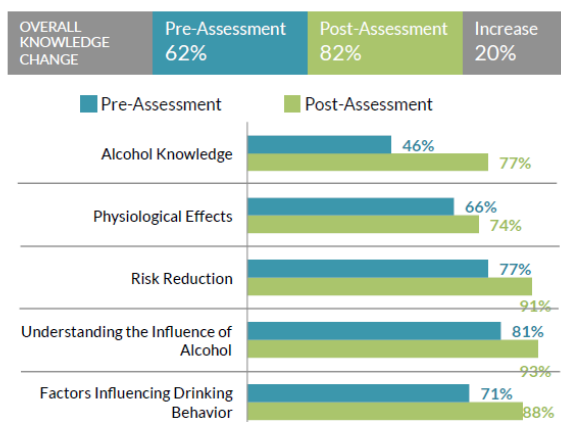
The following are based on responses provided by your students in Survey 3 (n=2115):

The most common drinking-related risk behaviors that your students engage in are **doing shots** and **pre-gaming**.

Two of the most frequently reported negative consequences of drinking are **hangovers** and **blacking out**.

Students reported that some of the most important reasons not to drink are because **I am going to drive** and that **I have other things to do**.

## Formative Assessments and Knowledge Gains



Note: National Pre- and Post-Assessment data is provided in the Appendix. Full assessment item text is available upon request.

Your students reported that *AlcoholEdu*:

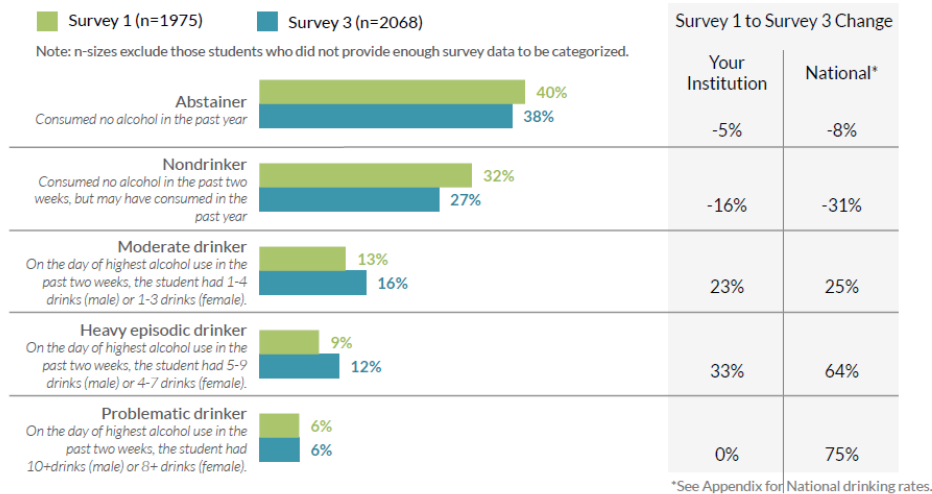
Prepared them to prevent an alcohol overdose **87%**

Prepared them to help someone who may have alcohol poisoning **90%**

Helped them establish a plan ahead of time to make responsible decisions about drinking **88%**

Changed their perceptions of other's drinking behavior **62%**

## Examining Changes in Drinking Rates

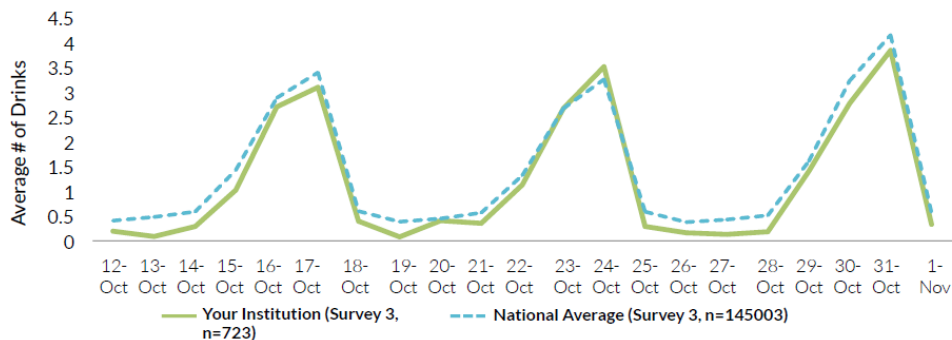


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## Peak Drinking Days

Below is a snapshot of student drinking rates over a 3-week period of time. It represents the average number of drinks consumed by your students as compared to the national average during that same 3-week period.



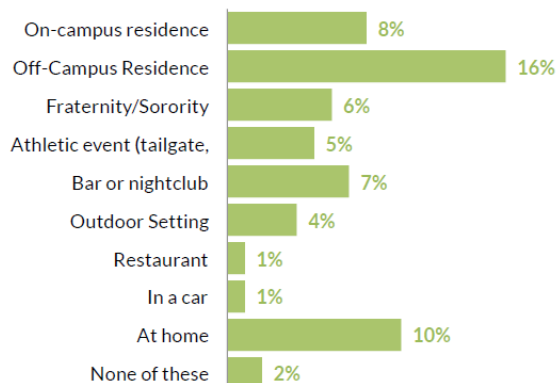
**Note:** The date range for the above graph was selected as the peak drinking period for our national aggregate and may not represent the peak drinking days for your institution.

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## Where Students Drink

The most common locations where your students report consuming alcohol in the past two weeks (Survey 3, drinkers only, n = 723):



Certain drinking locations – on campus pubs, off-campus house parties – have been shown to be associated with significant negative consequences (EverFi, 2012).

The same study also identified that on-campus dances and concerts have a greater relationship with sexual assault than other locations.

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## Student Reasons for Not Drinking

Both drinkers and non-drinkers indicated their most important reasons for choosing whether or not to drink alcohol (Survey 3, n = 2115).

When you choose NOT to drink alcohol, how important are the following reasons:

	Percentage Important/ Very Important*
I am going to drive	72%
I have other things to do	57%
I don't want to spend the money	56%
I don't have to drink to have a good time	54%
I don't want to lose control	52%



"It would be far easier to increase the salience of existing reasons that drinkers have for restricting their alcohol use than to win their endorsement of still additional reasons that are primarily endorsed by abstainers (Huang et al., 2011)."

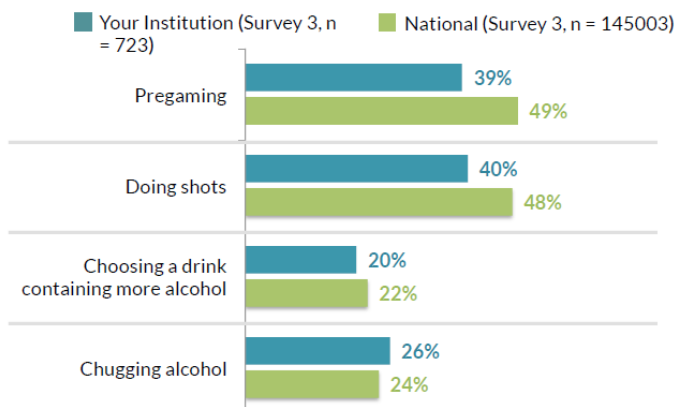
\*Percentages represent responses of 5-7 on 7 point Likert scale (1=Not at all important, 7=Very important)

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## High-Risk Drinking Behaviors

These are some of the most common risk-related drinking behaviors reported by your students who had a drink in the past two weeks:



More than other high-risk behaviors, pregameing has been shown to have a predictive relationship with a variety of negative outcomes (EverFi, 2012).

As such, pregameing can potentially be used as a marker to identify students who are more likely to be at risk for negative consequences.

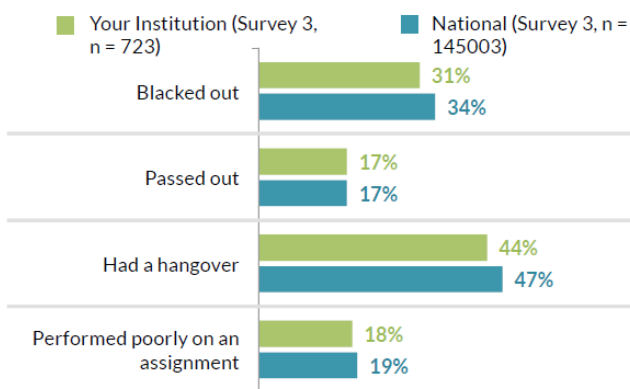
For more on this topic, see: *Strategic Drinking – Examining the Culture of Pregameing* (Webinar recording)

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## Measuring the Impact of Drinking

Students who reported having a drink in the past two weeks experienced the following as a result of their drinking:



Percentages represent responses of 2-7 on 7 point Likert scale (1=Never experienced)



The *AlcoholEdu Partner Guide* provides recommendations for campus programs that reinforce course content. It includes sample discussion topics and activities designed for use by trained facilitators on multiple topics, including ways to reduce the risk of experiencing negative consequences.

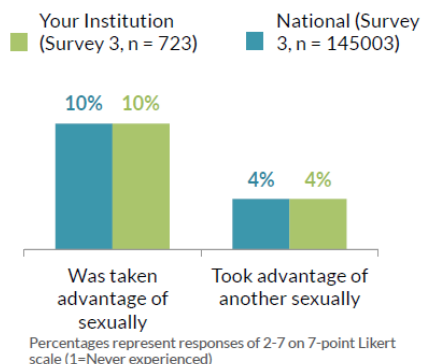
For more on this topic: Download the *AlcoholEdu Partner Guide* from the Higher Ed Partner Center Resources Tab

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## The Role of Alcohol in Sexual Assault

Students who drank in the past two weeks reported that the following occurred in conjunction with their drinking:



"The fact that alcohol consumption and sexual assault frequently co-occur does not demonstrate that alcohol causes sexual assault."  
(ABBIEY, 2008)

### Insights from Haven: Understanding Sexual Assault

Students with unhealthy attitudes regarding sexual violence:

- are much more likely to perpetrate sexual assault
- have higher rates of alcohol use (frequency and quantity)
- are much more likely to experience alcohol-related problems



How do we effectively identify and intervene with students at risk for being victimized or perpetrating sexual assault?

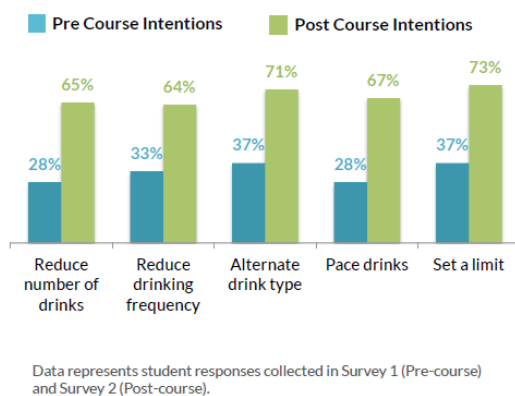
For more on this topic, see: *Alcohol and Sexual Assault – Unpacking the Connections and Implications for Practice* (Webinar recording)

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## The Importance of Behavioral Intentions

After completing *AlcoholEdu*, students reported an increase in several positive behavioral intentions.



### Impact For High-risk Students:

Among the 61% of high risk drinkers (178 students) who saw "no need to change the way they drink" before taking *AlcoholEdu*, 76% of those students (135 students) indicated their readiness to change after completing the course.



Intention has been shown to be the most important variable in predicting behavior change (Ajzen, 1991). Actual behavior change is driven, in part, by an individual's perception of the social environment surrounding the behavior (subjective norms). As such, a campus environment that reinforces safe and healthy norms can help support individual intentions and, ultimately, change in behavior.

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## University Counseling Center, Chemical Dependency Counselor Service Summary

The [Counseling Center](#) is the university's primary facility for counseling, group therapy, outreach support, and consultation services. The university counseling center provides the following:

*Screenings, individual, couples, and group counseling and psychotherapy, psychoeducational workshops, consultation with students, faculty & staff, and parents, crisis intervention, and online screenings.*



The counseling center also houses the *Alcohol, Tobacco, and Other Drug Prevention Program* and the *Sexual Assault Education and Prevention Program*.

The counseling center alcohol and other drug related services to students referred to the center by various referral sources. The counseling center has 1 AOD specifically licensed counselor; 1 LICDC to assist with substance abuse and misuse referrals and supervision of licensed counselors assisting with AOD mandates and referrals.

The AOD counselor summary includes:

*Referral Sources, Assessment Tools used, and AOD mandates.*

<b>Referral Sources (Received)</b>	
<b>Name of Department</b>	<b>How Many Received</b>
Office of Student Conduct & Community Standards	41
Office of Residence Life	4
Wood County Courts (Bowling Green, OH)	6
Post Hospitalization	1
44th District Court, Michigan	1

<b>Evidence Based Tools for Assessment</b>	
<b>Name of Assessment Tool</b>	<b>Summary of Tool</b>
Alcohol and Drug Assessment Form	This form assesses primary and secondary drugs of choice, frequency of use, longest abstinence from use. Identifies symptoms of Chemical dependency, if any. Identifies withdrawal symptoms if any. Identifies medical problems associated with substance use, if any. Identifies consequences associated with use if any. Identifies substance abuse treatment, if any. Form also measures family response to alcohol/drug use, identifies support network and motivation of the client to seek treatment.

National Alcohol Screening Form	This form is a measurement of numerous items. It identifies the following: (1) how often clients drink alcohol, how many drinks containing alcohol they have on a typical day when drinking (2) how often females have four or more drinks a day (3) how often males have five or more drinks a day (4) how often a person was not able to stop drinking once they have started (5) how often clients have failed to live up to what was normally expected of them because of drinking (6) how often in the last year a client had to have a drink in the morning to get themselves going after a heavy drinking session (7) how often a client has had feelings of guilt or remorse after drinking within the past year (8) how often clients were not able to remember what happened the night before because they had been drinking (9) if someone has been injured as a result of drinking (10) if someone in a client's life has been concerned about the client's drinking and recommended that they cut back or stop (11) family substance abuse history (12) identifies client substance abuse history.
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<b>AOD Mandates</b>	
<b>Question</b>	<b>Response</b>
# of students seen for AOD mandates	53
# of students referred for AOD mandates	142
Of students referred, how many followed up	53
Avg. amount of appointments per student	3
Demographics of students referred*	
Age 18	11
Age 19	27
Age 20	12
Age 21	2
*1 student did not indicate date of birth	n/a

### **Alcohol and Other Drug Policies, Enforcement, and Compliance**

The University of Toledo is committed to a safe environment for all students, faculty, and staff. Listed below are policies related to Alcohol, Tobacco, and Other Drug Prevention. All policy documents listed below are documented in its entirety can be found in appendix A1-A17.

[The University of Toledo Policies and Procedures for Maintaining a Drug-Free Workplace and a Drug-Free Workforce](#)

The University of Toledo hereby notifies all employees, both full-time and part-time, that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. The workplace encompasses all University facilities.

Violation of such prohibition will result in official University disciplinary action.

On the basis of its established policy and procedures, The University of Toledo will certify to funding agencies that the institution will provide a drug-free workplace.

#### [Alcohol and Substance Abuse Policy 3364-30-09](#)

The University of Toledo is committed to promoting and maintaining a work and academic environment that is free from illegal use of alcohol and drug use/abuse, in accordance with all federal, state, and local laws as well as the federal drug free school and campus regulations. The abuse of alcohol and use of illicit drugs also poses a health risk to members of the University community (see section E of this policy for more information.)

#### [Student Code of Conduct; related to Alcohol and Other Drugs Policy 3364-30-04](#)

It is the responsibility of a university to be concerned with the overall development of its students. The emphasis in the administration of student conduct is placed upon treating behavioral problems in a manner that relates to the educational purposes of a university.

The entire Student Code of Conduct and Student Handbook can be viewed [here](#).

#### [Alcohol Beverages Policy 3364-30-02](#)

The University of Toledo prohibits the use of alcohol which is consistent with state, local or University regulations. It is the goal of The University of Toledo to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all the members of its community. The University is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. The following policy applies to the entire University of Toledo organization ("University"), including all campuses, student body, and The University of Toledo Medical Center ("UTMC") Hospital. This policy applies to both on campus and to University sponsored activities, including field trips, athletic contests played off campus and conferences attended by students, faculty and staff where the University reimburses travel expenses or registration fees. An official, "Sponsored University Function" means one in which:

- 1) Institutional funds are being used for any part of the event; or
- 2) The University name and/or logo are being associated with the event; or
- 3) It is being advertised on campus by any means.

This policy does not apply to alcohol distribution with alcohol dispensed through the UTMC Hospital Pharmacy upon order of a physician. The Hospital Pharmacy is responsible for the policies and procedures related to physician prescribed alcohol.

#### [Social Events Policy 3364-30-06](#)

The University of Toledo (UT) has the responsibility to maintain a safe and secure environment for the campus community in all of its facilities.

#### [Smoke-Free and Tobacco-Free Policy 3364-60-01](#)

In an effort to promote the highest levels of health and well-being, effective August 1, 2014, The University of Toledo campuses became tobacco-free.

## [Human Resources and Talent Development Policies](#)

The Human Resources and Talent Development department is comprised of Human Resources, Total Rewards, Labor Relations, Title IX, and Organization and Workforce Development. The division of Human Resources assists our departments with attracting, developing, and retaining talented individuals.

### [Pre-Employment Drug Testing Policy 3364-25-17](#)

It is the University of Toledo Health Science Campus objective to provide the highest quality health education, research, and services, with a responsibility to do so in a safe environment. Employees under the influence of drugs and/or alcohol while on the job create serious safety and health risks to themselves, patients, guests, co-workers, and the health science campus. UTMC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances including the unsanctioned use of alcohol, on UTMC property, or as any part of its activities. The term “controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). This includes all illegal drugs and legal drugs used without a physician’s order. It does not prohibit taking prescribed medications under the direction of a physician.

### [Employee Assistance Program Policy 3364-25-20](#)

The University of Toledo’s [employee assistance program](#) (“EAP”) offers confidential and professional care to employees and their families who are affected by a variety of personal problems, such as emotional stress, family problems, marital or financial difficulties, and substance abuse. We believe that with the assistance of an independent contracting organization providing employee assistance services, many problems can be successfully resolved before they begin to have an adverse effect on the individual at the workplace.

### [Drug and Alcohol Testing Main Campus Policy 3364-25-104](#)

The University of Toledo will implement and enforce the laws of the State of Ohio, and the Federal Highway Administration - U.S. Department of Transportation, pertinent to the Omnibus Transportation Employee Testing Act of 1991 (see February 15 Federal Register, pg. 7340), and Controlled Substances and Alcohol Use and Testing (49 CFR Part 382). The University will ensure that all alcohol or controlled substances testing complies with the procedures set forth in these titles.

The University will implement and enforce the provisions of the Drug-Free Workplace Act of 1988 and the Drug Free Schools Act. This policy is applicable to all employees and working environments. Violations of Drug-Free Workplace provisions will subject employees to the University discipline procedures. The University hereby notifies all employees that possession of a controlled substance

is prohibited in the workplace. The workplace encompasses all University facilities. Violation of such prohibition will result in official University disciplinary action.

On the basis of its established policies and procedures, a copy of which is found in Appendix A, the University will certify to funding agencies that the Institution will provide a drug-free workplace.

Programs are designed to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by all University employees, including drivers required to maintain a Commercial Driver's License. Effective programs will be developed by the Office of Safety & Health, to include comprehensive programs, guidelines, and procedures designed to assure compliance with the above stated laws and any substantially equivalent federal, state, and/or local laws enacted subsequent to the adoption of this policy.

The vice president in charge of human resources and talent development shall be responsible for implementation of this policy and shall publish procedures for said implementation.

#### [Drug and Alcohol Abuse Health Science Campus Policy 3364-25-105](#)

It is The University of Toledo's objective to provide the highest quality health education, research, and services, with a responsibility to do so in a safe environment. Employees under the influence of drugs and/or alcohol while on the job create serious safety and health risks to themselves, patients, guests, co-workers, and the University. The University subscribes to a zero tolerance stance regarding drug and/or alcohol abuse. The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance including the unsanctioned use of alcohol, on University property, or as any part of its activities. The term "controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812). This includes all illegal drugs and legal drugs used without a physician's order. It does not prohibit taking prescribed medication as directed by a physician.

#### [Drug and Alcohol Testing Health Science Campus Policy 3364-25-106](#)

Use of controlled substances which cause intoxication or impairment on-the-job poses risks to The University of Toledo, the affected employee and to co-workers. Recognizing that drug and alcohol abuse are treatable illnesses which should be dealt with initially by treatment and education, it is the University's policy to prevent and rehabilitate rather than terminate the employment of workers who are drug or alcohol dependent. No employee will be discharged without first having an opportunity to seek treatment, if treatment is needed.

#### [Financial Aid Drug Convictions Policy per Department of Education Guidelines](#)

The Office of National Drug Control Policy thru the United States Department of Education outlines guidelines and restrictions related to drug convictions while receiving federal student aid. For more information, contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). For additional information students can contact The University of Toledo [Financial Aid Office](#).

#### [Title IX Policy 3364-50-01](#)

The University of Toledo (“University”) is committed to educational and working environments that are free from discrimination on the basis of sex (including sexual harassment and sexual violence) or retaliation. Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex discrimination. This policy is consistent with the requirements of Title IX, Title VII, as well as relevant state laws.

#### [Medical Amnesty Policy 3364-30-03](#)

The University of Toledo (UT) encourages a living and learning environment that promotes the health and safety of all members of the UT community. As such, students are encouraged to make responsible decisions and to seek medical attention in life-threatening situations that result from alcohol and/or other drug abuse. If medical attention is required, students should immediately contract professional medical personnel (9-1-1), followed by the UT Police Department (419-530-2600) and University officials. A (1) student who seeks emergency assistance on behalf of themselves, another student or a friend experiencing an alcohol and/or other drug related emergency as well as (2) the individual in distress will not be subject to disciplinary action nor required alcohol and other drug sanctions under the UT Student Codes of Conduct, Residence Life or Greek Life, but may be subject to referral for assessment, counseling, and possible treatment.

#### [Office of Residence Life Conduct Policies](#)

Students living in university housing are responsible for their actions as well as the actions of their guests. It is the expectation of the university that each student of the residence hall will respect other students and their property. Students who violate the Residence Life Living Guide or the McComas Village Living Guide will be documented for their alleged violation. It is the intent of the university to approach sanctioning in an educational and progressive manner. To ensure that the residence halls continue to be a conducive living and learning environment, it is the responsibility of each student to be aware of the policies and expectations of the university. Any residence hall student who allegedly violates a policy will be held accountable as outlined in the Student Code of Conduct.

##### [Residence Life Living Guide](#)

This guide is published for informational purposes only. The information contained in this guide reflects the rules, policies and services of the Office of Residence Life at The University of Toledo at the time of publication.

##### [McComas Village Living Guide](#)

This guide is published for informational purposes only. The information contained in this guide reflects the rules, policies and services of the Office of Residence Life at The University of Toledo at the time of publication. In addition to the McComas Village Living Guide, all McComas Village Residents are responsible for the information in the Residence Life Living Guide.

#### [Residents' Rights and Responsibilities related to Drugs and Alcohol Regulations](#)

The University of Toledo expects all students living in or visiting University housing to follow all policies and procedures.

#### [University of Toledo Athletic Department Student-Athlete Alcohol and Other Drug Program](#)

The Department of Athletics at The University of Toledo ("UT") advocates the development of healthy and responsible lifestyles for UT student-athletes during their years of eligibility. For purposes of this policy, student-athletes include, athletes, cheerleaders, student managers, and student assistants.

#### **Comprehensive Efforts to Reduce Drug and Alcohol Use, Misuse and Abuse**

The University of Toledo is committed to providing education, programming, and social awareness campaigns regarding the negative impact of the consumption of alcohol and other drugs. Listed below is an outline of various offices and their function related to assisting in educating faculty, staff, and students regarding alcohol, tobacco, and other drug prevention education. For a completed list of educational programs see appendix C.

#### ***Alcohol, Tobacco, and Other Drug Prevention Program***

- Assists the campus community in prevention with efforts related to reducing the drug and alcohol use, misuse, and abuse on campus
- Analyzes data to recommend evidenced based programming for the University student population thru Student Health Survey and Alcohol.Edu
- Provide education, prevention, and social awareness campaigns
- Administer AlcoholEdu thru Everfi, a mandatory online course for first year students
- Present to faculty and staff resources available to assist them in working with their students
- Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics
- Provides assistance and resources for smoking cessation.
- Monitor university hotline 419.530.SMOK, implemented for individuals to report other individuals violating the smoke free/tobacco free campus policy.
- Collaborate with various campus departments and offices to provide information and resources related to substance abuse and misuse

### ***University Counseling Center***

- Provides confidential screening and individual counseling for students who have questions or concerns about their alcohol and other drug use
- Provides treatment for substance related disorders
- Provides referrals for a higher level of care related to substance abuse and substance dependent disorders
- Individual on-line screenings are available year round
- Consultation services are provided to faculty and staff who may have questions related to student concerns
- Coordinates the SASSI program
- Provides AOD specific licensed counselor
- Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics

### ***Office of Residence Life***

- Residence Hall Staff members are trained to deal with students who are intoxicated (confrontation, referral, transport, etc.)
- Hall Directors follow up with all students who are transported to the hospital for alcohol or other drug related issues
- Housing student conduct system: enforcement, education, follow-up and referral
- RA's are required to provide Alcohol Prevention Programming within the first 4 weeks of Fall Semester
- Numerous programs take place throughout the year such as; Sex, Drugs and Dead Celebrities, Alcohol and Safer Sex Fair, Red Watch Band Training
- Living Learning Communities have been established in all residence halls to improve students overall GPA and learning experience
- Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics
- Provides substance free floors within residence halls as an option for students. For a full list of halls offering substance free flooring, see appendix D

### ***Office of the Dean of Students***

- Conducts Division Graduate Assistant Training and includes ATOD prevention education
- Provides presentation to Parents and Guests at Rocket Launch Orientation regarding the services of Alcohol, Tobacco, and Other Drug Prevention Education Program and The University Counseling Center
- Office of Student Conduct and Community Standards
  - Meets with students who have violated university or civil laws on the use of alcohol and/or other drugs



- Adjudicates violations
- Refers students to the University Counseling Center
- Works with Alcohol, Tobacco and Other Drug Prevention Program Coordinator to provide educational learning opportunities for students found in violation of substance use policies.
- Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics
- Office of Greek Life
  - Coordinates with ATOD Program to offer Red Watch Band Training to all Greek Presidents
  - Coordinates with ATOD Program to offer New Member Education related to alcohol and other drug prevention education
  - Promotes Alcohol Prevention throughout Fraternities and Sororities
  - Provides mandatory chapter participation in risk management topics related to alcohol and drug abuse once per semester with a minimum 75% participation rate per chapter
  - Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics
- Office of Multicultural Student Success
  - Coordinates with ATOD Coordinator to implement programming and services
- Office of Commuter Student Services
  - Coordinates with ATOD Coordinator to implement programming and services
  - ATOD presents at Commuter reception to provide information related to ATOD services
- Office of Recreation
  - Develops and implements SWAT Team Peer Educators
  - Hosts the Life@College: *Dying for a Drink* Series, a mandatory presentation connected to FYE to educate first year students on dangers of substance use and impact on education. SWAT Life@College Dying for a Drink Series. Issues covered: decision-making, alcohol poisoning, parental notification, transport to the hospital and the legal drinking age.
  - Provides late night recreational hours to assist in late night activities for students
  - Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics
  - Provides *Stall Talks* monthly regarding health and wellness
- Office of Student Involvement
  - Works with student organizations to provide alcohol free late night programming for UT students

### ***Provost Office***

- First Year Experience
  - Freshmen Orientation Course
    - Provides assistance with ATOD in administering mandatory first year online educational component *AlcoholEdu for College*
    - SWAT Life@College Dying for a Drink Series. Issues covered: decision-making, alcohol poisoning, parental notification, transport to the hospital and the legal drinking age.
- Office of New Student Orientation Programs
  - Rocket Launch New Student Orientation. Issues covered in the presentation are: decision-making, current UT statistics, Student Code of Conduct AOD violations, Alcohol Free activities and services
- Toledo Early College High School (TECHS)
  - Utilizes ATOD educational presentations to educate students on the negative impact of substance use

### ***Human Resources***

- Provides resources to faculty and staff related to Employee Assistance Program (EAP) in new hire orientation
- Provides [Employee Assistance Program](#) services to employees
- EAP services are reinforced to employees during individual meetings on an as needed basis

### ***University Police Department***

- Teaches self-defense and includes information about Alcohol and Other Drugs
- Collaborates with various departments to host information related to law enforcement and alcohol education
- Collaborates with various student organizations to host information related to law enforcement and alcohol education
- Provides programming, *Alcohol Education and Prevention* to various student organizations, residence life, departments, etc.
- Participates in *Not On My Watch* Campaign which provides safety education related to high risk topics
- Enforces laws

### ***Office of the Vice President for Student Affairs***

- Each student who is transported to the hospital for an alcohol or other drug emergency must meet with the Associate Vice President for Student Affairs
- Provides funding to the Alcohol, Tobacco, and Other Drug Education and Prevention Program

- Provides funding for mandatory incoming freshman online educational program, Alcohol Edu

### ***Athletic Department***

- Provides speakers related to AOD topics and discussions for athletes
- Provides [Myplaybook Collegiate Program](#) for athletes
- Provides drug testing policy statement on athletic department website
- Provides student-athlete handbook which athlete must sign for in the beginning of the year and all transfer students receive upon transfer into the athletic program

## **Statement of AOD Program Goals and Discussion of Goal Achievement**

### ***Vision***

To reduce Alcohol, Tobacco and Other Drug Use among University of Toledo students.

### ***Mission***

The Alcohol, Tobacco and Other Drug Prevention Committee's mission is to reduce substance abuse among University of Toledo students through the creation of an environment which fosters student wellness and academic success by coordinating multidisciplinary prevention and treatment efforts.

The University of Toledo's Alcohol, Tobacco, and Other Drug Prevention Program's goals for the biennial review during the academic years 2014-2015 and 2015-2016 were to:

### ***Campus Goals for 2014-2015/2015-2016***

1. Increase awareness and student participation in alcohol free events
  - a. Use AlcoholEdu Student Engagement Data to target students
  - b. Prepare a marketing strategy to inform students of alcohol free activities
2. Implement a social marketing campaign on Prescription Drug Abuse
  - a. Specifically around midterms and finals
3. Continue to offer Tobacco Cessation Program
  - a. Collaborate with various colleges and student organizations
  - b. Free for all students, staff and faculty
4. Use of more effective prevention approaches
  - a. Review literature monthly
  - b. Eliminate programs that don't work
  - c. Social Norms Marketing Campaign

- i. Review CORE/AEDU data – look at drinking rates/perceptions
- d. Continue Social Marketing based on evaluation
  - i. Expand to include law enforcement/party patrols

*Community Goals 2014-2015/2015-2016*

1. Revise Local and/or state policy
  - a. Work with local and state officials to restrict irresponsible drink specials
  - b. Implement a Keg Tagging Policy
  - c. Explore outlet density and probability of restriction
2. Work with the city of Toledo to address underage drinking
  - a. Promote current laws via social marketing campaigns and social media
  - b. Enforce Laws – seek additional funding for Party Patrols
3. Responsible Beverage Service Training
  - a. Build relationships with local establishments that serve alcohol
  - b. Implement a RBS program
  - c. Restrict drink specials

*Behavior Goals 2014-2015/2015-2016*

1. Reduce the percentage of students who report having 5 or more drinks in one sitting by 5% in Spring 2016.
2. Reduce the number of students who violate the University AOD Policy
3. Reduce the number of students who report using tobacco in the last 30 days by 5% in Spring 2016.
4. Monitor the number of students who report using marijuana in the last 30 days.
5. Monitor the number of students who report non-medical use of prescription drugs in the last 30 days:
  - a. Prescription Anti-Depressants
  - b. Prescription Depressants
  - c. Prescription Stimulants
  - d. Prescription Pain Relievers
  - e. Prescription Erectile Dysfunction

6. Monitor the number of students who are transported to the hospital for Alcohol or Other Drug emergencies.
7. Reduce the number of students who are arrested for DUI's by 5% in Spring 2016.
8. Monitor the number of UT students referred to counseling.

The above goals were established to help improve student health and indirectly to increase student retention rates and overall academic performance. Specifically, these goals seek to reduce high-risk drinking, marijuana, tobacco and illicit drug use and their associated consequences. Goal achievement is measured by a variety of surveys and other evaluation tools as evidenced by this report.

### **ATOD Prevention Program Accomplishments**

Goals met during the biennial review period are as follows:

- Every incoming freshman must complete the online alcohol education program entitled, Alcohol.Edu for College for course credit in their freshmen Orientation course. This became a course requirement in the Fall of 2009. If a student does not complete this they will receive a failing grade on the assignment with no chance of a make-up project. See Alcohol and Other Drug Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data for the 2014-2015 and 2015-2016 data outcomes.
- Every incoming freshman must attend a Life@College in-person presentation on high-risk drinking presented by the UT S.W.A.T. (Student Wellness Awareness Team) Peer Educators. This is an Orientation Course requirement and any student who does not complete this will receive a failing grade for the assignment.
- All Rocket Launch (freshmen orientation) students and parents receive information via PowerPoint presentation from The Dean of Students Office about services provided to students from The University Counseling Center, including Alcohol, Tobacco, and Other Drug Prevention Programming services.
- A Medical Amnesty Policy continues to be in effect by the University. It was initially signed into University Policy August 23, 2010. The last review date was February 2, 2015. Its scope applies to all University of Toledo students. See appendix A13 for this policy.
- Use of social media such as Facebook and Twitter were implemented in the fall of 2010 to assist in dissemination of programming information and current ATOD messages, statistics and alcohol free events. Added social media during this biennial review was the use of Instagram and Snapchat.

- Red Watch Band Alcohol Bystander Training is implemented in August of each calendar year (i.e. August 2014) and targets Greek Students, First Year Students, Resident Assistants and Hall Directors. This program is open to all students and staff members who would like to participate.
- The University of Toledo Smoke-Free and Tobacco-Free policy was implemented on August 14, 2014. See appendix A5 for policy.
- Alcohol and Other Drug presentations are made during all new faculty and staff orientations.
- In the Fall of 2011, a Student Substance Free tailgate was initiated. The Alcohol, Tobacco, and Other Drug Prevention Program has continued this effort and this tailgate happens every home game to provide students a substance free atmosphere.
- A full-time coordinator to assist with sexual assault and substance abuse education, prevention, and awareness was hired in September 2015.

### **Recommendations for Revising AOD Prevention Efforts for Next Biennial Review**

The Alcohol, Tobacco and Other Drug Prevention Program, and the various departments associated with the program will work toward improving upon the weakness defined in this report. The roles of those involved with substance abuse prevention need to be clearly defined. Overall University officials should continue to work with campus, state and national coalitions on issues that relate to alcohol and drug use. Special emphasis should be given to high-risk groups such as Greeks, first year students, athletes and violators of alcohol and other drug policy. Additional attention should be placed on providing faculty and staff with resources related to substance abuse and misuse. Collaborations among key stakeholders and various campuses is highly recommended to capture accurate data for the report.

### **University Goals for Academic Years 2016-2018 for AOD**

Alcohol, Tobacco, and Other Drug Prevention Program for Students

1. *Increase marketing of ATOD programming to increase attendance at programming and available education services.*
  - Publish no less than 4 ATOD articles and resources in the Independent Collegian Newspaper per semester.
  - Implement and launch Social Marketing and ATOD Media Messaging Campaigns including creating Facebook, Twitter, Snapchat, and Instagram accounts within first 2 weeks of Fall 2016 semester.

- Pursue ATOD relevant and up to date on-line resources for students and update links on website eg. (COMPASS: A Roadmap to Healthy Living) (Posters, print ads, radio ads, screen saver ads and messaging).
  - Vigorously market the ATOD Substance Free Tailgates targeting first year students.
  - Update ATOD website
  - Develop an active social media presence for ATOD on the following social media platforms: Twitter, Instagram, Snapchat, Facebook that include no less than 1 post per day.
  - Provide ATOD content and information regarding program to no less than 1/3 of targeted groups by December 31st:
    - Athletics
    - Student Organizations
    - Rocket Launch (parents/students)
    - Life @ College
    - FYE Classes
2. *Increase Outreach and Programming of ATOD thru Awareness and Prevention Activities using data driven decisions*
- Implement an ATOD resource training for faculty and staff piloting to Residence Life staff by September 31, 2016.
  - Provide opiate specific training to faculty and staff. Pilot presentation to Residence Life by September 31, 2016.
  - Update ATOD presentations to include targeted audiences i.e. Greek Life, Athletics, First Year Students and complete update prior to September 31, 2016.
  - Increase freshman targeted initiatives (providing early intervention strategies and services) specifically targeting Convocation, FYE, Rocket Launch, 1st year Residence Life programming, New Member Education thru Greek Life.
  - More collaboration with the SWAT team and encourage ATOD curriculum infusion. Meet with SWAT team prior to September 31st to discuss collaboration and next steps.
  - Implement a peer-based AOD misperception program.
  - Implement week long outreach activities for Alcohol Awareness month; coordinating 1 outreach program per day.
  - Providing a wide-range of alcohol- free social and recreational activities throughout the year (Pizza parties, late hour movie nights, rec center activities)
  - Increasing the number of By-Stander Intervention trainings and presentations being given to students and others of the university community. Develop a committee in conjunction with SAEPP program to train student peers prior to January 31st.
  - Increase education on cannabis reform and provide pilot content to Residence Life during Summer 2016 training. (Marijuana laws are currently in reform in State of Ohio. Current laws and penalties are located in appendix E)
  - Collaborate with DSA departments to bring in 1 speaker to address both ATOD and SAEPP needs in Fall 2016 or Spring 2017.
  - Develop working relationship with 1 AOD program/facility in Toledo community for academic year 2016-2017.

- Develop policy in which UTPD carry Narcan on person.
  - Create syllabus statement to be implemented in Spring 2017.
  - Sign updated contract with online education platform i.e. Alcohol.Edu prior to December 2016.
  - Provide additional content to Parents and Families at Rocket Launch in Summer 2017.
3. *Improve community relations of ATOD program with on campus and off campus partners*
- Explore partnership opportunities with community ATOD organizations including Team Recovery.
  - Re-establishing the ATOD committee to include off campus representatives
  - Increase university representation and involvement by implementing a student ATOD taskforce.
  - Training of Student Leaders; specifically SWAT team to assist with education and bystander interventions.
  - More collaboration with Student Conduct (increasing the enforcement of existing policies, instituting new policies, intervention strategies that include parental notification of student infractions, along with education and/or referral to counseling for those found in violation of campus policies).
  - Partner with HPLLC and HWLLC thru Residence Life for ATOD tailgates prior to first home football game, September 10, 2016.
  - Establish working relationship with UCC Therapist for ATOD to collaborate on evidence based treatment therapy groups for ATOD.
  - Partner with Athletics for a minimum of 1 speaker during the Academic years 2016-2017; 2017-2018.
  - Partner with University Counseling Center to have counseling intern representation at ATOD tailgates.
4. *Remain in compliance for all grants and reports for academic year 2016-2017 and 2017-2018.*
- Review Current Biennial report with Compliance to establish baseline regarding reporting procedure prior to August 1, 2016.
  - Review with possibility of revision, Mission Statements for ATOD in collaboration with graduate assistances prior to September 2016.
  - Collect performance data for each workshop and program provided including pre/post data collection and enter into Titanium software.
  - Complete Biennial Review for 2014-2016 academic year prior to Dec. 31st, 2016.
  - Establish a Biennial Report Review Committee with key players outlined in “Complying with The Drug-Free Schools and Campuses Regulations.”
  - Write 1 Grant in academic 2016-2017 and 2017-2018 year.

#### Alcohol, Tobacco, and Other Drug Prevention Education for Employees

1. *Increase marketing of AOD services provided by University to employees.*
- Work with Compliance and Legal Departments to re-develop an annual notification statement to employees.
  - Work with Compliance and Legal Departments to develop a DAAPP Statement and distribute and post on University websites.



- Work with University to develop a sound method of distribution of the annual notification to ensure all employees, faculty, staff, temporary staff, seasonal staff, etc. receive annual notification once per semester.
2. *Increase education of AOD issues related to employees in the workplace.*
- *Revise New Employee Orientation to include AOD content specific to;*
    - i. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
    - ii. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
    - iii. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
    - iv. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
    - v. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and 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; a disciplinary sanction may include the completion of an appropriate rehabilitation program.
  - Provide additional educational component in New Employee Orientation related to AOD.
  - Provide additional education to employees regarding current EAP services available.
3. *Remain in compliance for all reports for academic year 2016-2017 and 2017-2018.*
- Investigate and research the viability of hiring a Part 86 Compliance Officer to ensure DFSCA compliance.
  - Post DAAPP statement on University websites.
  - Distribute annual notification once per semester.
4. *Review and update all outdated and/or expired necessary policy statements related to AOD.*

## **Conclusion**

### **Summaries of University AOD Program Strengths and Weaknesses**

#### *Strengths*

The major strength of The University of Toledo's prevention programs are the collaborative efforts that have occurred between the various departments and personnel on campus.

The University of Toledo hired a Coordinator for Sexual Assault and Substance Abuse Prevention Education in the beginning of the 2015-2016 academic year to help continue to build the programming and student education.

The University has also maintained a tobacco free campus and continues to monitor the smoke free hotline. Smoking cessation services are available.

The University recognizes the importance of education for its students and continues to implement and enforce Alcohol.edu for all incoming freshman. First year students are also mandated to attend Life@College, a peer education program in the first semester of their first year.

The University employs a full time counselor housed in The University Counseling Center specifically to service and address the needs of students with AOD concerns.

The University of Toledo Alcohol, Tobacco and Other Drug Prevention Program has begun to establish relationships with community agencies, programs, and groups.

#### *Weaknesses*

The University of Toledo has one identified main campus. There are several surrounding campuses. The extent to which programming efforts are identified at surrounding small campuses has been minimal.

The University would benefit from strengthening and improving its education, prevention, and awareness efforts with faculty, staff, and administration with the assistance of Human Resources.

In addition, Main Campus could benefit from utilizing the resources, knowledge, and expertise of experts housed on The Health Science Campus with an improved collaborative effort.

The University of Toledo would benefit from having a Part 86 Compliance Officer to assist with the Biennial Review to ensure full compliance of the Drug Abuse and Alcohol Prevention Program (DAAPP) and the Biennial Review. This person would work with Human Resources and the Division of Students Affairs as well as all surrounding campuses to ensure proper data collection and have a developed timeline for the completion of the report.

The University of Toledo would benefit from having a designated committee and/or persons on each campus to assist with data collection related to the Biennial Review. This committee and/or persons should include faculty and staff from each campus.

The University of Toledo needs to provide a more effective method of distribution of the annual DAAPP notification to all students, faculty, and staff to ensure each person receives such statement at a minimum of once per year.

The University of Toledo needs to revise their processes related to AOD education, policy, and notification.

### *Overall Summary*

The University of Toledo is strong in its campus collaborations. Its student AOD programming and education within individual departments is strong. The University made strides when it hired a full time position of a Sexual Assault and Substance Abuse Prevention Education Coordinator within this review period. The University has demonstrated its importance in its first year students by investing dollars and resources into programming and online education. The University of Toledo is moving in the right direction in an attempt to close the gaps discovered while completing this annual review. The University has come to recognize its shortcomings in education related to faculty, staff, and employees. The University has come to recognize its annual notification and DAAPP statement are weak and has begun to work to correct the situation. The University has been notified of its potential need to hire a Part 86 Compliance Officer to ensure a detailed, thorough review of its AOD policy, procedures, education, and notification and that this is done in all daily operations to ensure full confidence in a complete Biennial Review for 2016-2018 review period. Finally, the University would benefit in having an external audit completed on the Biennial Review and the processes related to such to ensure maximum compliance is met.


## Appendices

## **Appendix A**

All policies provided in appendix A1-A18 are policies related to ATOD content for The University of Toledo.

## Appendix A1

### Alcohol and Substance Abuse Policy

<p><b>Name of Policy:</b> <a href="#">Alcohol and Substance Abuse</a></p> <p><b>Policy Number:</b> 3364-30-09</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Senior Vice President for Student Affairs</p> <p><b>Scope:</b> All campuses</p>	<div style="text-align: center;">  </div> <p><b>Review date:</b> February 2, 2015  <b>Original effective date:</b> July 12, 2011</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal         </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Minor/technical revision of existing policy         </td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> Major revision of existing policy         </td> <td style="border: none;"> <input checked="" type="checkbox"/> Reaffirmation of existing policy         </td> </tr> </table>	<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy	
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy				

#### (A) Policy Statement

The University of Toledo is committed to promoting and maintaining a work and academic environment that is free from illegal use of alcohol and drug use/abuse, in accordance with all federal, state, and local laws as well as the federal drug free schools and campus regulations. The abuse of alcohol and use of illicit drugs also poses a health risk to members of the University community ([see section E](#) of this policy for more information).

#### (B) Purpose

This policy is designed to inform University faculty, staff and students about the University's commitment to maintaining an alcohol and drug free work and academic environment.

#### (C) Standards of Conduct/Violations

The University of Toledo prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or part of any of its activities. Employees, students, and campus visitors age 21 years or older, consuming alcohol at University functions or while on University business where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional or disruptive behavior.

When there has been a violation of the standards of conduct, the University shall initiate appropriate measures which may include disciplinary action. Such action may result in sanctions up to an including suspension or separation from the University. Violations may be reported by the University to appropriate law enforcement authorities. Those referred to law enforcement authorities are subject to prosecution.

#### (D) Services for treatment and referral

Students, faculty and staff who violate this policy or encounter difficulties with alcohol and/or drugs shall be informed about and referred to the following university and campus resources for support and assistance.

(1) University Services

Resource information (booklets, brochures, pamphlets, videos, etc.) regarding health and safety concerns from substance use and/or alcohol abuse and information regarding campus and community services are available through a variety of University services, including:

- (a) Main Campus Medical Center 419.530.3451
- (b) The Counseling Center 419.530.2426
- (c) Office of Alcohol, Tobacco and Other Drug Prevention 419.530.8436
- (d) Campus Police 419.530.2600

(2) Community Resources

There are many community resources that also provide support, information, or treatment:

- (a) AL-ANON-ALATEEN  
419.537.7500  
Self-help group for persons who are close to an alcoholic.  
No fee.
- (b) ALCOHOLICS ANONYMOUS  
419.380.9862  
Self-help group for alcoholics. No fee.
- (c) Fresh Attitudes, Inc.  
419.244.4081  
Substance abuse assessments, treatment, education, and after-care; adult mentoring. Sliding fee schedule.
- (d) COMPASS, INC.  
419.241.8827  
Substance abuse treatment, detoxification, and after care. Sliding fee schedule based on ability to pay.
- (e) First Call for Help  
800.468.4357  
For referral and information about self-help groups.
- (f) FOCUS  
419.244.2175  
Assessments - no charge. Inpatient detox, hospitalization, partial hospitalization, and medication management.
- (g) HARBOR BEHAVIORAL HEALTHCARE  
419.475.4449  
Education services. Sliding fee scheduled based on ability to pay.
- (h) RESCUE CRISIS  
419.255.9585

- 24-hour emergency hotline.
- (i) ProMedica Alcohol and Drug Treatment  
Bixby Medical Center 517-265-0411  
Herrick Medical Center 517-423-3887  
Free assessments. Treatment center for substance abusers. After care.
- (j) URBAN MINORITY ALCOHOLISM & DRUG ABUSE OUTREACH PROGRAM  
419.255.4444  
Prevention, intervention, and relapse prevention. Program targeted for minorities. No fee.

#### (E) Health Risks

There are many health risks in using alcohol and drugs, they are as follows:

- (1) Alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. Repeated use of alcohol can lead to a change in tolerance and dependence. Cessation of alcohol intake, amount individuals suffering from addiction, can produce withdrawal symptoms, including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those children of non-alcoholic parents.
- (2) Marijuana. The mood-altering effects of marijuana are the result of a chemical delta-9 tetrahydrocannabinol (THC). THC is fat-soluble and remains in the body up to four weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long-term effects on the user's brain, heart, and reproductive organs. The numerous carcinogenic chemicals found in marijuana smoke make it particularly harmful to the lungs.
- (3) Depressants. The use of depressants can result in a change in tolerance and physical as well as psychological dependency. The combining of multiple depressants (e.g. Xanax and alcohol) will intensify the depressant effects, exacerbating the health risk. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, coma and death.
- (4) Stimulants. High doses of stimulant drugs result in intense personality disturbances, including visual and auditory hallucinations, delusions, and paranoia. Tolerance develops rapidly. Cross-tolerance does develop among stimulant drugs (e.g. methamphetamines and cocaine). The use of cocaine can cause death by cardiac




arrest or respiratory failure. Stimulants are addictive and withdraw from them may cause depression and suicidal ideation with some individuals.

- (5) Narcotics. Tolerance, especially to the euphoric effects of narcotics, and physical dependence develop rapidly. In order to avoid intense drug cravings, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life-threatening.
- (6) Hallucinogens. Large doses of Phencyclidine (PCP) may result in convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, and depersonalization; spontaneous reappearance e.g., flashback of the drug experience after use has ceased may occur.
- (7) Anabolic-androgenic steroids. Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairments include mood swings, depression, and very aggressive behavior.

<p>Approved by:</p>  <hr/> <p>Nagi G. Naganathan, Ph.D. Interim President</p>  <hr/> <p>Date</p>  <p><i>Review/Revision Completed by:</i></p>  <p><i>Student Affairs</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• 3360-30-12 Alcohol and substance abuse, former Main Campus policy, previous effective date July 12, 2011</li></ul> <p>Initial effective date: July 12, 2011 Review/Revision Date: February 2, 2015 Next review date: February 2, 2018</p>
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## Appendix A2

### Student Code of Conduct; related to Alcohol and Other Drugs Policy

<b>Name of Policy:</b> <b>Student Code of Conduct</b> <b>Policy Number:</b> 3364-30-04 <b>Approving Officer:</b> President <b>Responsible Agents:</b> Senior Vice President for the Student Affairs <b>Scope:</b> All Students of The University of Toledo as set forth in this policy			  <b>Revision date:</b> December 5, 2014 <b>Effective Date:</b> August 1, 2011
	New policy proposal		Minor/technical revision of existing policy
<b>X</b>	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

It is the responsibility of a university to be concerned with the overall development of its students. The emphasis in the administration of student conduct is placed upon treating behavioral problems in a manner that relates to the educational purposes of a university.

The University of Toledo (“University”) in promulgating the “Student Code of Conduct,” as required by Revised Code 3345.21 and as set forth below, takes into consideration the rights and responsibilities of the individual student(s) or student organizations concurrently with university and community rights and responsibilities.

(B) Purpose of policy

The Student Code of Conduct gives general notice of prohibited conduct and the potential sanctions to be imposed for such conduct. This policy further sets for the requirements for notice and the opportunity to be heard with regard to allegations of violation of the Student Code of Conduct. The Student Code of Conduct should be read broadly, and is not designed to define misconduct in exhaustive terms. The Student Code of Conduct specifies the rights and responsibilities of the students, student organizations, the university and the rights of other parties to the procedure.

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Actions by students or student organizations

which interfere with the orderly functions of the university or actions which endanger the health or safety of members of the university community will not be tolerated.

(C) Jurisdiction and Scope of the University Student Code of Conduct

- (1) The Student Code of Conduct applies to the conduct of all students and student organizations on the university premises. The code also applies to the off-campus conduct of students and student organizations in direct connection with:
  - (a) Academic course requirements or any credit-bearing experiences, such as internships, clerkships, field trips, study abroad, or student teaching;
  - (b) Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
  - (c) Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
  - (d) Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
  - (e) Any activity in which a police report has been filed and a summons or indictment has been issued or an arrest has occurred for a crime of violence.
- (2) Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). The Student Code of Conduct applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
- (3) This Student Code of Conduct prohibits cheating and plagiarism as defined in this policy but those allegations or charges will be handled through the college under its applicable policies and procedures for handling such allegations. A student will not be reviewed twice under separate policies and procedures for the same occurrences or omissions.

Undergraduate and graduate students who violate the Student Code of Conduct are subject to appropriate disciplinary sanctions. Law, medical, nursing, and pharmacy students are subject to their College's written professional standards or Honor Codes for conduct covered under those standards or codes. Conduct not covered under those standards or codes is subject to the Student Code of Conduct. All other colleges with licensure or professional codes governing conduct must adhere to the procedural requirements of the Student Code of Conduct.

- (4) The conduct of a Student or Student Organization that violates the Equal Opportunity or Sexual and Other Harassment policies of the University will be handled as followed: if the allegation is a violation of the Student Code of Conduct set forth below, the allegation will be investigated according to the university's policies for equal opportunity or sexual and other harassment and then handled according to the procedures as set forth in section (E) below.

(D) Student Code of Conduct. Any student or student organization found to have committed or to have attempted to commit any of the following is subject to the disciplinary sanctions described in this Code:

- (1) Violation of any federal, state or local law, regulation or act.
- (2) Violation of any University policy, rule, regulation, requirement, directive or contract, whether published in hard copy or available electronically on the University policy website located at <http://www.utoledo.edu/policies/>.
- (3) Disruption or Obstruction of Education includes but is not limited to disruption or obstruction of teaching, research, administration, disciplinary proceedings or other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. Disruption is an action or combination of actions by an individual or a group, which unreasonably interferes with, hinders, obstructs, or prevents the right of others to freely participate in its programs, services, or academic settings. This may include, but is not limited to a disruption by the use of pagers, cell phones or any other communication devices.
- (4) Improper disclosure of confidential information. Other than public information, the disclosure of information that is privileged and/or confidential, including information pertaining to patients and their care, research subjects, or other students that is accessible to the student through association with The University of Toledo, its Medical Center, or clinical or affiliated sites.
- (5) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, retaliation, bullying, or other conduct which threatens or endangers the health or safety of any person.
- (6) Discriminatory harassment or retaliation, verbal, physical or otherwise, based on sex, race, color, ancestry, national origin, religion, disability or handicap, age, military or veteran status, gender identity or expression, or sexual orientation, towards another person that has the purpose or effect of creating an offensive or intimidating living and learning environment, or interferes with the individual's education or work environment or participation in or benefit from a University class, program, event or activity, or will cause physical or mental injury or any violation of University's discrimination, harassment or retaliation policies 3364-50-01 or - 02, as such may be amended from time to time.

- (7) Sexual misconduct that involves:
  - (a) Deliberate touching of another's sexual parts without consent or deliberate sexual misconduct of another without consent.
  - (b) Deliberate constraint or incapacitation of another without that person's knowledge or consent so as to put another at substantially increased risk of sexual injury; or
  - (c) Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, University employment, participation in activities sponsored by the University or organizations or groups related to the University, or opportunities to benefit from other aspects of University life.
  - (d) Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties. It should be noted that in some situations an individual's ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, physically forced, passed out, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.
- (8) Unauthorized gambling for money or other items of value, including the unauthorized exchange of currency or items of value through betting or games.
- (9) Hazing, defined as doing, requiring, or encouraging an act which endangers the mental or physical health or safety of a Student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts and are also violations in their own right.
- (10) Failure to comply with University officials or law enforcement officers acting in the performance of their duties or failure to identify oneself to University officials or officers when requested to do so.
- (11) Violation of the University's alcohol policy, or use, possession, manufacturing or distribution of alcoholic beverages unless permitted by university regulation. Alcoholic beverages may not in any circumstance be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- (12) Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, drug paraphernalia, synthetic drugs or other controlled substances except as expressly permitted by law.

- (13) Illegal or unauthorized possession, use or unauthorized storage of firearms, fireworks, ammunition, dangerous chemicals, switchblade knives, knives with blades three inches or more, other weapons, or realistic replicas of weapons on university premises or use of any such item, even if it is legally possessed, in a manner that harms, threatens, or causes fear to others.
- (14) Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the university or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled or normal activities on university Premises.
- (15) Attempted or actual theft or destruction of or unauthorized use or possession of, or unauthorized exertion of control over property of any kind belonging to the university, a member of the university community, a campus visitor, or a person or agency participating in a university activity.
- (16) Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the university community.
- (17) Unauthorized possession, duplication or use of keys to any university premises or identification cards, or unauthorized entry to or use of university premises.
- (18) Acts of dishonesty, including but not limited to:
  - (a) Furnishing false information to any university official, faculty member, or office;
  - (b) Forgery, alteration, destruction or misuse of any university document, record, or instrument of identification; or
  - (c) Facilitation, intentionally or knowingly helping another student violate any code of conduct.
- (19) Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at a university sponsored or supervised function.
- (20) Unauthorized photography, audio recording or videotaping.
- (21) Theft of or other abuse of computer facilities and resources, including but not limited to:
  - (a) Violation of the university's Responsible use policy, 3364-65-05;
  - (b) Unauthorized entry into a file, to use, read, or change the contents, or unauthorized transfer;
  - (c) Use of another individual's identification or password;
  - (d) Use of computing facilities and resources to: interfere with the work of another student, faculty member or university official; to send obscene or

- abusive messages; or to interfere with normal operation of the university computing system; or
- (e) Use of computing facilities and resources in violation of copyright laws.

(22) Abuse of the Student Conduct system, including but not limited to:

- (a) Failure to obey the notice from a Student Conduct Board or university official to appear for a meeting or hearing as a part of the Student Conduct System;
- (b) Falsification, distortion, or misrepresentation of information before a Student Conduct Board;
- (c) Disruption or interference with the orderly conduct of a Student Conduct Board proceeding;
- (d) Institution of a student conduct code proceeding in bad faith;
- (e) Attempting to discourage an individual's participation in, or use of the Student conduct system;
- (f) Attempting to influence the impartiality of a member of a Student Conduct Board prior to, or during the course of the Student Conduct Board proceeding;
- (g) Harassment (verbal or physical) or intimidation of a member of a Student Conduct Board prior to, during, or after a Student Conduct Board proceeding;
- (h) Failure to comply with the sanctions imposed under the Student Code of Conduct; or
- (i) Influencing or attempting to influence another person to commit an abuse of the Student conduct code system.

(E) Procedures

(1) Violation of both law and the university Code of Conduct

University disciplinary proceedings may be instituted against a respondent charged with conduct that potentially violates the Student Code of Conduct. Proceedings under this policy may be carried out prior to or simultaneously with any related criminal or civil matters. Serious offenses may require that the criminal or civil process be resolved prior to beginning the procedures of the university set forth below. If the procedures set forth below are held pending the finalization of a criminal or civil proceeding against a respondent, the vice president for the student experience will determine whether the student's continued presence on university premises constitutes a risk of harm or safety to the university community and may institute remedial measures for the protection of the university community during the time in which the criminal or civil charges are pending. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced or resolved in favor of or against a criminal or civil defendant.

(2) Allegations and investigation

- (a) Any member of the university community may file allegations against a student or student organization for violations of the Student Code of Conduct. The member of the university community must complete an incident report form regarding the allegations and submit it to the office of student conduct on any university campus. The university offices receiving the incident report(s) will notify the college of the report(s) and forward incident reports to the appropriate university office for resolution under this policy. Incident reports should be submitted by the member of the university community as soon as possible, but in no event later than 60 calendar days after the occurrence of the alleged event(s) leading the allegation of violation of the Code unless extenuating circumstances warrant as determined by the student conduct officer.
- (b) All allegations that are moved forward will be presented to the respondent in written form which will include:
  - (i) the specific allegations and charges with regard to violations of the Student Code of Conduct indicating whether expulsion from the university is a potential sanction;
  - (ii) the nature of the evidence submitted, which may include the incident report as appropriate; and
  - (iii) the time and place of any meetings with the student conduct officer.
- (c) The written notice should indicate if expulsion from the university is a potential sanction. Written notice of the allegation(s) and any further correspondence with the respondent will be through official university email accounts. Notices can also be sent by first-class mail (not certified or registered) to the respondent's address filed by the time of last registration.
- (d) The student conduct administrator will conduct an investigation that will include interviews of the respondent and the complainant or others as necessary. Based on the investigation, the following may occur:
  - (i) The student conduct administrator may determine that there is insufficient information to substantiate the allegations and the allegations may be dismissed (and no further appeal is permitted);
  - (ii) The respondent admits responsibility for violation(s) of the code and the student conduct administrator determines the appropriate sanction(s);
  - (iii) The respondent denies responsibility for violation(s) of the Code and therefore the student conduct officer or a student conduct administrator will move forward with a hearing;



- (iv) The respondent does not appear for the meeting with the student conduct administrator. The student conduct administrator will determine if a violation has occurred based upon the information collected and determine appropriate sanctions at that time. (this determination is also not appealable); or
- (v) The student conduct officer may determine that no material violation of the code occurred and may recommend resolution with the concurrence of the respondent and complainant (this determination is also not appealable).

### (3) Hearing

- (a) Under this subsection applies to matters in which there is an allegation of discriminatory harassment, retaliation, or sexual misconduct as defined in section (D)(6) or (D)(7) of this policy. If there is conflict between the provisions in this subsection and other parts of the Code of Conduct, this subsection will govern.
  - (i) The University is committed to preventing discriminatory harassment, retaliation, and sexual misconduct in its programs and activities. UT takes prompt and appropriate action to address such violations of the Code of Conduct, prevent their recurrence, and address any effects created.
  - (ii) Generally, adjudication of discriminatory harassment, retaliation, or sexual misconduct charges will not be delayed due to a pending or potential law enforcement process. The University respects the constitutional rights of the parties and ensures that its actions protect those rights.
  - (iii) Absent extenuating circumstances, allegations of discriminatory harassment, retaliation, or sexual misconduct may be filed no later than 300 days after the alleged event. Allegations should be filed with: Kevin West, Inclusion Officer, University Hall 4580C, 2801 W. Bancroft St. MS 939, [kevin.west2@utoledo.edu](mailto:kevin.west2@utoledo.edu), 419.530.4053.
  - (iv) With respect to charges of discriminatory harassment, retaliation, or sexual misconduct, the Complainant and Respondent will be treated equally throughout the process: rights provided to the Respondent will be provided to the Complainant and rights provided to the Complainant will be provided to the Respondent. For example, with respect to those charges, both will receive similar and timely notices and information, and have an equal opportunity to have an advisor of their choice, present witnesses and evidence, review evidence from the investigation, attend and participate in the hearing, and appeal the outcome. The Complainant and Respondent will receive concurrent written notice of the outcome of the discriminatory harassment, retaliation, or sexual misconduct charge, consistent with federal and state law.
  - (v) The process explained in (E)(2)(d) will apply with the following modifications to charges of discriminatory harassment, retaliation, or sexual misconduct: A decision made under (E)(2)(d)(i) or (E)(2)(d)(ii) is

appealable by either Complainant or Respondent in accordance with the appeal procedures set forth in this Code of Conduct; a decision made under (E)(2)(d)(iii) or (E)(2)(d)(iv) is not appealable by either party; and (E)(2)(d)(v) is not applicable with respect to charges of discriminatory harassment, retaliation, or sexual misconduct.

- (vi) The University does not use mediation in cases involving allegations of sexual misconduct.
- (vii) Charges of discriminatory harassment, retaliation, or sexual misconduct will be heard by a Title IX Adjudication Panel that consists of three trained faculty or staff members. That panel may also hear and determine any other Code of Conduct charges that relate to the discriminatory harassment, retaliation, or sexual misconduct charge. Except as explained here, the Title IX Adjudication Panel follows the same procedures and provisions of this policy as the Student Conduct Hearing Board. Parties who believe that a member of the Title IX Adjudication Panel has a conflict of interest that would affect the adjudication of their case may contact the student conduct officer.
- (viii) In matters involving allegations of discriminatory harassment, retaliation, or sexual misconduct, the Complainant and Respondent are not permitted to directly cross examine each other. All questions must be posed through the Title IX Adjudication Panel. The Title IX Adjudication Panel will present the question to the opposing party. The Title IX Adjudication Panel generally may not ask a Complainant or Respondent about his or her sexual history with anyone other than the Complainant or Respondent. The Title IX Adjudication Panel may also decline to present questions to a Complainant or Respondent that are in the Title IX Adjudication Panel's discretion not reasonably calculated to lead to relevant evidence.
- (ix) If an appeal is filed by Complainant or Respondent relating to a charge of discriminatory harassment, retaliation, or sexual misconduct, the other party will be notified of the appeal and of the outcome of the appeal.
- (x) Allegations of discriminatory harassment, retaliation, or sexual misconduct generally will be resolved with 60 days of the filing of the complaint. Under certain circumstances (e.g., cases involving complex allegations or intervening school breaks), it may take longer than 60 days to conclude the investigation and adjudication of a complaint. In such instances, the University will update the parties regularly regarding the status of the case.
- (xi) The University provides interim remedies to individuals who allege and are affected by discriminatory harassment, retaliation, or sexual misconduct. For more information about how to obtain interim remedies and related resources, please contact the Inclusion Officer listed in (3) above. In addition to the range of sanctions set forth in the Code of Conduct, the University provides remedies to complainants and the campus community, as appropriate, following a finding that discriminatory harassment, retaliation, or sexual misconduct has

occurred.

- (xii) Records of this process will be maintained in accordance with the University's records retention schedule for student disciplinary files. The University will comply with FERPA with respect to the records.
- (b) The student conduct officer or a student conduct administrator will schedule a hearing with the student conduct board in no less than five (5) days and no more than fifteen (15) business days from the date of the submission of the incident report describing the allegations. This time can be extended by the student conduct officer or a student conduct administrator when reasonably necessary and the respondent must be notified of the reason for the delay.
- (c) The student conduct board for each hearing will be composed of 3 Students, and 2 faculty members. All students, faculty and staff appointed to the student conduct board will be selected from the student conduct panel. The student conduct panel is selected by the vice president for the student experience and all will be trained in student conduct hearings. Students on the student conduct panel must be in good academic standing with no serious conduct violations at the university. Members on the student conduct panel may be appointed to one-year renewable terms and. Vacancies on the student conduct panel may be filled at any time.
- (d) The student conduct board will be selected and convened by the student conduct officer or a student conduct administrator.
- (e) Student conduct board hearings will be conducted according to the following procedures:
  - (i) Student conduct board hearings will be conducted in private.
  - (ii) The complainant and the respondent have the right to be assisted by an advisor of their choosing. The advisors must be a member of the university community and may not be acting as an attorney for the respondent or complainant. Advisors are not permitted to speak or to participate directly in any student conduct hearing before a student conduct board, unless permitted by the chairperson. A respondent or complainant should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the student conduct board hearing because delays will not be allowed due to the scheduling conflicts of an advisor.
  - (iii) The complainant, respondent and respective advisors will be allowed to attend the entire portion of the student conduct board hearing at which information is received, excluding deliberations. Admission of any other person to the student conduct board hearing will be at the discretion of the student conduct board. If the hearing involves

more than one respondent, the student conduct officer may permit each respondent's hearing to be conducted separately. Separate findings will be made for each respondent if the hearing is held jointly. Matters regarding a student organization will be conducted within one hearing.

- (iv) The complainant, the respondent and the student conduct administrator or student conduct officer may arrange for witnesses to present pertinent information to the student conduct board. The witnesses will only attend the portion of the hearing for which they are presenting information. A list of witnesses will be exchanged by the complainant, respondent and student conduct officer or student conduct administrator at least two business days prior to the hearing. Only witnesses included in this exchange may be called at the hearing.
  - (a) The University will invite possible witnesses who are members of the university community, if reasonably possible, and who are identified to the student conduct administrator or student conduct officer by the complainant and/or accused at least two business days prior to the student conduct board hearing.
- (v) On behalf of the university, the student conduct officer or designee will first present the case before the student conduct board. The respondent will then have an opportunity to present a defense or explanation to the student conduct board.
- (vi) Pertinent records, exhibits, and written statements previously received by all parties (excluding student impact statements) may be submitted to the student conduct board during the hearing. Acceptance of the records, exhibits, and written statements is at the discretion of the chairperson.
- (vii) Formal rules of process, procedure, or technical rules of evidence, such as are applied in a court of law, do not apply in Student Code of Conduct proceedings and any basic procedural issues must be raised at the hearing and are subject to the final decision of the chairperson of the student conduct board.
- (viii) There will be a single verbatim record, such as a tape recording or court reporter recording of all student conduct board hearings (not including deliberations). Deliberations will not be recorded. The record is the property of the university.
- (ix) If a respondent is notified according to this policy and respondent fails to appear at the scheduled time and place, the information in support of the allegations will be presented and considered even if though not present. Respondents who fail to attend a hearing will forfeit any right to appeal, unless circumstances warrant, per the discretion of the vice president for the student experience.
- (x) The student conduct board may accommodate concerns for the personal safety, well-being or fears of confrontation of the complainant, respondent or other witnesses during

the hearing by providing separate facilities, by using a visual screen, or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the student conduct officer to be appropriate. Requests for this type of accommodation must be made no less than 2 business days prior to the hearing to the student conduct officer or student conduct administrator responsible for the hearing.

- (xi) After the parties have presented to the student conduct board and submitted evidence, the student conduct board will determine by majority vote whether the respondent has violated each section of the Code which the respondent is charged with violating. The student conduct board's determination will be made on the basis of whether it is more likely than not that the respondent violated the Code.
- (xii) In each case in which a student conduct board determines that a student or student organization has violated the Student Code of Conduct, sanctions recommended by the student conduct board will be considered by the student conduct officer in determining and imposing the sanctions. The student conduct officer is not limited to sanctions recommended by the members of the student conduct board. Following the student conduct board hearing, the student conduct officer will advise the accused student(s), or student organization, the college under which the student(s) belong and the complainant in writing of the determination and of the sanctions imposed, if any.

#### (4) Sanctions

- (a) Sanctions should be commensurate with the violation(s) that occurred. When imposing sanctions, consideration should be given to any mitigating or aggravating circumstances. These circumstances include, but are not limited to: provocation by the subject of the conduct; past misconduct; failure of the respondent to comply with previous sanctions; actual and potential harm caused; degree of intent and motivation of the respondent in committing the violation; severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on any factors prohibited by university policy, including but not limited to race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, veteran status, the presence of a disability, familial status, political affiliation, or participation in protected activities, may be considered an aggravating factor. Impairment caused by alcohol is considered as an aggravating, not a mitigating, factor.
- (b) One or more of the following sanctions may be imposed upon any student or student organization found to have violated one or more provisions of the Code:
  - (i) Warning - A notice in writing to the student or student organization of a past or current violation of this Code.
  - (ii) Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time, during this probationary period, if the student or student organization is found to violate any policy additional more severe sanctions will result. Probation may include mandatory conditions.
  - (iii) Loss of Privilege – Denial of specified privileges for a designated period of time.
  - (iv) Fines - Previously established and published fines may be imposed.

- (v) Restitution - Compensation for loss, damage or injury caused by the conduct. This may include one or more of the following: appropriate service, monetary, or material replacement.
  - (vi) Discretionary Sanctions – Work assignments, essays, service to the university or community, or other related assignments
  - (vii) Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - (viii) Residence Hall Expulsion – Permanent separation of the Student from the residence halls.
  - (ix) Suspension – Separation of the Student from the University for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
  - (x) Expulsion - Permanent separation of the student from the university.
  - (xi) Revocation of Admission or Degree - Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.
  - (xii) Withholding Degree - The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
- (c) Disciplinary sanctions will become part of the student's disciplinary record. University suspension, university expulsion, transcript forgery, or revocation or withholding of a degree, will be a permanent part of a student's academic record. Sanctions involving the imposition of sanctions other than university suspension, university expulsion, or revocation or withholding of a degree will be removed from the student's confidential disciplinary record in compliance with the university records and retention policies (six years) and applicable state or federal laws after final disposition of the case. All student disciplinary records will be maintained by the office of student conduct or office of dean of students.

## (5) Interim Suspension

Interim suspension is the immediate removal of a student from university premises. Interim suspension may be imposed by the vice president of the student experience upon consultation with appropriate university officials, in order to: a) Ensure the safety and well-being of members of the university community or preservation of university property; b) ensure the student(s) own physical or emotional safety and well-being; or c) If the student(s) or student organization poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

- (a) The interim suspension may be made immediately effective, without prior notice and may provide for complete exclusion from university premises. The student(s) or student organization affected will be notified in writing of the interim suspension and the reasons for the suspension. The notice should include the time, date, and place of the student conduct board hearing at which the student(s) or student organization may show cause why his/her continued presence on campus does not constitute a threat (and at which they may contest whether a campus rule was violated).
- (b) The interim suspension does not replace the regular process, which will proceed without undue

delay.

- (c) After the interim suspension, but before the hearing on the underlying charge(s), the student(s) or student organization may choose to appear personally before the vice president for the student experience. The vice president for the student experience's decision on whether to retain or lift the interim suspension is final and no further appeal is available.

## (6) Appeals

### (a) Reasons for appeal

Except as required to explain the basis of new information, an appeal is to be limited to a review of the verbatim record of the student conduct board hearing and supporting documents submitted at the hearing for one or more of the following purposes:

- (i) To determine whether the student conduct board hearing was conducted fairly in light of the allegations and information presented, and in conformity with prescribed procedures giving the respondent a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- (ii) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the respondent was found to have committed.
- (iii) To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information or facts were not available at the time of the original student conduct board hearing.

### (b) Process for appeals

A decision reached by the student conduct board or a sanction imposed by the student conduct officer or a student conduct administrator may be appealed by the respondent within 5 business days of the decision. Any appeal must be in writing and state the reason(s) for appeal and include a statement of facts supporting the reason(s) for the appeal. The appeal must be delivered to the student conduct officer within 5 business days of the decision.

All requests for appeal will be reviewed within 10 business days of receipt, to determine if the respondent has clearly outlined one or more acceptable grounds for appeal and included a statement of facts supporting the ground(s) for appeal.

An appeal that fails to outline acceptable grounds or fails to include a statement of facts supporting the ground(s) for appeal will be dismissed. Appeals that identify acceptable grounds and a statement of supporting facts will be forwarded as follows:

- (i) All appeals from residence hall hearings other than contract terminations, shall be submitted to the director of residence life or designee.

- (ii) All appeals where the sanction imposed by the residence hall hearing is contract termination shall be submitted to the vice president for the student experience.
- (iii) Appeals from non-residence hall hearings, not involving suspension or expulsion shall be submitted to the dean of students or designee.
- (iv) Appeals where the sanction imposed is suspension or expulsion shall be submitted to the vice president for the student experience or designee.
- (v) The reviewer may affirm, reverse or modify the decision or sanction, or in unusual circumstances, may send the matter back to the original student conduct board.
- (vi) The respondent will be notified of the decision, in writing, within five (5) business days of the appeal decision. The decision of the reviewer is final.

#### (F) Definitions

- (4) “Respondent” means the student(s) or student organization(s) alleged to have violated this Student Code of Conduct.
- (5) “Cheating” includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff
- (6) “Complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When an individual has been a victim of another student’s misconduct, the victim will have the same rights under this student code of conduct as are provided to the complainant (excluding the right to appeal), even if another member of the university community submitted the charge itself.
- (7) “Faculty member” means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
- (8) “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- (9) “Policy” means the written policies, rules, and regulations of the university as found in, but not limited to, the Student Code of Conduct, residence hall living guides, syllabi, the university policy web site, the University web page and computer use policy, and Graduate/Undergraduate catalogues.
- (10) “Student Conduct Administrator(s)” means the university official(s) authorized by a student conduct officer to determine whether a student has violated the student code of conduct and impose sanctions when a violation has been committed.
- (11) “Student Conduct Board” means persons authorized by a student conduct officer to determine




whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a violation has been committed. The chair of the student conduct board will be appointed by the student conduct officer or student conduct administrator.

- (12) “Student Conduct Officer(s)” are those person(s) designated to administer the Student Code of Conduct. The vice president for the student experience will appoint a student conduct officer for all Students. The student conduct officer designates and trains those that can serve as student conduct administrators including themselves.
- (13) “Student Conduct Panel” is the list of students, faculty and staff who have been trained and are eligible to serve on a student conduct board.
- (14) “Student” means an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction. It also includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the university. Each student is responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even if the conduct is not discovered until after a degree is awarded. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the university or who have been notified of their acceptance for admission (including orientation) are considered students as well as persons who are living in university residence halls, although not enrolled in the institution.
- (15) “Student Organization” means any number of persons who have formed a group and complied with the university’s formal requirements for registration with the university as a student organization.
- (16) “University Community” includes the university, any person who is a student, faculty member, employee, volunteer, patient, guest, invitee or other person associated with the university.
- (17) “University Official” includes any person employed by the university, performing assigned administrative or professional responsibilities.
- (18) “University Premise” means and includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, supervised, or controlled by the university including adjacent streets and sidewalks.

<p>Approved by:</p>  <p>_____</p> <p>Nagi G. Naganathan, Ph.D. Interim President</p>  <p>_____</p> <p>Date</p>  <p><i>Review/Revision Completed by:</i> <i>Senior Vice President for Student Affairs,</i> <i>Office of Legal Affairs</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-30-04, effective date August 1, 2011</i></li> </ul> <p>Initial effective date: August 1, 2011 Review/Revision Date: December 5, 2014 Next review date: December 5, 2017</p>
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## Appendix A3 Alcohol Beverages Policy

<b>Name of Policy:</b> <a href="#">Policy on alcoholic beverages.</a>  <b>Policy Number:</b> 3364-30-02  <b>Approving Officer:</b> President  <b>Responsible Agent:</b> Vice President for Student Experience  <b>Scope:</b> All University of Toledo students, staff and faculty (see section (A))	  <b>Revision date:</b> October 8, 2013 <b>Original effective date:</b> July 12, 2011				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> New policy proposal</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Major revision of existing policy</td> <td style="border: none;"><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

### (A) Policy statement

The University of Toledo prohibits the use of alcohol which is inconsistent with state, local or University regulations. It is the goal of The University of Toledo to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all the members of its community. The University is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. The following policy applies to the entire University of Toledo organization (“University”), including all campuses, student body, and The University of Toledo Medical Center (“UTMC”) Hospital. This policy applies to both on campus and to University sponsored activities, including field trips, athletic contests played off campus and conferences attended by students, faculty and staff where the University reimburses travel expenses or registration fees. An official, “Sponsored University Function” means one in which:

- 1) Institutional funds are being used for any part of the event; or
- 2) The University name and/or logo are being associated with the event; or
- 3) It is being advertised on campus by any means.

This policy does not apply to alcohol distribution with alcohol dispensed through the UTMC Hospital Pharmacy upon order of a physician. The Hospital Pharmacy is responsible for the policies and procedures related to physician prescribed alcohol.

### (B) Purpose of policy

The University of Toledo has established the following policy governing the possession, sale and consumption of alcoholic beverages on the University’s campuses. It is the University’s goal through these policies and programs, to encourage members of its community to make responsible decisions and to promote safe, legal, and healthy patterns of social interaction.

### (C) Compliance with state laws

The University policies are consistent with the laws of the state of Ohio as stated in the Ohio Revised Code. It is the responsibility of each student, staff, and faculty member to familiarize himself or herself with the

appropriate sections of the Ohio Revised Code and the provisions of this policy and to conduct one's self in a responsible manner.

The Ohio Revised Code includes the following statements:

- (1) It is unlawful for a person under 21 years of age to purchase, consume, possess or transport any intoxicating liquor.
- (2) It is unlawful to knowingly and falsely misrepresent one's age to obtain alcoholic beverages or to represent that another is of legal age for such purpose.
- (3) It is unlawful to have in one's possession in a public place an open container of beer or intoxicating liquor.
- (4) It is unlawful to consume any beer or intoxicating liquor in a motor vehicle.
- (5) No person shall furnish or buy or contribute money to the purchase of alcohol for an underage drinker; and it is illegal to use false identification or provide false identification in the purchase of alcoholic beverages.

(D) Regulations governing alcoholic beverages

The University permits alcoholic beverages on campus as part of the operation of licensed university facilities and for some social events.

(1) Facilities

Policies and procedures for specific University facilities may be in place. Such facilities include but are not limited to residence halls, the McComas Village, Student Union, Driscoll Alumni Center, Savage Arena, SeaGate Centre, the Glass Bowl, Fetterman Training Center, Libbey Hall, Dana Conference Center, Academic Commons, The Hotel at UTMC, Garden Café, Bryan Student Lounge, Mulford Library and Collier Building. Such policies must be consistent with the University policy.

(2) Delivery

Delivery of any alcoholic beverages to any University property or facility, other than associated with the University's liquor license and catering operations, is strictly prohibited.

(3) Independent Contractors/University Guests

Where the University is paying for or reimbursing expenses for consultants, contractors, or others doing business for the University, University shall not pay for or reimburse any alcoholic beverage purchases.

(4) Sponsored University Functions

The use of alcohol at events held on The University of Toledo campuses is governed by the following rules:

- (a) University funds may not be used to purchase alcoholic beverages.
- (b) Alcoholic beverages will not be served free of charge at a campus event unless the event is approved in advance in writing by the vice president or a designee and the event is otherwise permitted by University policy and by applicable laws.

- (c) Unless otherwise approved in writing in advance by the vice president or a designee, alcoholic beverages must be sold by University dining services which are a licensed, insured vendor.
- (d) The sponsoring organization, department, or approved user of facilities will oversee adherence to the alcohol policy, assume responsibility for the event and control and supervise the distribution of alcoholic beverages in accordance with all applicable laws, rules, and policies.
- (e) Institutionally approved security must be present at all times during an event unless determined by the chief of University police to be unnecessary. All security costs will be the responsibility of the sponsoring organization.
- (f) No one under the age of 21 is permitted to possess, serve, or consume any alcoholic beverage. At any event where alcoholic beverages are served and/or sold, approval for the event will be based upon the age of the event participants as well as the nature of the event. For example, an event at which the majority of participants are under the age of 21 will not have alcoholic beverages available for consumption. However, a designated, physically defined, monitored area may be utilized for those of age if approved in advance.
- (g) All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials.
- (h) Although no person will possess or be served alcoholic beverages without proof of legal age, state law permits any individual 18 years or over to sell alcohol in a closed container, 19 years or older to serve an open container of alcohol and anyone over 21 to tend bar.
- (i) No servers of alcohol may be permitted to consume alcoholic beverages while serving nor shall they be permitted to serve while intoxicated.
- (j) Intoxicated people will not be served nor permitted to possess alcoholic beverages. The liquor-license holder — i.e., the vendor — has the sole right to make this determination.
- (k) At all events where alcohol is used, served, and/or sold, non-alcoholic beverages and unsalted foods must be made available in quantity sufficient for the number of guests. All food should be visible and available.
- (l) Alcoholic beverages are not permitted to be sold or used prior to noon. For an event lasting three hours or more, sale or service must stop forty-five minutes prior to the end of the event. At no time may the sale/service of alcohol last more than three consecutive hours. Exceptions may be given to Alumni or Athletic Department events that begin at or prior to noon. Exceptions may be given to Athletic Department events as follows: Alumni or Athletic events that begin prior to Noon: Alcoholic beverages would be permitted to be sold 90 minutes prior to the start time of the event.

Events lasting longer than three hours: Sales would be permitted 90 minutes prior to the start time of the event, with an ending time of 3/4<sup>th</sup> of the way through the event. (e.g.: Football game, end of third quarter, basketball game, at the ten-minute mark in the second half).

- (m) The minimum charge for twelve ounces of beer will be sold at the University's cost. A lower price will be charged for the same amount of non-alcoholic beverage. Other alcoholic beverages should be priced so as not to promote excessive consumption.

- (n) In accordance with the liquor license, under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event. No alcoholic beverages may be brought into the event by an individual when alcoholic beverages are being served, and/or sold by event organizers.

(E) Process to obtain permission for University events where alcohol will be served

At events at which alcohol is served and in university facilities in which it is served, operators and event sponsors are responsible for complying with the laws of the state of Ohio, ordinances of the city of Toledo, and all policies of The University of Toledo.

An “F” permit is required for any events that serve alcoholic beverages on University property that are not covered by the University’s dining services liquor license. The administration for the Health Science Campus of the University does not review or approve “F” permits under any circumstance. All events must be conducted through the dining services liquor license. The University administration reserves the right in its sole discretion to refuse to sign any “F” permit for any reason whatsoever.

Depending on the associated division of the University, the following is the procedure for seeking approval of an “F” permit:

- (1) Athletics. If an outside person or business would like to hold an athletics related event on University property, an “F” permit needs to be completed and given to the Senior Associate Athletic Director for External Affairs. The Senior Associate Athletic Director for External Affairs with the University’s Administrator for Risk Management will determine if the University’s insurance will cover such event or the requesting party needs to obtain insurance and provide proof thereof before the “F” permit will be processed any further. Upon verification of insurance coverage for the event, the Vice President/Director of Athletics will sign the “F” permit. It will then be forwarded to the Chief of Police who will sign that he has seen the “F” permit. The fully signed “F” permit will then be returned to the Senior Associate Athletic Director for External Affairs.
- (2) Alumni. If an outside person or business would like to hold an alumni event on University property, an “F” permit needs to be completed. Alumni, outside persons or businesses are subject to all of the applicable policies, rules, and regulations of the University of Toledo. The completed “F” permit should be given to the Associate Vice President of Alumni Relations. The Associate Vice President of Alumni Relations with the University’s Administrator for Risk Management will determine if the University’s insurance will cover such event or the requesting party needs to obtain insurance and provide proof thereof before the “F” permit will be processed any further. Upon verification of insurance coverage for the event, the Vice President of Institutional Advancement will sign the “F” permit. It will then be forwarded to the Chief of Police who will sign that he has seen the “F” permit. The fully signed “F” permit will then be returned to the Associate Vice President of Alumni Relations.
- (3) Student Event. If an outside person or business (or student organization, when applicable) would like to hold an event for students on University property, an “F” permit needs to be completed. Student organizations, outside persons, or businesses are subject to all of the applicable policies,

rules, and regulations of the University of Toledo. The completed "F" permit should be given to the Dean for the Student Experience. The Dean for the Student Experience with the University's Administrator for Risk Management will determine if the University's insurance will cover such event or the requesting party needs to obtain insurance and provide proof thereof before the "F" permit will be processed any further. Upon verification of insurance coverage for the event, the Senior Vice President for the Student Experience will sign the "F" permit. It will then be forwarded to the Chief of Police who will sign that he has seen the "F" permit. The fully signed "F" permit will then be returned to the Dean for the Student Experience.

- (a) Students and student organization are also required to complete the necessary paperwork to host a social event. This information can be found through the Office of Student Involvement, located in 3504 Student Union.
- (b) The sponsoring organization will be prepared to provide, in writing, information pertaining to the purpose of the activity, number of participants, location, and whether the activity is public or private.

(F) Promotion of University events where alcohol will be served

It is the position of the University that alcohol use will not be promoted. Consistent with this position, the University will neither solicit nor accept any form of alcoholic beverage advertising or sponsorship for any University publication or in/on any University operated facility or property. Exceptions will be limited to: 1. public education messages, i.e., advertising that promotes responsible use of alcohol, using designated drivers, etc.; 2. point-of-sale ice baths that carry the name of the alcoholic beverage/distributor. Authorization for all exceptions must be approved by the appropriate vice-president. In addition, the following guidelines shall be adhered to:

- (1) Events where alcoholic beverages are used, served and/or sold shall not have alcohol or the consumption of alcohol as a theme. No element of an event where alcohol will be used, served, and/or sold shall encourage, in any manner, the consumption of alcohol. No event where alcohol is used, served, and/or sold shall be sponsored, in any manner, by an alcohol manufacturer, distributor, or retailer.
- (2) No advertising for events where alcohol is used, served, and/or sold shall refer to alcohol in any manner other than "Legal Beverages Available" or "Beer Available." Advertising for "F" permit events cannot include the sale price of alcoholic beverages nor can it refer to the price advantage or amount available.

(G) Violations/Sanctions

Violation of University policies may result in disciplinary action. In addition, such matters may be reported by the University to appropriate law enforcement authorities. Violators will be subject to penalties which may include separation from the University or mandatory referral for treatment. The University shall implement and enforce the laws of the State of Ohio as stated in the Ohio Revised Code. It is the responsibility of each student, staff, and faculty member to familiarize him or herself with the appropriate sections of the Ohio Revised Code and the provisions of the policy and to conduct one's self in a responsible and prudent manner.

- (1) Violation of University policies by students will be addressed by the Student Code of Conduct.

## **(H) Services for treatment and referral**

Students, faculty and staff who violate this policy or encounter difficulties with alcohol and/or drugs shall be informed about and referred to the following university and campus resources for support and assistance.

- (1) University services  
Resource information (booklets, brochures, pamphlets, videos, etc.) regarding health and safety concerns from substance use and/or alcohol abuse and information regarding campus and community services are available through a variety of University services, including:
  - (a) Main Campus Medical Center 419.530.3451
  - (b) The Counseling Center 419.530.2426
  - (c) Office of Alcohol, Tobacco and Other Drug Prevention 419.530.8436
  - (d) Campus Police 419.530.2600
- (2) Community Resources  
There are many community resources that also provide support, information, or treatment:
  - (a) AL-ANON-ALATEEN  
419.537.7500  
Self-help group for persons who are close to an alcoholic.  
No fee.
  - (h) ALCOHOLICS ANONYMOUS  
419.380.9862  
Self-help group for alcoholics. No fee.
  - (i) COMPASS, INC.  
419.241.8827  
Substance abuse treatment, detoxification, and after care. Sliding fee schedule based on ability to pay.
  - (j) First Call for Help  
800.468.4357  
For referral and information about self-help groups.
  - (k) FOCUS  
419.244.2175  
Assessments - no charge. Inpatient detox, hospitalization, partial hospitalization, and medication management.
  - (l) HARBOR BEHAVIORAL HEALTHCARE  
419.475.4449  
Education services. Sliding fee scheduled based on ability to pay.
  - (h) RESCUE CRISIS  
419.255.9585  
24-hour emergency hotline.
  - (j) ProMedica Alcohol and Drug Treatment  
Bixby Medical Center 517-265-0411  
Herrick Medical Center 517-423-3887  
Free assessments. Treatment center for substance abusers. After care.




Prevention, intervention, and relapse prevention. Program targeted for minorities. No fee.

There are many health risks from abusing alcohol; they are as follows:

- (1) **ALCOHOL.** Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. Repeated use of alcohol can lead to a change in tolerance and dependence. Cessation of alcohol intake by individuals suffering from addiction, can produce withdrawal symptoms, including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcohol-dependent parents have a 40 percent greater risk of developing alcoholism than those children of non-alcohol-dependent parents.

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## Appendix A4 Social Events Policy

<b>Name of Policy:</b> <a href="#">Social events policy</a>		 <p style="margin-top: 20px;"><b>Original effective date:</b> December 7, 2011</p>	
<b>Policy Number:</b> 3364-30-06			
<b>Approving Officer:</b> Vice President for the Student Experience			
<b>Responsible Agent:</b> Dean of Students			
<b>Scope:</b> Main Campus Student Organizations			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo (UT) has the responsibility to maintain a safe and secure environment for the campus community in all of its facilities.

(B) Purpose of policy

This policy has been adopted to insure equitable treatment and a safe, secure environment among student organizations who wish to host an event on campus.

(C) Scope

University of Toledo recognized student organizations as defined by the Office of Student Involvement are eligible to host an event. See policy 3364-30-07 Student organizations for the appropriate process to follow for becoming a recognized student organization.

(D) Definition of UT Student organization event

Events may fall into two categories at the University of Toledo: Social events and non-social events.

- (1) Social Events are defined as large crowd/high impact, interactive activities including but not limited to dances, concerts, social mixers/parties, and after parties.
- (2) A Non Social Event may include but is not limited to conferences, lectures, speakers, philanthropic activities and recitals. Determination of the category an event falls into is made by the staff within the Office of Student Involvement.

(E) Reservation process

- (1) All student organization sponsored events at The University of Toledo must have a Student Organization Event Request Form completed no later than twenty-one (21) days prior to the event. Event Forms may be obtained from the Office of Student Involvement. Exemption to the twenty-one (21) day deadline may be granted under extenuating circumstances by the Office of Student Involvement.

- (2) Upon submission of the Student Organization Event Request Form, based on the nature of the event, the Office of Student Involvement will determine if the event fits the criteria for a Social event. If it does, the student organization will need to complete the Student Organization Social Event Form, and the following procedures will be in place.

(E) Social event procedures

- (1) Advertising

- (a) No advertising (posters, flyers, radio, etc.) may be placed off campus, unless approved in advance of the event by the Office of Student Involvement. In addition, all advertisements for on campus purposes must be approved by the Office of Student Involvement.

- (2) Participants

- (a) Attendees must be University of Toledo students and show a valid UT identification. In addition, each UT student is permitted to bring one (1) guest to the event. Guests must be 18 years or older, must sign in on the guest list, and must show a valid picture identification (Driver's License or State ID). The student must accompany the guest at sign in. The guest list will include the guest's name and the UT student accompanying them.

- (b) UT students are responsible for the guests' behavior.

- (c) All IDs will be checked and scanned using the video equipment available from the Student Union Administrative Office. A staff member of the Division of Student Affairs will approve and scan the IDs.

- (3) Procedural information

- (a) All major event rules will be posted on the doors to the event location and at the check-in table by staff members of the Division of Student Affairs. The signs will state the following:
  - (i) UT Students permitted with valid UT ID.
  - (ii) One guest per student permitted upon sign-in, who is 18 or older with valid photo identification.
  - (iii) Disruptive behavior is not tolerated.
  - (iv) Alcohol, controlled substances, weapons, etc. are not allowed.
  - (v) Metal detectors in use.

- (vi) Once you have entered the event, you will not be allowed to re-enter the event once you leave.
- (b) Every event attendee must have a wristband on at all times. Wristbands are issued to attendees upon admission to the event and are provided by the Office of Student Involvement. Pre-sale of tickets/wristbands is not permitted; they will only be sold at the time of the event. For events held in the Student Union, the maximum number of wristbands allowed is as follows: Auditorium- 600; Ingman Room- 350. These numbers are for the total attendance at the event.

The total number of wristbands issued to an event will be based on the number of projected attendance and the number of officers assigned to the event. If the projected attendance estimate is lower than the allowed maximum stated above, the estimate will be utilized as the official projected attendance when officers are assigned and wristbands allocated. Students organizing the event will be counted in the number of wristbands allowed and must have a wristband on at all times. For events in other locations, the total number of wristbands allowed will be determined based upon the allowed occupancy at that location. Only one wristband will be issued per person.
- (c) Entrance into event location will have roped off lines for entry. The ropes will be provided by the Student Union.
- (d) Every organization sponsoring a social event must identify a primary point person and three (3) event assistants. These individuals must be members of the organization and currently enrolled UT students. The primary point person and three event assistants will wear name tags and a lanyard identifying them. The Division of Student Affairs will have minimally two (2) staff members present and working every social event. The primary point person and three event assistants will support and assist the staff present in regard to all matters pertaining to the event.
- (e) A pre-event meeting will be held 30 minutes prior to the starting time of the event. Attendees will include the Student Union Building Manager, the Division of Student Affairs lead staff working the event, the point person for the student organization hosting the event, three event assistants, and the UTPD Police Officers assigned to the event. The purpose of this meeting is to review policies, procedures and expectations for the event. Necessary contact information, such as names and roles of event point persons, will also be shared at this meeting.

(4) Safety measures

- (a) The following criteria are utilized to assist in determining the type of security needed:
  - (i) Purpose of the event
  - (ii) Admission fee is collected (prior to event or at the door)
  - (iii) Whether alcohol is served

- (iv) Past history of violation of the student code of conduct or police involvement in resolving incidents within the last year or when similar organizational event was last held
  - (v) An internal or external critical incident or event that may adversely impact the safety and security of the event participants, patrons or venue
  - (vi) Estimated attendance at the event
  - (vii) Seated, unseated or combined seated and unseated event
  - (viii) Start time
  - (ix) Advertisement of the event – on campus, off campus or combination of on and off campus
- (b) Police security will be determined by the Office of Student Involvement, in consultation with the University of Toledo Police Department. Officers who work the event will be paid an hourly rate by the student organization sponsoring the event. The estimated total number of police officers required for each event is determined by the impact level of the program and the following additional criteria: One officer per 100 attendees, not to exceed 6 officers. The number of attendees estimated for the event must be as accurate as possible. Attendees admitted will be based on number of officers working the event. The number of police and total hours will be stated in the Student Organization Event Form. Student Organizations will be informed of the approximate cost in advance to assist the organization with budget planning. Student organizations are responsible for the payment of police officers assigned to work the event. The police officers specific responsibilities will be defined and detailed at the pre-event meeting held 30 minutes prior to the start of the event.
- (c) In the event that a problem/issue/action occurs at the event that may result in a question of safety, the police officer in charge will make the determination of whether or not to end the event. The police may consult the Division of Student Affairs lead staff on duty regarding the decision to end an event. This decision will be the final decision and event organizers must take the appropriate actions to terminate the event.
- (d) The student organization hosting the event will be charged for security beginning ½ hour prior to the opening of doors. Police and staff will remain on site until all attendees have left the event area.
- (e) If the event is cancelled 5 working days or more before the scheduled time, no security expenses will be incurred. Events cancelled with fewer than 5 working days notice will require the payment of one hour of pay to each officer assigned. Events cancelled on the day of the event will require payment of 2 hours of pay to each officer assigned. If it is determined at event time that the officers are not needed, they will be paid a minimum of three hours pay. If the officers are there for a period exceeding one hour and it is determined that they are not needed, each officer will be awarded the full amount of pay for the event.
- (f) The use of metal detectors/detection devices may be required at events to ensure the safety of event attendees. The Office of Student Involvement will determine the usage of

metal detectors/detection devices at events based on the criteria listed in section (4) (a). This determination will be made at the pre event meeting. The police officers or Division of Student Affairs staff working the event will coordinate the use of metal detectors/detection devices. There will be no costs associated with the use of metal detectors/detection devices.

(4) Event costs/money handling

- (a) Organizations sponsoring events on The University of Toledo campus will be required to cover all costs incurred with their events. These costs will vary by event and will be determined upon approval of the event.
- (b) If money is received in any manner, it must be deposited at the end of the event through the deposit procedures with the Student Union Office. All recognized student organization hosting events at UT must deposit money collected with the University the night of the event. The student organization point person, the Division of Student Affairs staff on hand and the UTPD Police officer working the event are responsible for completing the final deposit during the final money drop as determined at the pre event meeting. For events that are held outside of the Student Union, the student organization point person and the Division of Student Affairs staff working the event should contact the University Police Department for assistance in entering and making a deposit within the Student Union building as determined at the pre event meeting. The money will remain with the University until all event expenses are paid. Then, a University issued check will be given to the organization reflecting their profit.
- (c) Up-front funds used in the cash box must be determined prior to the event at the pre-event meeting. The agreed upon amount will not be deposited with other funds collected at the event.

(5) Reimbursement of security costs


- (a) Student organizations may be able to request up to 33% return of the cost of security by completing the Social Event Security Reimbursement Form and turning it in to the Office of Student Involvement. The completed reimbursement form must be submitted to the Office of Student Involvement no later than 7 (seven) working days after the event is completed. Upon verification of an incident free event by the Office of Student Involvement, the Social Event Security Reimbursement Form will be forwarded to the Dean of Students.
- (b) Reimbursement will be processed only when an event has occurred and only if the event is incident free. Meaning that there were no incidents that required security intervention. Exemption will be made in extenuating circumstances.
- (c) The reimbursement decision made by the Office of Dean of Students is final.

(6) Compliance

- (a) All activities associated with the event must follow all UT policies and procedures as stated in the Student Handbook, the Student Organization Manual, the Greek Procedures Manual and/or any other University of Toledo publication.
- (b) Failure to comply with any of the procedures listed above may result in
  - (i) the event being cancelled, stopped, or shortened.
  - (ii) violation of the Student Code of Conduct.

<p>Approved by:</p>  <p><u>/s/ Kaye Patten Wallace</u> Vice President for the Student Experience</p>  <p><u>December 7, 2011</u> Date</p>  <p><i>Review/Revision Completed by:</i></p> <p><i>Vice President for the Student Experience, Dean of Students, Chief of Police</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• 3360-30-17 Social events policies, former Main Campus policy, previous effective date August 1, 2003</li> </ul> <p>Initial effective date: December 7, 2011 Review/Revision Date: Next review date: December 7, 2014</p>
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## Appendix A5 Smoke-Free and Tobacco-Free Policy

<p><b>Name of Policy:</b>     <a href="#"><u>University of Toledo Smoke-Free and Tobacco-Free policy</u></a></p> <p><b>Policy Number:</b>    3364-60-01</p> <p><b>Approving Officer:</b> President</p> <p><b>Issuing Office:</b> President's Office</p> <p><b>Responsible Agents:</b> Senior Vice President, Student Experience; Senior Wellness Officer, Community Wellness and Health Promotion; Director, Office of Public Safety</p> <p><b>Scope:</b> University of Toledo faculty, staff, students, visitors, contractors/vendors, and patients</p>	 <p><b>Revision Date:</b> April 3, 2014 Initial Effective Date: August 15, 2014</p>				
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> New policy proposal </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Minor/technical revision of existing policy </td> </tr> <tr> <td style="vertical-align: top;"> <input checked="" type="checkbox"/> Major revision of existing policy </td> <td style="vertical-align: top;"> <input type="checkbox"/> Reaffirmation of existing policy </td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

(A) Policy statement

In an effort to promote the highest levels of health and well-being, effective August 1, 2014, The University of Toledo campuses will become tobacco-free.

(B) Purpose of policy

Tobacco-free policies benefit our campuses, including smokers and nonsmokers, by protecting all persons from unhealthy exposure to secondhand smoke and providing a supportive environment that helps tobacco users reduce or cease use of tobacco products.

(C) Scope

Except for expressly noted exceptions this policy applies consistently to all faculty, staff, students, visitors, patients and contractors of The University of Toledo:

- (1) Main Campus
- (2) Health Science Campus
- (3) Scott Park Campus
- (4) UTMC clinical satellite locations
- (5) Center for the Visual Arts



- (6) Lake Erie Center  
1. Stranahan Arboretum

#### (D) Procedures

##### (1) Tobacco- cessation programs

Tobacco cessation resources are available to all UT students and employees. Students can access the University of Toledo Tobacco Free program through the UT Counseling Center at no cost (University Counseling Center: 419-530-2426, [www.utoledo.edu/studentaffairs/counseling](http://www.utoledo.edu/studentaffairs/counseling)).

Employees can access tobacco cessation services at Rocket Wellness (419-383-2348, <http://utmc.utoledo.edu/rocketwellness/services.html>).

Individuals should see their personal physician for a prescription for cessation aids. Prescription products may be covered by your health insurance plan, please see your plan formulary for more information.

Other programs that are offered free of charge in Ohio include:

- (a) <http://www.smokefree.gov>- Different people need different resources to combat nicotine addiction. The information and professional assistance available on this Web site can help to support both immediate and long-term needs to become and remain a smoke-free.
- (b) 1.800.QUIT.NOW (1.800.784.8669) - The Ohio Tobacco Quit Line is a tobacco cessation resource available to all Ohioans free of charge. The Quit Line is designed for people who are ready to quit using tobacco, and people who want to make sure they have the support and motivation to stay tobacco-free. When you call and enroll, you're paired with an experienced quit specialist who will work with you to set a quit date and design a quit plan customized to your pattern of tobacco use.

##### (2) Signage and Sales

- (a) "Tobacco Free" signs are posted in all appropriate locations, including but not limited to buildings, bus shelters, etc.
- (b) The university will not advertise tobacco products at university sponsored functions or on university owned, controlled or leased property.
- (c) The sale of tobacco products at university sponsored functions or on university owned, controlled or leased property is prohibited.

##### (3) Responsibilities and Violation Procedure

The success of this policy depends upon the thoughtfulness, considerations and cooperation of tobacco users and non-users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing this policy.

- (1) When observing anyone violating the university tobacco free policy, individuals should approach the person and remind the violator the campus is a tobacco-free environment.
- (2) Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
- (3) Continued concerns should be referred to the appropriate unit for review and action. For faculty, staff and student employees, issues should be referred to the employing unit head. For students in the non-employment setting, issues should be referred to Student Conduct. For volunteers and visitors, issues should be referred to the hosting unit head.
- (4) Habitual violators may be subject to progressive discipline.

Anyone with a concern regarding violations of this policy is encouraged to call the university hotline 419.530.SMOK (7665) or email [atodprevention@utoledo.edu](mailto:atodprevention@utoledo.edu).

#### Tobacco-free policy exceptions

- (a) This policy does not constrain approved academic research on tobacco conducted for an academic purpose in a controlled laboratory environment.


#### (E) Definitions

- (1) Tobacco Products: All tobacco-derived obtaining products, including but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes or nicotine vaporizers, cigars, cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

<p>Approved by:</p> <p>_____</p> <p>Lloyd A. Jacobs, M.D. President</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: Senior VP, Student Affairs; Director, Community Wellness and Health Promotion; Director, Office of Public Safety</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-60-01, effective date April 3, 2014</i></li> <li>• <i>3364-60-09, effective date August 1, 2011</i></li> </ul> <p>Initial effective date: January 1, 2008 Review/Revision Date: August 1, 2008; December 15, 2010; August 1, 2011, April 3, 2014 Next Review Date: April 3, 2017</p>
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## Appendix A6

### Pre-Employment Drug Testing Policy

<p><b>Name of Policy:</b> <a href="#">Pre-employment drug testing.</a></p> <p><b>Policy Number:</b> 3364-25-17</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Vice President and Chief HR Officer</p> <p><b>Scope:</b> Final candidates hired or rehired for faculty, staff, contingent, temporary, resident, volunteer, and select graduate and undergraduate student positions as part of the hiring process on the Health Science Campus.</p>	<div style="text-align: center;">  <p>THE UNIVERSITY OF <b>TOLEDO</b> <small>1872</small></p> </div> <p><b>Revision date:</b> June 27, 2016  <b>Original Effective date:</b> July 1, 2003</p>						
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 40%;"> <input type="checkbox"/> New policy proposal         </td> <td style="border: none; width: 10%; text-align: center;"> <input checked="" type="checkbox"/> </td> <td style="border: none; width: 50%;">Minor/technical revision of existing policy</td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> Major revision of existing policy         </td> <td style="border: none; text-align: center;"> <input type="checkbox"/> </td> <td style="border: none;">Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy
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<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy					

#### (A) Policy statement

It is the University of Toledo Health Science Campus objective to provide the highest quality health education, research, and services, with a responsibility to do so in a safe environment. Employees under the influence of drugs and/or alcohol while on the job create serious safety and health risks to themselves, patients, guests, co-workers, and the health science campus. UTMC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances including the unsanctioned use of alcohol, on UTMC property, or as any part of its activities. The term “controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). This includes all illegal drugs and legal drugs used without a physician’s order. It does not prohibit taking prescribed medications under the direction of a physician.

#### (B) Purpose of policy

UTMC is committed to maintaining a workplace that is free from the detrimental effects of drug and/or alcohol abuse. To prevent hiring or otherwise placing individuals whose use of controlled substances indicates a potential for impaired or unsafe job performance, the health science campus conducts pre-employment drug testing. All individuals, including rehires, seeking any faculty, staff, contingent, temporary, resident, volunteer, and select graduate and undergraduate student \*positions, upon an offer of employment, will be required to submit to a drug screen through the controlled collection of a urine sample. All applicants will be informed, either by completing an application in human resources or through oral communication, that any employment offer is conditional upon successful completion of a drug test.

#### (C) Procedures

- (1) Human resource representatives will, prior to or concurrently with conditionally offering an individual employment, schedule an appointment in university health services (UHS) for urine

sample collection. UHS will provide all participants a statement of the University of Toledo Medical Center policy for unwitnessed urine collection and ask each individual to sign consent for testing form. Any applicant who chooses not to allow the drug screen will be informed he/she is no longer a candidate for employment.


- (2) UHS's medical review officer will review the results of all drug tests. UHS will notify human resources of all drug test results. Individuals with negative results will continue the normal hiring procedures. The medical review officer will privately interview individuals testing positive to ensure the positive result is not due to a medical condition or physician prescribed medication. If no legitimate medical explanation can be provided, the medical review officer will inform the applicant that human resources will be advised of the positive test results. A human resource representative will subsequently contact applicants who test positive to withdraw the offer of employment. Human resources will also notify hiring department managers of applicants who test positive and are not eligible for employment. A separate notification process will be followed for faculty and resident hires.
- (3) No applicants will be permitted to actually begin work until the results of the drug test are determined and proper notification is provided. It is, therefore, necessary for applicants who would be moving to the area to have a drug test in advance of his/her move. In these situations, UHS will schedule an appointment for urine sample collection for drug testing in that area and all results will be reviewed through UHS.

\*Graduate Assistant and Student Workers positions that will be working in any patient care areas or enter patient care areas in the course of performing the duties of their job.

<p>Approved by:</p>  <p>_____  Sharon L. Gaber, Ph.D.  President</p> <p><u>June 27, 2016</u>  Date</p> <p><i>Review/Revision Completed by:  Vice President and Chief HR Officer</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• 05-059 <i>Pre-Employment Drug Testing (former Health Science Campus policy, review date 07/01/03)</i></li> <li>• Prior 3364-25-17, <i>effective date of May 28, 2014</i></li> </ul> <p>Original effective date: July 28, 2008  Review/Revision Date: September 13, 2013; May 28, 2014,  June 27, 2016  Next review date: June 27, 2019</p>
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## Appendix A7

### Employee Assistance Program Policy

<b>Name of Policy:</b> <a href="#">Employee assistance program</a> <b>Policy Number:</b> 3364-25-20 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Vice President and Chief HR Officer <b>Scope:</b> The University of Toledo –All Campuses	<div style="text-align: center;">  </div> <b>Review date:</b> October 13, 2016 <b>Original effective date:</b> December 15, 2010
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> New policy proposal         </div> <div style="width: 45%;"> <input type="checkbox"/> Minor/technical revision of existing policy         </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Major revision of existing policy         </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Reaffirmation of existing policy         </div> </div>	

(A) Policy statement

The University of Toledo’s employee assistance program (“EAP”) offers confidential and professional care to employees and their families who are affected by a variety of personal problems, such as emotional stress, family problems, marital or financial difficulties, and substance abuse. We believe that with the assistance of an independent contracting organization providing employee assistance services, many problems can be successfully resolved before they begin to have an adverse effect on the individual at the workplace.

(B) Purpose of policy

The purpose of the policy is to advise and educate employees about EAP and how to seek and utilize the services of the EAP.

(C) Procedure


- (1) Employees and/or dependents (spouse, children or a member of the employee's household) are encouraged to voluntarily seek assistance and utilize EAP when they believe a personal problem has become unmanageable.
- (2) An employee may be referred to EAP by oneself, family member, co-worker, supervisor, or the department of human resources. However, participation in EAP is voluntary and will remain the responsibility of the employee. The decision to accept or reject assistance will not, of itself, jeopardize his/her employment or advancement opportunities. A referral does not mandate that the employee use the service.
- (3) EAP discussions and records of discussions or participation in EAP are considered privileged communication protected by and only released under federal and state confidentiality laws. Records of employee participation in EAP will not be made part of the personnel records without written consent of the individual receiving services.

- (4) EAP is available to all employees and their family members. It is recognized that problems with dependents and other family members can adversely affect an employee's ability to function on the job.
- (5) Employees who are participating in EAP are expected to meet existing job performance standards. Participation in EAP does not exempt an employee from appropriate corrective action. However, it is intended that this program will assist employees in resolving personal problems before such problems can lead to work-related difficulties.
- (6) The employee should contact department of human resources for information on accessing providers.

<p>Approved by:</p>  <p>_____  Sharon L. Gaber, Ph.D.  President</p>  <p>_____  October 13, 2016  Date</p>  <p><i>Review/Revision Completed by:  Senior Leadership Team  Vice President and Chief HR Officer</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-25-20, effective date September 13, 2013</i></li> </ul>  <p>Initial effective date: December 15, 2010  Review/Revision Date: September 13, 2013; October 13, 2016  Next review date: October 13, 2019</p>
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## Appendix A8

### Drug and Alcohol Testing Main Campus Policy

<b>Name of Policy:</b> <a href="#">Drug and Alcohol Testing</a>  <b>Policy Number:</b> 3364- 25-104  <b>Approving Officer:</b> President  <b>Responsible Agent:</b> Vice President and Chief HR Officer  <b>Scope:</b> The University of Toledo – Main Campus	  <b>Review date:</b> April 10, 2015 <b>Original effective date:</b> February 9, 1999
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The University of Toledo will implement and enforce the laws of the State of Ohio, and the Federal Highway Administration - U.S. Department of Transportation, pertinent to the Omnibus Transportation Employee Testing Act of 1991 (see February 15 Federal Register, pg. 7340), and Controlled Substances and Alcohol Use and Testing (49 CFR Part 382). The University will ensure that all alcohol or controlled substances testing complies with the procedures set forth in these titles.

The University will implement and enforce the provisions of the Drug-Free Workplace Act of 1988 and the Drug Free Schools Act. This policy is applicable to all employees and working environments. Violations of Drug-Free Workplace provisions will subject employees to the University discipline procedures. The University hereby notifies all employees that possession of a controlled substance is prohibited in the workplace. The workplace encompasses all University facilities. Violation of such prohibition will result in official University disciplinary action.

On the basis of its established policies and procedures, a copy of which are found in Appendix A, the University will certify to funding agencies that the Institution will provide a drug-free workplace.

Programs are designed to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by all University employees, including drivers required to maintain a Commercial Drivers License. Effective programs will be developed by the Office of Safety & Health, to include comprehensive programs, guidelines, and procedures designed to assure compliance with the above stated laws and any substantially equivalent federal, state, and/or local laws enacted subsequent to the adoption of this policy.

The vice president in charge of human resources and talent development shall be responsible for implementation of this policy and shall publish procedures for said implementation.

<p>Approved by:</p>  <hr/> <p>Nagi G. Naganathan, Ph.D. Interim President</p>  <hr/> <p>April 10, 2015</p> <hr/> <p>Date</p>  <p><i>Review/Revision Completed by:</i></p> <p><i>Human Resources and Talent Development</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Formerly University of Toledo policy #V-6-12 Public Safety: Drug &amp; Alcohol Testing; last reviewed 2/10/1999:</i></li> </ul>   <p>Initial effective date: Policy originally published on February 10, 1999</p> <p>Review/Revision Date: September 13, 2013 ; April 10, 2015</p> <p>Next review date: December 31, 2015</p>
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**THE UNIVERSITY OF TOLEDO  
POLICIES AND PROCEDURES FOR MAINTAINING  
A DRUG-FREE WORKPLACE AND A DRUG-FREE WORKFORCE**

**ESTABLISHING AND MAINTAINING A DRUG-FREE WORKPLACE:**

**I. Purpose**

The following policy is created by The University of Toledo in compliance with the federal Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V Subtitle D), and sets forth the University's standards as an employer providing a workplace that is a safe, healthy and drug-free working environment for all employees. This policy is created and implemented and fulfills the conditions set by the federal government for institutions who receive contracts or grants from federal agencies.

Students in as far as they are employed by the University are subject to this policy, and will, as terms of their employment, abide by all policies and procedures established by the University in as far as specific regulations affect their work as temporary employees. The Office of Student Affairs has issued policies regarding the activities of students in their classroom and living areas.

The policy created herein is a campus-wide policy affecting all working environments. The Drug-Free Workplace Act of 1988 specifically affects grantees and contractors who hold funding from any source in an amount greater than \$25,000 or who hold federal grants or contracts in any amount. Individuals who hold or receive funding at any value are subject to the regulations of this policy and must comply by individual certification. All University employees are subject to the policy regardless of source of support. This policy is incorporated and is a part of the official University of Toledo Policies and Procedures.

**II. Policy**

The University of Toledo hereby notifies all employees, both full-time and part-time, that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. The workplace encompasses all University facilities.

Violation of such prohibition will result in official University disciplinary action.

On the basis of its established policy and procedures, The University of Toledo will certify to funding agencies that the institution will provide a drug-free workplace.

**III. Definitions**

For the purpose of clarification of terms found within the University policy and procedures affecting a drug-free workplace, the following terms are defined:

- a) "Controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and further defined by regulation at 21 CFR 1300.11 through 1300.15.
- b) "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- c) "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- d) "Drug-free workplace" means a site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances.
- e) "Employee" means the employee of a grantee directly engaged in the performance of work pursuant to the provisions of the grant.
- f) "Federal agency" or "agency" means any U.S. executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.
- g) "Grant" means an award of financial assistance, including a cooperative agreement in the form of money, or property in lieu of money, by a Federal agency directly to the grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreement"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or, any veterans' benefits to individuals.
- h) "Grantee" means a person who applies for or receives a grant directly from a Federal agency.
- I) "Individual" means "a natural person". An individual differs both from an organization made up of more than one individual and from corporations which can be regarded as a single "person" for some legal purposes.

#### IV. Procedures

The University of Toledo states that it will establish and maintain a drug-free workplace and will be in compliance with the DOD rule on maintaining a drug-free workforce. The University will also be in compliance with the provisions of the Federal Rehabilitation Act of 1973, Section 504, and with the applicable provisions of the Americans with Disabilities Act of 1990. The Drug-Free Workplace Act requires that employers implement new policies and procedures to ensure a drug-free environment. The University of Toledo has implemented the following procedures.

##### A. VIOLATIONS AND PERSONNEL ACTION

Violation of the University Policy establishing and maintaining a drug-free workplace results in appropriate disciplinary action according to the academic or non-academic unit to which the violator belongs.

Unclassified/Professional Staff and Bargaining Unit Discipline:

Section V-6-12, Public Safety: Drug and Alcohol Testing outlines University policy on the use of controlled substances on UT property. Section V-7-8, Personnel: Employee Conduct and Disciplinary Actions, outlines procedure for addressing violations by personnel.

Bargaining Unit employees are subject to the disciplinary policies outlined in the respective collective bargaining agreements. (AAUP, CWA, UTPPA)

**B. DRUG-FREE AWARENESS PROGRAM**

Through the Personnel Office of The University of Toledo, emphasis is placed on prevention of drug abuse as part of the Employee Assistance Program. The Personnel Office makes the University statement concerning the establishment of a drug-free workplace available to all employees as they are hired into the institution. Drug counseling and rehabilitation referral is available through the Personnel Office.

**C. DISSEMINATION OF PUBLISHED UNIVERSITY STATEMENT**

The University statement is distributed by the Personnel Office by general mailing to all University employees. All newly hired employees will be provided a copy of the statement and are requested to sign an acknowledgment form which remains on file in their permanent employment record.

**D. NOTIFICATION OF CONDITIONS OF EMPLOYMENT**

Signing the acknowledgment of the university statement on establishing a drug-free workplace is a condition of employment with The University of Toledo.

In signing the acknowledgment, the employee agrees to not only abide by the terms of the statement, but to also notify the employer of any criminal drug statute convictions occurring in the workplace no later than five days after that conviction.

Employees who accept employment with The University of Toledo accept the conditions of a drug-free workplace.

If an employee is offered the opportunity to work on a University approved and accepted DOD contract which is funded by the U.S. Department of Defense, a condition of employment may be drug testing, under certain limited circumstances. In most cases, drug testing will not be a requirement. If such testing is a requirement, the employee will have the choice of declining the position.

**E. NOTIFICATION OF THE FEDERAL FUNDING AGENCY**

The University is responsible for notifying the federal funding agency within ten days after receiving notice from an employee or otherwise receiving actual notice of the conviction.

The University must take one of the following actions within thirty (30) days of receiving notice that an employee has been convicted of violating the statement published by the University under the Drug-Free Workplace Act:

- 1) Take appropriate personnel action against such employee, up to and including termination.
- 2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

## CONSEQUENCES OF NON-COMPLIANCE

The federal government may levy a sanction against an institution if the funding agency determines that a contractor or grantee has violated the Drug-Free Workplace Act by:

- 1) Filing a false certification
- 2) Failing to carry out any obligation specified in its establishment and maintenance plan in the requirements for compliance
- 3) Having a sufficiently high employee rate of criminal drug convictions

Sanctions include the following:

- 1) Termination of the grant or contract by the federal agency
- 2) Suspension of payments under the grant or contract
- 3) Suspension including a temporary, emergency form of debarment, the administrative equivalent of a preliminary injunction
- 4) Debarment

Sanctions are imposed, in writing, by the head of the federal funding agency (or designee) and may be appealed through standard agency suspension and debarment proceeding. The agency head may waive the sanction under appropriate circumstances.

## F. MAINTAINING THE DRUG-FREE WORKPLACE ENVIRONMENT

The University of Toledo, through its Personnel Office and its administrative framework, enforces its policy statement concerning the establishment and subsequent maintaining of a drug-free environment. Employees of the institution bear a responsibility for reporting specific abuses and acts which threaten the eligibility of the institution to receive federal funding.

## **G. BIENNIAL REVIEW**

The Assistant Vice President for Personnel will be responsible for coordinating the biennial review of our policy to (a) determine its effectiveness and implement changes if they are needed and (b) ensure that the sanctions are consistently enforced.

## **ESTABLISHING AND MAINTAINING A DRUG-FREE WORKFORCE.**

### **I. Purpose**

The following policy is created to comply with the U.S. Department of Defense interim rule, Drug-Free Workforce Requirements for a select group of contractors Vol. 53, Federal Register, pp. 37763-37765. This DOD rule became effective October 31, 1988, and applies to selected Defense contractors and their employees in sensitive positions. These employees are also covered by the Drug-Free Workplace Act of 1988 and implementing regulations.

### **II. Policy**

The University prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Schedule I and II of Section 802 (8) of the Controlled Substance Act (21 U.S.C. 812) by employees on Federal Defense contracts who are employed in sensitive positions, i.e., employees granted access to classified information; those in positions involving national security, health, or safety; or, in positions involving national security, health, or safety; or, in positions requiring a high degree of trust and confidence.

### **III. Procedures**

#### **A. VIOLATIONS AND PERSONNEL ACTIONS**

In addition to the procedures already outlined in the establishment of a drug-free workplace, under certain circumstances violators will be subject to drug testing measures.

THE UNIVERSITY OF TOLEDO  
DRUG-FREE WORKPLACE STATEMENT

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Instructions:

Please read the following statement regarding The University of Toledo's policy on maintaining a Drug-Free Workplace. In compliance with the federal regulations established in the Drug-Free Workplace Act of 1988, all employees who are employed on a grant in an amount exceeding \$25,000 or a federal grant or contract regardless of value, are asked to read and retain a copy of this statement. All other employees of the University are also covered by these regulations and are asked to acknowledge the policy as well.

"The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace by The University of Toledo. Employees, both full-time and part-time, who violate this prohibition are subject to the University's regulations establishing action in such cases. These actions may result in possible suspension, dismissal, or referral to appropriate assistance programs.

In the case of employees on grants and contracts, misconduct and resulting conviction of violation of University policy must be reported to the federal funding agency supporting the grant or contract. The agency may impose a sanction against the University, terminate the contract, suspend payments, or impose debarment from any future federal funding.

In all cases, violation of the University policy is a serious offense. The University of Toledo intends to maintain a drug-free workplace for all employees."

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I have received a copy of The University of Toledo Drug-Free Workplace Statement.

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Employee Signature

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Date

Employees return this receipt to Personnel Services where all acknowledgments will be filed.

THE UNIVERSITY OF TOLEDO  
STATEMENT OF NOTIFICATION  
SUPPORTING A DRUG-FREE WORKPLACE

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Instructions:

In compliance with federal regulations imposed by the Drug-Free Workplace Act of 1988, those employees, whether full-time, part-time, or fully employed student research or program assistants, directly engaged in the performance of work supported by a grant funded in an amount exceeding \$25,000 or any federally funded grant, contract, or program, are provided a copy of this statement and are asked to retain a copy.

All employees are provided a Drug-Free Workplace Statement.

"Employees directly engaged in the performance of work supported by a grant or contract in an amount exceeding \$25,000 or any federally funded program, contract or grant, will abide by the terms of the Drug-Free Workplace Statement.

As a condition of employment under the grant, contract or program, the employee will: (a) abide by the terms of the statement, and (b) notify the employer of any criminal drug statute conviction for the violation occurring in the workplace not later than five days after that conviction."

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RECEIPT

I have received a copy of The University of Toledo Statement of Notification.

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Employee Signature


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Date

Employees, please return this receipt to Personnel where all notifications will be filed.

## Appendix A9

### Drug and Alcohol Abuse Health Science Campus Policy

<b>Name of Policy:</b> <a href="#">Drug and alcohol abuse</a>		 <p style="margin: 0;"><b>Review date:</b> July 1, 2014 <b>Original effective date:</b> August 1, 1993</p>	
<b>Policy Number:</b> 3364- 25-105			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Associate Vice President, Human Resources and Talent Development			
<b>Scope:</b> The University of Toledo – Health Science Campus Only			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	<u>X</u>	Reaffirmation of existing policy

#### (A) Policy statement

It is The University of Toledo's objective to provide the highest quality health education, research, and services, with a responsibility to do so in a safe environment. Employees under the influence of drugs and/or alcohol while on the job create serious safety and health risks to themselves, patients, guests, co-workers, and the University. The University subscribes to a zero tolerance stance regarding drug and/or alcohol abuse. The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance including the unsanctioned use of alcohol, on University property, or as any part of its activities. The term "controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812). This includes all illegal drugs and legal drugs used without a physician's order. It does not prohibit taking prescribed medication as directed by a physician.

#### Prohibited Activities Under the Policy:

**Alcohol:** The use, possession, or being under the influence of alcohol while performing job responsibilities is prohibited and is subject to corrective action up to and including termination of employment. Employees suspected of being under the influence may be tested following the procedures defined in Policy 3364-25-106, Drug and Alcohol Testing.

**Illegal Drugs:** The use, sale, purchase, transfer, possession, or being under the influence of an illegal drug (and/or the use, sale, purchase, transfer, possession, or being under the influence of a legal drug for illegal purposes) is prohibited. Employees engaging in the use, sale, purchase, transfer, possession, or being under the influence of an illegal drug will be subject to corrective action up to and including termination and possible criminal prosecution. Employees suspected of being under the influence may be tested following the procedures in Policy 3364-25-106, Drug and Alcohol Testing.

**Legal Drugs:** The use, or being under the influence of any legally obtained drug while performing job responsibilities is prohibited to the extent such use or influence may affect the safety of patients, guests, or co-workers. Employees are responsible for advising their supervisor whenever they are taking prescribed medication under the direction of a physician which may adversely affect their job performance or the safety of themselves or others. When the use of a prescribed medication may adversely affect job performance, it is in the best general




interest of the employee, co-workers, and the University that sick leave or personal leave be used. Employees misusing or illegally using legal drugs will be subject to corrective action up to and including termination of employment.

<p>Approved by:</p>  <hr/> <p>Nagi G. Naganathan, Ph.D. Interim President</p>  <hr/> <p>Date</p>  <p><i>Review/Revision Completed by:</i></p>  <p><i>Associate Vice President, Human Resources and Talent Development</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>Formerly Medical College of Ohio policy #01-044 Drug and Alcohol Abuse; last reviewed 07/01/2003;</i></li></ul>  <p>Original effective date: August 1, 1993 Review/Revision Date: July 1, 2003; September 13, 2013; July 1, 2014 Next review date: December 31, 2017</p>
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## Appendix A10

### Drug and Alcohol Testing Health Science Campus Policy

<b>Name of Policy:</b> <a href="#">Drug and alcohol testing.</a>		 <p style="margin-top: 20px;"><b>Review date:</b> July 1, 2014 <b>Original effective date:</b> March 5, 1995</p>	
<b>Policy Number:</b> 3364- 25-106			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Associate Vice President, Human Resources and Talent Development			
<b>Scope:</b> The University of Toledo – Health Science Campus Only			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	<u>X</u>	Reaffirmation of existing policy

#### (A) Policy statement

Use of controlled substances which cause intoxication or impairment on-the-job poses risks to The University of Toledo, the affected employee and to co-workers. Recognizing that drug and alcohol abuse are treatable illnesses which should be dealt with initially by treatment and education, it is the University's policy to prevent and rehabilitate rather than terminate the employment of workers who are drug or alcohol dependent. No employee will be discharged without first having an opportunity to seek treatment, if treatment is needed.

#### (B) Definitions

- (1) The term "drug" includes cannabis as well as other controlled substances as defined in the Ohio Revised Code.
- (2) The term "illegal drug usage" includes the use of cannabis or any controlled substance which has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.
- (3) The term "alcohol misuse" is defined as actual impairment of the employee with regard to his or her ability to perform job duties.
- (4) The term "reasonable suspicion" is defined as follows: aberrant or unusual on-duty behavior of an individual employee which:
  - (a) Is observed on duty by the employee's immediate supervisor or higher ranking employee and confirmed by the observation of another supervisory employee. Observation may also be confirmed by a Union steward where possible.
  - (b) Is the type of behavior which is recognized and accepted as symptoms of intoxication or impairment caused by controlled substances or alcohol.
  - (c) Is not reasonably explained and accepted as a result of some other cause such as, but in no way limited to, fatigue, lack of sleep or side effect of a prescription medication, or over the counter medication, reaction to non-toxic fumes or smoke, or other job related cause or factor.

#### (5) Chain of Custody:

These are the procedures beginning at the time of collection to account for all handling and storage of each specimen.

#### (6) Confirmatory Test:

A second laboratory procedure used to analyze a positive test result from a screening test. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation test.

(7) Cutoff Level:

The concentration of a drug or drug metabolite in the urine at which a specimen is considered positive.

(8) Medical Review Officer (MRO):

The licensed individual who is qualified to interpret and evaluate test results and other relevant medical information.

(C) Notice and education to employees

All employees will be informed of the employer's testing policy prior to its implementation. All new employees will be provided with this information when initially hired. No employee shall be tested until this information has been provided.

(D) Basis for ordering an employee to be tested

Employees may be tested under the following conditions:

- (1) Where there is reasonable suspicion that the employee to be tested engaged in illegal drug usage as defined herein or is intoxicated.
- (2) The reasonable suspicion must be based upon specific personal observation.
- (3) Observation must be by a supervisor and management level employee.
- (4) Reports of illegal drug usage or intoxication (alcohol abuse) must be documented, in writing, at the time of observation or as soon as possible thereafter. Reports of illegal drug usage, intoxication or alcohol abuse, which are not confirmed in writing, as provided herein, shall not constitute reasonable suspicion.

(E) Procedure for ordering tests, restriction on orders, and refusal to submit to tests

- (1) No testing may be conducted without authorization of the Administrative Coordinator, Department Head or higher ranking University representative. The authorized University representative must document in writing who is to be tested and why the test was ordered, including the specific objective facts constituting reasonable suspicion and the names of any informants or sources of the information. One copy of this documentation shall be given to the unit employee before testing and one copy shall be provided to the Union immediately. The unit employee must be given the opportunity to read the documentation and told the reasons the test is to be given.
- (2) Failure to follow any of the above steps shall result in elimination of test results as if no tests were administered. The test results will be voided, no documentation will be maintained in the employee's personnel file and no discipline administered to the affected employee.
- (3) Employee may be given an opportunity to give an explanation of their condition to the University representative ordering the test.
- (4) If the University representative, after observing the employee, has a reasonable suspicion that the employee may be intoxicated or impaired, then by written order, signed by the University representative, the employee may be ordered to submit to a toxicology test designed to detect the presence of alcohol, chemical adulteration, marijuana metabolites, cocaine metabolites, opiates, amphetamines and phencyclidine in accordance with the procedure set forth below.
- (5) Refusal to submit to urine or breath testing after being properly ordered to do so may result in disciplinary action. The employee tested will be deemed to be on leave with pay for the balance of the work day.
- (6) Random or mass testing may not be ordered by the Employer under any circumstances, including prescribed follow-up care.
- (7) The University may order urine samples and breath analyzer methodology, as is available at the test facility. Blood tests may not be ordered and if ordered may not be utilized.

(F) Testing procedures

- (1) Urine specimens may only be tested for covered drugs. Covered drugs are: marijuana, cocaine, opiates, amphetamines, phencyclidine. Specimens may not be used to conduct any analysis or test not specifically provided herein.
- (2) Urine specimens shall be collected only at the laboratory or hospital where the specimen is to be tested, unless this is impossible. A University representative who is involved in the discipline process shall not serve as the collection site person.
- (3) Collection of urine specimens must allow individual privacy unless there is clear and convincing reason to believe that a particular person may alter or substitute the specimen. If specimen collection is directly observed by a non-medical person, the person must be of the same gender as the employee. The following circumstances are the only grounds to believe a person may alter, or may have altered or substituted a specimen:
  - (a) The urine specimen is outside the normal temperature range (32.5C, 90.5-99.8F) and the employee will not allow an oral body temperature to be taken, or the oral body temperature is 1 C/1.8 F different from the temperature of the specimen;
  - (b) The collection site person observes behavior that clearly indicates an attempt to alter or substitute a specimen; or
  - (c) The employee has previously been determined to have used a controlled substance and the test is a follow-up test after return to service.
- (4) A split sample of urine must be collected, i.e., the urine specimen must be divided into at least three (3) containers. The employee shall be allowed an opportunity, at the employee's expense, to have the specimen retested at a different certified laboratory. The employee shall have seventy-two (72) hours, after positive test result is received, to request a test by a different laboratory.
- (5) An employee must provide at least 45 milliliters of urine or a refusal to submit may be found unless there is a medical reason. An employee unable to provide the minimum urine specimen shall be allowed to drink sufficient water to provide a specimen.
- (6) Each step in the collecting process of the urine specimens shall be documented to establish procedural integrity and the chain of evidence. A standard drug testing custody and control form must be used. All specimen containers, bottles, vials and bags used to store and/or transport specimens shall be sealed with evidence tape and labeled in the presence of the employee. The testing shall be done by a laboratory certified by the State of Ohio as a medical and forensic urine drug testing laboratory and/or a laboratory which has a forensic urine drug testing certification by the College of American Pathology which complies with the scientific and technical guidelines for federal drug testing programs and Standards for Urine Drug Testing for Federal Agencies issued by the Alcohol, Drug Abuse and Mental Health Administration of the U.S. Department of Health and Human Services in effect at the time of the test, or comparable scientific and technical guidelines.
- (7) G. The employee designated to give a sample must be positively identified prior to any sample being taken. Specimen samples shall be sealed, labeled and checked against the identity of the employee to ensure the drug and alcohol testing results match the testee. At all times practicable, samples shall be stored in a secured and refrigerated atmosphere until tested or delivered to the testing lab representative.
- (8) The University shall choose a list of the laboratories which may be utilized for toxicology testing on a yearly basis. The laboratory selected by the Employer to conduct the analysis must be experienced and capable of quality control, documentation, chain of custody, technical expertise, and demonstrated proficiency in urinalysis testing.
- (9) The employee shall be provided a copy of the laboratory report of both specimens.

- (10) No discipline shall be imposed until the employee has had seventy-two (72) hours from notification of a positive test to seek tests of the same specimen by another certified laboratory as specified above. Seeking another test shall not be cause for discipline nor used against an employee in an arbitration proceeding.

(G) Laboratory analysis procedures

- (1) The testing or processing phase shall consist of a two-step procedure. A specimen initially testing positive will undergo an additional confirmatory test. An initial positive report will not be considered positive, rather it will be classified as confirmation pending or presumptive positive.
- (2) The initial test will be performed by an immunoassay test. The cutoff levels (positive detection) for screening tests are listed below and are expressed in nanograms per milliliter (ng/ml), or billionths of a gram per thousandths of a liter:  
Marijuana metabolites 50 ng/ml  
Cocaine metabolites 300 ng/ml  
Opiate metabolites 300 ng/ml  
Phencyclidine 25 ng/ml  
Amphetamines 1,000 ng/ml
- (3) A confirmation test will be performed on all initial positive tests. The cutoff levels for confirmation tests are:  
Marijuana metabolites 15 ng/ml  
Cocaine metabolites 150 ng/ml  
Opiates  
Morphine 300 ng/ml  
Codeine 300 ng/ml  
Phencyclidine 25 ng/ml  
Amphetamines  
Amphetamine 500 ng/ml  
Methamphetamine 500 ng/ml and  
also 200 ng/ml  
amphetamine
- (4) All test results are to be reviewed by a Certifying Scientist. Test results must be completed as soon as possible.

(5) Tests which are below the levels set forth above shall be determined as negative. If test results are negative, all Human Resources documentation regarding supervisory observations and testing will be destroyed.

(6) A MRO shall examine all positive confirmed test results to determine if there is an alternative medical explanation for the positive test result. Before making a final decision as to whether a positive test is valid, the MRO must provide the employee with an opportunity to discuss the test result. If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO shall report to the Employer that the test is negative.

(H) Alcohol tests

- (1) All alcohol tests will be conducted in accordance with the Breath Analyzer Methodology in effect.
- (2) A positive test for alcohol shall be .05 grams/210 liters.

(I) Employee rights

- (1) The University shall pay the costs of all tests, except the drug test secured by an employee.
- (2) An employee ordered to take a test shall be paid for all lost work time due to the University's order the day of the order. The University may at its option place an employee on unpaid leave until the employee is returned to work or disciplined. An employee whose test is negative shall be made whole for all lost wages and other benefits. Employees who test positive where proper procedures are followed shall not be made whole for any period of time on administrative leave.
- (3) Employees shall have the right to appeal any discipline imposed by the University.
- (4) Voluntary submission to a chemical dependence program shall not be grounds for discipline.
- (5) Any discipline imposed as a result of a positive test for a first offense and any grievance filed in response thereto shall be held in abeyance pending completion by the employee of a mutually agreed upon substance abuse program.

(J) Chemical dependency programs

- (1) An employee testing positive for drugs or alcohol under the provision of the policy shall have the option of entering into a chemical dependency program in lieu of discipline. If the employee successfully completes such a program and is not disciplined for substance abuse for eighteen (18) months following the initial charge, the discipline shall be revoked and the employee's record cleared of the offense, and it shall not be used as a basis for any other disciplinary action in the future.
- (2) After evaluation, the program utilized by the employee must be sufficient to meet the rehabilitation needs of the employee.
- (3) Employees temporarily unfit to perform the duties of their position because of drug or alcohol abuse may use sick leave, vacation leave, compensatory time, and light duty assignment, if available, and leave without pay during absences required as part of the rehabilitation process.

(K) Voluntary participation in a dependency program

An employee may, at any time, voluntarily enter a chemical dependency program. This may be done through an employee assistance program or by direct contact with the providers of such services. Employer knowledge gained by the employee's voluntary admission or participation in a chemical dependency treatment program shall not be used as the basis for discipline.

Information regarding treatment of employees in chemical dependency programs shall remain confidential and shall not be released to the public.

Although an employee will not be subject to disciplinary action where the employee voluntarily submits to a treatment program prior to being tested as provided in this policy, the Employer has the right to insure that the employee is fit for duty when a request for reinstatement is made.

(L) Duty assignment after treatment

Once an employee who tests positive successfully completes rehabilitation and is fit for duty, the employee shall be returned to the regular duty assignment. Duty reassignment during treatment shall be at the discretion of the Employer based on each individual's circumstances. If follow-up care is prescribed after treatment, this care may be imposed as a condition of continued employment. The Employee may be tested on a random basis for eighteen (18) months no more than three (3) times the first six (6) months, two (2) times the second six (6) months and one (1) time the third six (6) months. Once treatment and any follow-up care is completed, at the end of eighteen (18) months, the records of treatment and positive drug test results shall be retired to a closed medical record. The employee shall be given a fresh start with a clean administrative record, except that other discipline records shall be retained.

<p>Approved by:</p>  <p>_____</p> <p>Nagi G. Naganathan, Ph.D. Interim President</p>  <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: Associate Vice President, Human Resources and Talent Development</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Formerly Medical College of Ohio policy #05-066 Drug and Alcohol Testing; last reviewed 07/-1/2003;</i></li> </ul>   <p>Original effective date: March 5, 1995 Review/Revision Date: July 1, 2003; February 12, 2013; July 1, 2014 Next review date: December 31, 2017</p>
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# Appendix A11

## Financial Aid Drug Convictions Policy per Department of Education Guidelines



Office of National Drug Control Policy  
U.S. Department of Education



### FAFSA Facts

(Free Application for Federal Student Aid)

#### How do drug-related convictions affect my student loan eligibility?

In general, if you are convicted of a drug-related felony or misdemeanor that took place **while you were receiving Federal student aid**, you will become ineligible to receive further aid for a specified period of time upon conviction.

You can shorten this period of ineligibility by:

- ❖ Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, **or**
- ❖ Passing two unannounced drug tests administered by an approved drug rehabilitation program, **or**
- ❖ Having the conviction reversed, set aside, or otherwise rendered invalid.

#### How long am I ineligible to receive Title IV, HEA program funds (Federal student aid) if I don't pursue early reinstatement of eligibility?

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed **while you were receiving aid**. The law recognizes two broad categories of drug offense: "possession of illegal drugs" and "sale of illegal drugs." The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

*\*Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.*



If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at:

<http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

### When am I considered to be 'receiving aid'?

You are considered to be receiving aid beginning on the day that classes start for any term you have applied for, been approved for, and for which you have accepted an offer for Federal student aid.

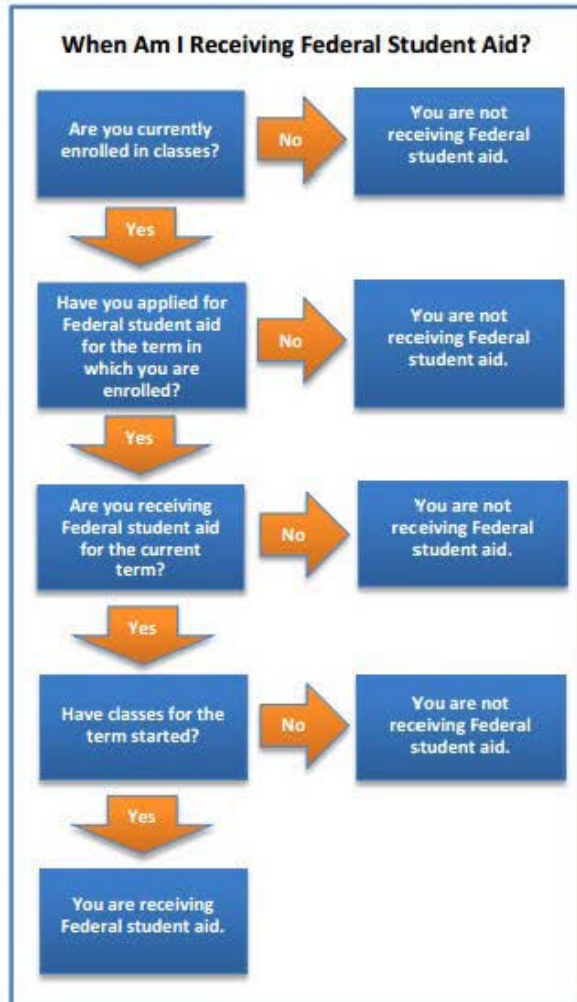
Summer breaks do not count as time receiving aid if you are not enrolled in classes. However, holiday breaks during the academic year count as time enrolled.

The chart at right will help clarify when you are considered to be receiving Federal student assistance.

### What about convictions for offenses that took place when I was not receiving aid?

Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes only if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was not receiving Federal Student Aid.

This law applies to you **only** if you have been convicted of a drug-related offense.



### What is an approved drug rehabilitation program?

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet **at least one** of the following requirements.

The program must be:

- ❖ Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- ❖ Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- ❖ Administered or recognized by a Federal, State, or local government agency or court.
- ❖ Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

**NOTE:** Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, you should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

### **Where can I find an approved treatment program?**

The Substance Abuse and Mental Health Services Administration ([SAMHSA Treatment Locator](http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx)) lists treatment programs that receive Federal funds. Programs on this list are approved, provided they offer two unannounced drug tests:

<http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx>

### **How can I get the required drug tests without enrolling in treatment?**

Generally, drug rehabilitation programs do not provide drug tests to individuals whom they have not admitted to treatment. To meet the drug testing requirement without taking part in treatment, you will need to make arrangements with an approved drug rehabilitation program.

### **Are there other laws related to drugs that can make me ineligible for Title IV, HEA program assistance?**

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

### **What if I already completed a treatment program that did not include unannounced drug tests or recovered through mutual aid meetings such as Narcotics Anonymous or SMART Recovery?**

That does not meet the requirements of the law. To meet the requirements of the law and regain eligibility for Federal student aid, you must either successfully complete an acceptable drug rehabilitation program that includes two unannounced drug tests or successfully pass two unannounced drug tests at an acceptable drug rehabilitation facility after the date of your conviction.


### **How do I document successful completion of the treatment or drug testing requirements?**

Your financial aid office will make this determination. You may be required to provide written documentation.

**What if I have other questions?**

For more information, please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

## Appendix A12 Title IX Policy

<b>Name of Policy:</b> The University of Toledo's Title IX Policy <b>Policy Number:</b> 3364-50-01 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Senior Director for Faculty Relations / Inclusion Officer Deputy Title IX Coordinator  <b>Scope:</b> All University of Toledo Campuses; see section (C)		  <b>Revision date:</b> August 31, 2015 <b>Original effective date:</b> December 1, 2007	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

### (A) Policy Statement

#### **Title IX Notice of Non-Discrimination**

The University of Toledo ("University") is committed to educational and working environments that are free from sex discrimination (including sexual harassment, sexual assault) or retaliation. Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex discrimination. This policy is consistent with the requirements of Title IX, Title VII, as well as relevant state laws.

The University encourages the reporting of sexual misconduct or retaliation that may occur in its programs or activities, to ensure that the University has an opportunity to address prohibited conduct. Reports may be made online on the University's website or by contacting one of the individuals identified below.

Sexual misconduct includes sex discrimination, sexual harassment, sexual violence, sexual assault, conduct that exploits another person in a sexual and non-consensual way (such as voyeurism and non-consensual recording), stalking, dating violence, domestic violence, and indecent exposure.

The following individual has been designated to handle inquiries and reports concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex (including gender identity or expression):

David Cutri  
**Director of Internal Audit and Chief Compliance Officer**

**Acting Title IX Coordinator**  
 Learning Resource Center Room 3850  
 Phone: (419) 530-8718  
 Email: [David.Cutri@utoledo.edu](mailto:David.Cutri@utoledo.edu)



Mail Stop: 463

The Title IX Coordinator is assisted by three Deputy Title IX Coordinators:

**Mary Martinez**

Assistant Director, Student Conduct/Deputy Title IX Coordinator

2801 W. Bancroft Street

Ottawa West, Room 1017

Toledo, OH 43606-3390

Phone: 419-530-8585

Fax: 419-530-2942

[Mary.Martinez@utoledo.edu](mailto:Mary.Martinez@utoledo.edu)

Mail Stop: 514

**Meredith Blaine**

Clery Act Compliance Officer

2801 W. Bancroft Street

LR 3610

Toledo, OH 43606-3390

Phone: 419-530-3150

[Meredith.Blaine@utoledo.edu](mailto:Meredith.Blaine@utoledo.edu)

Mail Stop: 463

**Kevin West**

**Senior Director for Faculty Relations / Inclusion Officer**

**Deputy Title IX Coordinator**

**2801 W. Bancroft Street**

University Hall, Room 4580

Toledo, OH 43606-3390

Phone: (419) 530-4017

Email: [kevin.west2@utoledo.edu](mailto:kevin.west2@utoledo.edu)

**Mail Stop: 939**

The Deputy Title IX Coordinators investigate allegations of sexual misconduct, assist individuals who may require interim measures following a report of sexual misconduct, and provide information and resources to the campus community.

Inquiries regarding sex discrimination also may be directed to:

Office for Civil Rights

U.S. Department of Education

1350 Euclid Avenue, Suite 325

Cleveland, OH 44115

Telephone: (216) 522-4970  
TDD: (800) 877-8339  
Email: OCR.Cleveland@ed.gov

### **Anti-Discrimination/Anti-Harassment Statement**

The University of Toledo is strongly committed to maintaining a safe campus and preventing unlawful discrimination and harassment in its programs and activities. Upon notice of possible sex discrimination, sexual harassment, or sexual violence (collectively referred to as “sexual misconduct”) the University takes prompt and appropriate steps to determine what occurred, end a hostile environment if one has been created, and prevent the recurrence of a hostile environment. The University ensures that it utilizes fair and impartial processes that are mindful of the rights of individuals accused of sexual misconduct, while taking steps to ensure equal treatment of complainants and provide necessary interim or protective measures. If the University finds that sexual misconduct in violation of this policy has occurred, it imposes robust disciplinary sanctions and provides remedies to complainants and the campus community, as appropriate. The University does not tolerate unlawful retaliation, including retaliatory harassment, in its programs and activities.

#### **(B) Purpose**

The University seeks, through this policy, to acknowledge and comply with its duties under federal and state laws and set forth a comprehensive framework for receiving, processing, investigating, and resolving complaints of sexual misconduct. This policy also provides the University community with necessary information regarding how to make complaints, receive assistance and support, and what to expect from the investigation process.

#### **(C) Scope**

This policy applies to all faculty, staff, students, student organizations, and third parties (i.e., individuals such as vendors and visitors), regardless of sexual orientation or gender identity. The policy covers sexual misconduct or retaliation that occurs in University programs and activities, that is, on University property or at University sponsored events. This includes instances where sexual misconduct or retaliation occurs off-campus but has an effect on-campus, on University property, or at a University-sponsored event.

All reports of alleged sexual misconduct in a University program or activity -- that is, any reports regarding sexual misconduct on any campus or within any department or college or athletic program -- will be investigated in the manner set forth in this Policy. No other policy’s sexual misconduct investigatory process may take the place of the Title IX Coordinator’s investigation process.

Claims that allege both “sexual misconduct” as defined by this policy and other unlawful discrimination or harassment covered by Policy 3364-50-02 will be addressed under this policy.

The University upholds the requirements of the Constitution of the United States of America. This policy will not be interpreted to impinge upon any constitutionally protected rights or privileges, including under the First or Fifth Amendments. This policy will not be used to impose discipline for speech that is protected by the First Amendment.

## **(D) Definitions and Examples**

*(Additional relevant definitions and examples, including state law definitions, are set forth in Appendices B and C to this policy.)*

*Complainant:* The individual alleged to have experienced sexual misconduct or retaliation. In certain circumstances, the University may assume the role of the complainant.

*Consent:* Consent requires unambiguous communication and mutual agreement concerning the act in which the participants are engaging. Consent must be informed, freely given, mutual, and can be withdrawn at any time. A person cannot give consent if he or she is mentally or physically incapacitated or impaired such that the person cannot understand the fact, nature, or extent of the sexual situation; this includes impairment or incapacitation due to age, alcohol or drug consumption, or being asleep or unconscious. Similarly, a person cannot give consent if force, expressed or implied, duress, intimidation, threats, or deception are used on the accuser. Silence or the absence of resistance does not necessarily imply consent. Consent to some sexual acts does not imply consent to other acts, nor does prior consent to sexual activities imply ongoing future consent with that person or consent to that same sexual activity with another person. Whether an individual has taken advantage of a position of influence or authority over an accuser may be a factor in determining consent.

*Dating violence:* Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes sexual or physical abuse or the threat of such abuse.

*Days:* In this policy, “days” refers to calendar days.

*Domestic violence:* Domestic violence is violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Ohio.

*Incapacitation:* Incapacitation occurs where a person is unable to give consent, such as due to the use of drugs or alcohol or a cognitive impairment. In considering whether a complainant is incapacitated due to the consumption of drugs or alcohol, the University will consider the circumstances, including factors such as whether there is evidence of slurred speech, vomiting, stumbling or the inability to walk, or periods of “blacking out.” The presence of one of these factors, standing alone, may not be sufficient to establish incapacitation; the totality of the circumstances must be examined.

*Respondent:* The individual alleged to have engaged in sexual misconduct or retaliation.

*Retaliation:* Retaliation is a form of discrimination. It occurs when an individual has engaged in a protected activity (such as filed a sexual misconduct complaint or participated in an investigation of alleged sexual misconduct) and adverse action is taken against the individual because of involvement in the protected activity.

*Example:* A student files a sexual misconduct complaint against a professor. The professor gives the student a poor grade because the professor is upset that the student filed a complaint.

*Example:* A student files a complaint alleging sexual misconduct. The respondent's friends follow the student around campus every day and make verbal threats because the student filed a complaint.

*Sexual assault:* Unwelcome physical conduct of a sexual nature, including unwanted kissing, touching, oral, vaginal, or anal sex, which occurs in the absence of consent. This includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.

*Sex discrimination:* Negative or adverse treatment sex.

*Sexual harassment:* Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. A single instance of rape is sufficiently severe to create a hostile environment. Sexual harassment can occur in one of two forms:

*Hostile environment:* This exists if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's program or an employee's ability to perform his or her job. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

*Quid pro quo:* This occurs when participation in or receipt of a benefit of the University's program is made contingent on the provision of sexual favors for or by a person who has the authority to make decisions about participation or receipt of benefits or when the rejection of a sexual advance or request for sexual favors results in the denial of participation in or receipt of a benefit of the University's program.

*Examples of sexual harassment:* (1) A student is sexually assaulted by another student; (2) A professor repeatedly asks a student to have sex with in order to get a better grade; (3) students in a residence hall target another student by writing unwelcome sex-based comments on the student's door; making negative, sex-based comments to the student in class, and threatening physical harm to the student.

When the facts establish that an institutional power differential existed within the relationship and an allegation of sexual harassment results, the University will closely scrutinize a defense that the relationship was consensual.

*Sexual misconduct:* Sexual misconduct includes sexual harassment, sexual violence, sexual assault, conduct that exploits another person in a sexual and non-consensual way (such as voyeurism and non-consensual recording), stalking, dating violence, domestic violence, and indecent exposure. Sexual misconduct may also be discrimination, harassment, or violence based on sexual orientation, gender identity, or gender expression.

*Sexual violence:* Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (for example, due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of



different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

*Stalking*: Stalking means engaging in a course of conduct directed at a specific person that would: (1) cause a reasonable person to fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

## **(E) Making a Report**

### **(1) *Where and how to file a complaint.***

**Timeframe for filing.** Complaints of sexual misconduct must be filed within 300 days of the last act of alleged discrimination. Individuals who file complaints after this timeframe may request a waiver, in writing, to the Title IX Coordinator. The request for a waiver should set forth the reason that the complaint was not filed earlier. The University encourages timely reporting of complaints as delays in filing may impair the University's ability to respond fully to the complaint. For example, memories fade over time and evidence may be lost, which may hamper an investigation.

**Where to file.** A complaint can be made by completing a Complaint Form available on the University's website at [https://publicdocs.maxient.com/reportingform.php?UnivofToledo&layout\\_id=7](https://publicdocs.maxient.com/reportingform.php?UnivofToledo&layout_id=7). The completed form also may be hand delivered, faxed, emailed, or mailed to the Title IX Coordinator or any of the Title IX deputies listed above.

**Anonymous complaints.** Persons may also make anonymous complaints by calling the toll-free Compliance Concepts hotline at 1-888-416-1308.

### **(2) *Confidentiality***

The University takes seriously the need to respect the privacy of the parties in responding to reports and complaints of sexual misconduct. The University shares information on a limited, "need to know" basis, in accordance with federal and state privacy laws and the Ohio Public Records Act.

In some instances, complainants may request that the University handle their complaints in a confidential manner. The University generally will respect a complainant's request for confidentiality; however, in some instances, the University may not be able to honor such a request. The University's Title IX Coordinator reviews requests for confidentiality, taking into account factors including whether the safety of others or the campus is at issue and the number of complaints against a respondent. The complainant will be notified of the determination regarding the request for confidentiality as soon as possible.

The University is required to share with the University's Police Department information regarding certain conduct (e.g., reports of sexual assault, dating violence, domestic violence, and stalking), unless the reports are made exclusively to confidential sources. To maintain the confidentiality of a report of sexual misconduct, complainants should utilize the University's Counseling Center, University's Psychology Clinic or the off campus resources identified below. Contact information for confidential reporting resources is provided below in Appendix A.

### **(3)     *Student Amnesty***

The University encourages the reporting of incidents of sexual misconduct and recognizes that some students may be reluctant to make reports or respond fully in an investigation as a result of their conduct at the time of the incident. Students involved in the Title IX process as complainants, respondents, or witnesses generally will not be subject to disciplinary action as a result of their personal consumption of drugs or alcohol at the time of the incident, as long as their conduct did not pose a threat to the health and safety of others. Complainants, respondents, and witnesses who engaged in other Student Code of Conduct violations at the time of the incident also may not be subject to disciplinary action, at the University's discretion, if those violations are non-violent and non-discriminatory in nature. The University may nevertheless impose educational remedies related to the use of drugs or alcohol or participation in non-violent and non-discriminatory Student Code of Conduct violations.

### **(4)     *Mandatory reporting***

***Who must report?*** Responsible employees are required to immediately report to the Title IX Coordinator incidents of sexual misconduct in University programs and activities of which they are aware. Reports should be sent via email to the Title IX Coordinator as soon as they are received, but in no event should the report be sent later than 48 hours after receipt.

A responsible employee includes any employee: who has the authority to take action to redress sexual misconduct; who has been given the duty of reporting incidents of sexual misconduct or any other misconduct by students or employees to the Title IX coordinator or other appropriate school designee; or whom a student or employee could reasonably believe has this authority or duty.

At the University of Toledo, all employees are responsible employees. This designation is consistent with certain state law requirements, including Ohio Revised Code sec. 2921.22, which, with certain exceptions, provides that “no person, knowing that a felony has been or is being committed, shall knowingly fail to report such information to law enforcement authorities.”

***What must be reported?*** When making a report of sexual misconduct, responsible employees must report to the Title IX Coordinator the details of the incident of which they are aware. This may include information such as the names of the complainant and respondent; the date, time, and location of the incident; and the nature of the incident, including available facts about what occurred. Responsible employees should not independently investigate or conduct an inquiry into incidents of sexual misconduct.

### **(5)     *The University's Police Department and Local Law Enforcement***

***Making reports to law enforcement.*** The University is committed to working cooperatively with the University's Police Department, as well as local law enforcement agencies. Individuals who experience sexual misconduct may choose to make a report to the University's Police Department, 419.530.2600, or the applicable local law enforcement agency. Complainants may choose to report to both the University's Police Department and the Title IX Coordinator.

The University notes that reports of sexual misconduct made to the University's Police Department will be shared with the Title IX Coordinator. In turn, the Title IX Coordinator shares with the University's Police Department information regarding sexual misconduct cases to ensure compliance with the Clery Act and to maintain a safe campus environment.

***Coordination with law enforcement.*** In cases where a complainant makes a simultaneous report to law enforcement, the University will coordinate with law enforcement, as needed, to ensure that law enforcement has a reasonable time to complete its evidence gathering. The University will promptly resume its investigation after a reasonable time.

***Obtaining protective measures from law enforcement.*** In addition to the interim remedies specified below, a complainant may be able to obtain protective measures, such as civil protection orders through local courts. The University is not involved in such proceedings; however, information about interim remedies available through the University is provided below.

***Considerations in filing a report with law enforcement.*** Individuals who experience sexual assault are encouraged to seek immediate medical attention. A complainant may wish to request a forensic examination from a Sexual Assault Nurse Examiner (SANE) at the University of Toledo Medical Center or other area hospitals. Complainants who choose to obtain a forensic examination should take a change of clothing and try not to shower, drink, eat, douche, brush teeth or hair, or change clothes prior to the exam as this may help preserve evidence in the evidence of a criminal complaint. Free, emergency contraception is available through SANE nurses.

#### **(F) Interim measures**

Interim measures are available to complainants who report alleged sexual misconduct. Interim measures will be coordinated by a Deputy Title IX Coordinator, who may consult with the Title IX Coordinator regarding appropriate interim measures. Interim measures may include, but are not limited to, no contact orders, changes to academic and living situations, as appropriate, and counseling services. For employees, interim measures may include no contact orders, reassignment, leave, modification to the place or manner of performing one's position, or other actions. The University administers interim measures in a manner that minimizes the burden on the complainant, while taking into account due process considerations with regard to the respondent and others, as appropriate.

Respondents or others who participate in the investigation of a complaint under this policy may contact the Title IX Coordinator if they need assistance prior to the completion of the adjudicatory process.

#### **(G) Complaint Investigation and Resolution Procedures**

- (1) ***Standard of Review.*** The University uses the preponderance of the evidence or "more likely than not" standard in the investigation and resolution of complaints of sexual misconduct.
- (2) ***Title IX Coordinator's evaluation of the report.*** Within 7 days of receiving a report of alleged sexual misconduct, the Title IX Coordinator will determine the appropriate response to the report. If the complainant wishes to proceed with an investigation or an investigation is otherwise necessary, the Title IX Coordinator will assign the case to an appropriate Deputy Title

IX Coordinator or designee expeditiously, but no later than 7 days after receiving the report of alleged sexual misconduct. In certain circumstances, the Title IX Coordinator may appoint an external investigator. The Title IX Coordinator will document this step of the process in writing.

- (3) ***Deputy Title IX Coordinator's response.*** Within 7 days of the University's receipt of a report of alleged sexual misconduct, the Deputy Title IX Coordinator or designee will contact the complainant and respondent to schedule in-person or telephonic interviews. Within this timeframe, the Deputy Title IX Coordinator or designee will provide the parties with written information about the process, available resources, interim measures, and how to raise and resolve concerns about interim measures or conflicts of interest in the process. University-provided email will be the primary means of communication used, and complainants and respondents are advised to regularly check their University-provided email regularly. The University will take appropriate action to address alleged sexual misconduct, including in instances where a party does not respond to communication from the University. This may include moving forward with the disciplinary process if it does not receive a response from either party within a reasonable time period.
- (a) As part of the investigation, the Deputy Title IX Coordinator or designee will interview witnesses and review available evidence, as appropriate.
  - (b) The Deputy Title IX Coordinator's or designee's investigation generally will be concluded by 30 days after the complaint was received. This timeframe may be extended if circumstances warrant, such as during school breaks. The Deputy Title IX Coordinator or designee will notify the parties of any delays and the reasons for the delays.
  - (c) At the conclusion of the investigation, the Deputy Title IX Coordinator or designee will prepare a concise, written investigatory report that summarizes the factual findings. The complainant and respondent, will have similar, timely notice of the outcome of the investigation. The report will be shared with the Title IX Coordinator, the adjudicators assigned to the case, and relevant University administrators. If there is insufficient evidence to support a finding that the conduct at issue was based on sex or of a sexual nature, the report will include that finding, and no appeal is permitted.

(4) ***Adjudication/Resolution.***

The University generally will conclude the investigation and adjudication/resolution processes within 60 days of receiving a complaint of sexual misconduct.

- (a) ***Cases where the respondent is a student.*** The adjudicatory process set forth in the Student Code of Conduct, Policy 3364-30-04 applies. However, if at the conclusion of the investigation, if the respondent chooses to accept responsibility for the alleged violation, the parties will be offered the option to resolve the complaint administratively. If both parties agree to resolve the complaint administratively, the case will be referred to the Sexual Misconduct Adjudication Panel for sanctioning. The parties will not provide testimony to the adjudicatory panel under this option and the sanctioning decision will be

based on consideration of the investigatory report, the respondent's acceptance of responsibility, and other relevant factors. The sanctioning decision will be made within 60 days of the University's receipt of the complaint, at which time the parties will receive concurrent written notice of the outcome.

- (b) **Cases where the respondent is an employee.** The disciplinary process outlined in the applicable collective bargaining agreement or applicable policy will be followed, subject to (e) below.
  - (c) **Cases where the respondent is a third party.** Within 14 days of the conclusion of the investigation, the Title IX Coordinator or designee will review the investigatory report and determine the appropriate outcome. Where the respondent is not a University student or employee, the range of sanctions available to the University may be limited. However, the University may impose sanctions such as restrictions on contact with the complainant and may provide remedies to the complainant (e.g., academic accommodations), as appropriate.
  - (d) **Written notice of the outcome.** The complainant and respondent will receive concurrent written notice of the outcome of the adjudication or resolution process. Such notice will be provided within 5 days of the conclusion of the applicable process.
  - (e) Regular employee disciplinary policies or procedures provide the procedures that will be followed for disciplinary matters, however all applicable Title IX requirements outlined in this section ((G)(1), (5)(d), (6), (7), (8), (9), (10), (11), (12), (13)) will be followed during any disciplinary process relating to allegations of sexual misconduct. Employee discipline will be pursued if the administrator with authority over the accused and the assigned deputy Title IX Coordinator conclude that disciplinary action is necessary. Should a decision not to move forward with disciplinary action be reached, the complainant and respondent will be notified of that decision in writing by the assigned deputy Title IX Coordinator.
- (5) **Witnesses and evidence.** The parties have an equal opportunity to present witnesses and evidence during the investigation and adjudication of sexual misconduct complaints. The sexual history of the complainant with anyone other than the respondent generally will not be considered.
- (6) **Participation of advisors.** The parties may each bring one advisor of each party's choice to meetings and hearings during this process. If either party's advisor is an attorney, the Title IX Coordinator or designee handling the meeting or hearing must be notified at least 24 hours prior to the meeting or hearing that the attorney advisor will attend, and the name of the attorney advisor. Advisors may be present during meetings and hearings but may not speak, interrupt, or participate in the process. Advisors who do not comply will be asked to leave. Advisors are expected to make themselves available on the dates and times that meetings and hearings are scheduled; meetings and hearings will not be rescheduled due to unavailability of any party's advisor. The parties and their advisors are not permitted to record, photograph, or audio record meetings or proceedings.

- (7) ***Advocates (for complainants) and advisors (for respondents) within the University community.*** The University has advocates and advisors who are available to assist complainants and respondents during sexual misconduct investigations. To utilize an advocate or advisor, parties should contact the Title IX Coordinator.
- (8) ***Timeframes.*** The investigation and adjudication of the complaint generally will be completed within 60 days, absent extenuating circumstances. The Deputy Title IX Coordinator, or designee, will provide the parties with updates regarding the status of the case at regular intervals.
- (9) ***Conflicts of interest and fairness of process.*** This procedure provides for the prompt, reliable, impartial investigation and adjudication of complaints of sexual misconduct. The parties will receive similar, timely access to information throughout the process. Any concerns regarding real or perceived conflicts of interest regarding the participation of anyone in the process should immediately be brought to the attention of the Title IX Coordinator or one of the Title IX deputies who have not been involved in the investigation at issue.
- (10) ***Mediation.*** Mediation will not be used in cases where sexual violence has been alleged, or in cases where the accused is in a position of authority over the accuser. In these cases, a complainant will not be required to work out an issue directly with a respondent, even on a voluntary basis.
- (11) ***Recordkeeping.*** The University maintains records related to sexual misconduct proceedings in accordance with federal and state law requirements.
- (12) ***Training.*** The Title IX Coordinator, Deputy Title IX Coordinators, adjudicators, and any administrators with responsibilities under this policy will receive training, on at least an annual basis.

## **(H) Sanctions and Remedies**

The sanctions and remedies that may be imposed or available depend on the nature of the party's relationship to the University. Students found responsible for sexual misconduct can be subject discipline as explained in the Student Code of Conduct, ranging from written warning up to and including expulsion. Employees found to have committed sexual misconduct can be subject to as explained in the applicable collective bargaining agreement, University policy, or state law, ranging from an oral or written reprimand up to and including termination.

The University provides remedies to individuals who experience sexual misconduct and the campus community, as appropriate. Remedies may include educational programming, changes to policies and procedures, counseling, and opportunities to change educational, work, or living situations.

## **(I) Appeal Process**

Both the complainant and respondent will be given equitable appeal rights, consistent with applicable policy or collective bargaining agreements.

For students, the appeal process is set forth in the Student Code of Conduct.

For employees, the bases for appeal are set forth in the applicable collective bargaining agreement or policy. In cases involving a respondent who is an employee, a decision not to move forward with disciplinary action may be appealed by either party. The appeal must be made in writing, to the Title IX Coordinator or designee, within 3 days of the date of the written notification of the outcome. The Title IX Coordinator or designee will reach a final determination on the appeal and notify both the complainant and respondent of the final determination on whether to move forward with disciplinary action.

## **(J) Resources**

A list of University and local resources for those who have experienced sexual misconduct is found at <http://www.utoledo.edu/offices/oid/title-ix/index.html> and in Appendix A to this policy.

## **(K) Prevention and Awareness Programs**

All members of the university community play a role in preventing sexual misconduct. The university is committed to delivering annual sexual misconduct primary prevention and awareness training to all new students and employees. These programs specifically address sexual assault, dating violence, domestic violence, and stalking, among other topics. Information about the University's Sexual Assault Education and Prevention Program may be found at <http://www.utoledo.edu/studentaffairs/SAEPP/>.

Online training for faculty and staff can be found at MyUT under the "Training and Development" tab.

<p>Approved by:</p>  <hr/> <p>Sharon L. Gaber, Ph.D. President</p>  <hr/> <p>Date</p>  <p><i>Review/Revision Completed by: Vice President and Chief Human Resources Officer; Senior Vice President for Student Affairs; Office of Legal Affairs; Internal Audit and Compliance</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>Previous 3364-50-01 Sexual harassment and other forms of harassment, effective February 6, 2014</i></li><li>• <i>Policy 3364-61-02, Sexual assault response/prevention, effective date July 25, 2012</i></li></ul> <p>Initial effective date: December 1, 2007 Review/Revision Date: April 29, 2011; October 22, 2012; April 2, 2013; February 6, 2014; August 31, 2015 Next review date: August 31, 2018</p>
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## Appendix A

**Resources – The following is a list of some of the resources available following an incident of sexual misconduct. A more comprehensive list is available at: <http://www.utoledo.edu/offices/oid/title-ix/index.html>.**

### **A. On campus resources**

#### **1. The Sexual Assault Education and Prevention Program (SAEPP)**

The University currently has trained sexual assault advocates. Advocates are available to meet with any student who has suffered sexual violence of any kind to provide support and to help the survivor explore available resources. An advocate is available 24 hours a day and 7 days a week to accompany a survivor for medical attention, to explain available resources, and to be supportive. <http://www.utoledo.edu/studentaffairs/saepp/>  
**SAEPP, Rocket Hall 1810 419.530.3431 24 hours a day**

#### **2. University Counseling Center**

The University Counseling Center is a confidential reporting location for Title IX complaints. It provides free and confidential counseling services to enrolled students. Our counselors serve students presenting with a number of emotional concerns including the traumatic effects of sexual assault. Counselors are available Monday through Friday during regular office hours, as well as after-hours for emergency situations. Counselors can provide individual screening for services, on-going individual or group counseling, crisis intervention, and consultation services. [http://www.utoledo.edu/studentaffairs/counseling/about\\_us.html](http://www.utoledo.edu/studentaffairs/counseling/about_us.html)  
**University Counseling Center, Rocket Hall 1810, 419.530.2426**

#### **3. Employee Assistance Program**

University of Toledo makes available to employees the IMPACT Employee Assistance Program (EAP), offering confidential support for employees and their household members, dependents living away from home, and parents & parents-in-law.

Professional phone support is available around-the-clock, on an unlimited basis, offering someone to talk to, 24 hours a day, 365 days a year. Face-to-face counseling is also available, with up to 5 sessions included per problem occurrence. <http://www.myimpactsolution.com/> **Employee Assistance Program 1.800.277.6007**

### **B. Off campus confidential support**


#### **1. YWCA H.O.P.E. Center 24-hour Rape Crisis Hotline 419.241.7273**

#### **2. Y.W.C.A. Battered Women's Shelter 419.241.7386**



## Appendix A13

### Medical Amnesty Policy

<p><b>Name of Policy:</b> <a href="#">Medical amnesty</a></p> <p><b>Policy Number:</b> 3364-30-03</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Senior Vice President for Student Affairs</p> <p><b>Scope:</b> all University of Toledo students</p>	<div style="text-align: center;">  <p>THE UNIVERSITY OF <b>TOLEDO</b> 1872</p> </div> <p><b>Review date:</b> February 2, 2015  <b>Initial effective date:</b> August 23, 2010</p>				
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<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy				

#### (A) Policy statement

The University of Toledo (UT) encourages a living and learning environment that promotes the health and safety of all members of the UT community. As such, students are encouraged to make responsible decisions and to seek medical attention in life-threatening situations that result from alcohol and/or other drug abuse. If medical attention is required, students should immediately contact professional medical personnel (9-1-1), followed by the UT Police Department (419-530-2600) and University officials. A (1) student who seeks emergency assistance on behalf of themselves, another student or a friend experiencing an alcohol and/or other drug related emergency as well as (2) the individual in distress will not be subject to disciplinary action nor required alcohol and other drug **sanctions** under the UT Student Codes of Conduct, Residence Life or Greek Life but may be subject to referral for assessment, counseling, and possible treatment.

#### (B) Purpose of policy

The University of Toledo is committed to promoting a safe and healthy environment for students while on the UT campuses and satellite grounds. Medical amnesty policies benefit our campus by encouraging students to make responsible decisions and to seek medical attention in life threatening situations that result from alcohol and/or other drug abuse.

#### (C) Procedure

UT students considered for the medical amnesty policy are required to meet with a student conduct or student affairs officer who, after evaluating the situation, may also refer the student to a substance abuse specialist for assessment, counseling, and/or possible referral for treatment. Students who are referred but fail to meet and complete the recommendations in their entirety may be subject to further sanctions.

Even though disciplinary action may be waived, The University of Toledo requires that the office of student conduct or student affairs notify the parents or guardian of the student affected. Although a record of the incident will be filed and used as a prior record should subsequent alcohol or other drug violations occur, it will

not be reflected in the student's academic transcripts and the file will be maintained in accordance with student conduct records management. In cases in which amnesty is applied, the records will be used for internal use only and will be destroyed upon graduation.

If the student is involved in any subsequent alcohol and/or drug abuse incidents, the situations will be evaluated by a student conduct or student affairs officer to see if the student qualifies for medical amnesty. Typically those situations will be handled through the regular judicial process and will be considered for sanctioning purposes. The availability of medical amnesty for students with repetitive or severe violations will be determined on a case by case basis.

- (1) The medical amnesty policy applies to UT students who initiate and seek assistance and/or medical treatment on behalf of themselves, another student or a friend.
- (2) If a representative of a UT student organization hosting an event calls for medical assistance, this act of responsibility might mitigate potential student conduct consequences that could arise for the organization; that is the fact that an organization sought help will be considered in potential sanctioning for university policy violations. UT student organizations involved in an incident must agree to take recommended steps to address concerns.
- (3) The protocol applies only to the UT Student Codes of Conduct, Residence Life, and Greek Life policies and does not in any way prohibit law enforcement agencies within their jurisdictions from enforcing the laws enacted by the state of Ohio.
- (4) The medical amnesty policy applies to medical emergencies related to alcohol and drug use. It does not apply to other prohibited behavior such as disorderly conduct (including physical or verbal abuse), property damage, or distribution of illicit substances. In those cases, the student would not be eligible for medical amnesty.

<p>Approved by:</p>  <p>_____</p> <p>Nagi G. Naganathan, Ph.D. Interim President</p>  <p>_____</p> <p>Date <i>Review/Revision Completed by:</i> <i>Student Affairs</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-30-03, effective date August 23, 2010</i></li> </ul> <p>Initial effective date: August 23, 2010 Review/Revision Date: February 2, 2015 Next review date: February 2, 2018</p>
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## **Appendix A14**

### **Residence Life Living Guide**

#### **Community Expectations**

Residents must abide by the policies and procedures set forth in the contract terms and conditions, residence living guide, student handbook and all other University of Toledo policies. Failure to do so will result in a conduct violation hearing, which includes a non-negotiable \$25 administrative fee for students found in violation of the Student Code of Conduct.

#### **Drugs, Alcohol and Paraphernalia Regulations**

The use, possession, and/or intent to sell, transport, deliver, distribute, exchange or manufacture illegal drugs or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision, are prohibited and strictly enforced. The person to whom the drugs are prescribed must use prescribed drugs appropriately.

Drug paraphernalia, decorations and attire, including but not limited to bongos, pipes, roach clips, hookahs, rolling paper, neon lights, etc., are prohibited. The Office of Residence Life reserves the right to confiscate any items in violation of the policy and/or request removal of items from the residence hall.

Students found to be in violation of this policy will be required to attend and pay for a drug awareness program and/or intense drug treatment (cost to be determined by the program). In addition, violators are subject to termination of their housing contracts.

#### **Alcoholic Beverages**

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents 21 years of age or older are permitted to consume alcohol in rooms/suites with the door closed if residing in Presidents Hall, Ottawa House or the approved McComas Village houses. All other residence halls and McComas Village houses are alcohol-free, regardless of age.
- If a room/suite is shared by residents who are older than and younger than 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. Alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box; each beverage container must be labeled.
- No alcohol is permitted in the room/suite where all residents are younger than 21 years of age.
- Open containers of alcohol are not permitted outside a student's room/ suite in public areas such as hallways, lounges, and University/residence hall grounds.

- No person may possess a common source of alcohol. A common source of alcohol is considered to be the equivalent of more than one 30-pack (30 12-ounce bottles or cans) of beer or malt liquor, more than 1.5 liters of wine, more than 750 ml of liquor, or any combination of alcoholic beverages with a total amount that exceeds the maximum allowed quantities above. This includes, but is not limited to kegs and barrels.
- Kegs, beer bongs, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Alcohol-related glasses (wine, beer mugs, shot, etc.) are prohibited.
- Students found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.
- Engaging, involving, facilitating, arranging, encouraging or participating in activities for perceived and/or excessive rapid consumption for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited. Examples of abusive or perceived use of alcohol include but are not limited to drinking games, alcohol luges, keg standing, beer pong, funnels, etc. Perceived consumption includes participating in such activities with any substance.
- Violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program, and/or an intensive alcohol treatment with all associated program costs, and termination of their residence hall contracts. At the first offense, the parental notification will occur for residents younger than 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

### **Alcohol and Substance-Free Floors**

**PRESIDENTS HALL:** 2400 wing

**INTERNATIONAL HOUSE:** 2nd floor East wing

**OTTAWA HOUSE WEST:** 1st floor

**OTTAWA HOUSE EAST:** 1st floor

**PARKS TOWER:** 4th floor

No resident or their guest(s), regardless of age, is permitted to consume or possess alcohol and/or substances in their rooms or within the building of designated alcohol- and substance-free floors or alcohol-free buildings.

Empty alcohol containers (cans and bottles,) as well as posters or neon lights, are prohibited in alcohol-free residence halls, on alcohol and substance-free floors and in rooms/suites where occupants are younger than 21.

### **Smoking**

The University of Toledo is tobacco-free. Smoking and the use of tobacco products are prohibited in all of the University's academic and administrative buildings, University vehicles, athletic and recreational facilities, the Student Union, Greek chapter houses and residence halls. Tobacco products include and are not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, snus (chewing tobacco in a porous pouch) and pipes.

## **Appendix A15**

### **McComas Village Living Guide**

#### **MCCOMAS VILLAGE ALCOHOL POLICY**

McComas Village residents residing in approved fraternity house(s) who are 21 years of age or older are permitted to consume alcohol in rooms with the door closed. Alcohol is not permitted in any common areas of the house including but not limited to kitchens, living rooms, basements, bathrooms, etc. Please see the below “Alcoholic Beverages” section for specific policies concerning alcohol use.

#### **ALCOHOLIC BEVERAGES**

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents, 21 years of age or older are permitted to consume alcohol in rooms/suites with the door closed if residing in Presidents Hall, Ottawa House or approved McComas Village fraternity house(s). All other residence halls and McComas Village sorority houses are alcohol-free, regardless of age.
- If a room/suite is shared by residents who are over and under 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. All the alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box, each beverage container must be labeled.
- No alcohol is permitted in the room/suite where all residents are less than
- 21 years of age.
- Open containers of alcohol are not permitted outside a student’s room/suite in public areas such as hallways, lounges, and University/residence hall grounds.
- Kegs, beer bongs, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Alcohol-related glasses (wine, beer mugs, shot, etc.) are prohibited.
- Students who are found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.

All violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program, and/or an intensive alcohol treatment with all associated program costs, and termination of their residence hall contract. At the first offense, the parental notification will occur for residents less than 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

#### **SOCIAL EVENT POLICY**

Please refer to the Office of Student Involvement for information on third party catered events.

## **Appendix A16**

### **Residents' Rights and Responsibilities related to Drug and Alcohol Regulations**

#### **Drugs & Paraphernalia**

The use, possession, and/or intent to sell, transport, deliver, distribute, exchange or manufacture illegal drugs or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision, is prohibited and strictly enforced. The person to whom the drugs are prescribed must use all prescribed drugs appropriately.

All drug paraphernalia and decorations, including but not limited to bongos, pipes, roach clips, hookahs, rolling paper, neon lights, etc., are prohibited. Students found to be in violation of this policy will be required to attend and pay for a drug awareness program and/or intense drug treatment (cost to be determined by the program). In addition, violators are subject to termination of their housing contract.

#### **Alcoholic Beverages**

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

Residents, 21 years of age or older are permitted to consume alcohol in rooms/suites with the door closed, if residing in The Crossings, Ottawa House or the McComas Village. All other residence halls are alcohol-free, regardless of age.

If a room/suite is shared by residents who are over and under 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. All the alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box, each beverage container must be labeled.

- No alcohol is permitted in the room/suite where all residents are under 21 years of age.
- Open containers of alcohol are not permitted outside a student's room/suite in public areas such as hallways, lounges, and University/residence hall grounds.
- Kegs, beer bongos, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Students who are found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.

All violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program, and/or an intensive alcohol treatment with all associated program costs, and termination of their residence hall contract. At the first offense, the parental notification will occur for residents under 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

#### **Alcohol & Substance Free Floors**

- Academic House – 5th floor

- Carter Hall West – 4th and 5th floor
- The Crossings – Wings 51 and 53 (5th Floor)
- International House – 2nd floor East Wing
- Ottawa House West – 1st Floor
- Parks Tower – 3rd and 4th floors

No resident or their guest(s), regardless of age, is permitted to consume or possess alcohol and/or substances in their room or within the building of designated Alcohol- and Substance-Free floors or Alcohol-free buildings.

Empty alcohol containers (cans and bottles) as well as posters or neon lights are prohibited in all alcohol-free residence halls on all alcohol and substance free floors and in all rooms/suites where all occupants are under the age of 21.



## **Appendix A17**

### **Student-Athlete Alcohol and Other Drug Policy**

#### **UNIVERSITY OF TOLEDO ATHLETIC DEPARTMENT STUDENT-ATHLETE ALCOHOL AND OTHER DRUG PROGRAM**

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#### **INTRODUCTION**

The Department of Athletics at The University of Toledo (“UT”) advocates the development of healthy and responsible lifestyles for UT student-athletes during their years of eligibility. For purposes of this policy, student-athletes include, athletes, cheerleaders, student managers, and student assistants.

Substance abuse and chemical dependency are a major health and safety hazard in our society. The use of illegal substances and illegal drugs is a crime and cannot be condoned. The use of performance enhancing drugs is detrimental to student health and, as a form of cheating, constitutes unacceptable behavior. Alcohol use by UT student-athletes who are under the legal drinking age in Ohio is against the law and unacceptable. Alcohol use by student-athletes who are above the legal drinking age in Ohio is ill advised and is strongly discouraged.

The UT Athletic Department alcohol and drug program includes:

- Education of student-athletes about mood and body altering substances and pertinent UT policy.
- Evaluation.
- Drug-testing.
- Treatment.
- Discipline.

All student-athletes will be required to complete and return the “Drug Testing Consent Form” attached hereto as “Appendix A” before they will be allowed to participate in any UT athletic program.

The drugs banned by the UT Athletic Department Alcohol and Other Drug Program (ADD Program) are listed in “Appendix B” attached hereto.

Please note, this policy represents The University of Toledo Athletic Department Student-Athlete Alcohol and Other Drug Program, which is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at **[www.ncaa.org](http://www.ncaa.org)**.

#### **Mood-Altering Substances**

##### **1. Alcohol**

Alcohol is a drug that presents a unique situation since its use is legal in Ohio for those twenty-one years of age and older. Alcohol is a part of our culture and is present at many social functions throughout

society; however, it is a mood-altering substance and constitutes the greatest drug problem in society and among UT student-athletes. Therefore, in relation to alcohol use, the UT ADD policy is:

- a. Alcohol consumption is illegal and unacceptable for student-athletes under the age of twenty-one.
- b. Alcohol consumption is not recommended and ill advised for student-athletes twenty-one years of age and older.
- c. Teams should institute training rules which restrict alcohol usage by student-athletes twenty-one years of age and older.
- d. Alcohol-related offenses (DUI, public intoxication, assaults while under the influence of alcohol, underage possession of alcohol) are violations of this policy.

## **2. Illicit Substances**

The intercollegiate student-athlete is under an increased amount of pressure when compared to the remaining segment of the student body. These pressures can result in stress and anxiety, which can predispose the student-athlete to the use of mood-altering substances. The ADD Program will:

- a. Educate the student-athlete about mood-altering substances and the dangers associated with their use;
- b. Deter the use of such mood-altering substances;
- c. Identify student-athletes with chemical dependency and/or other substance use problems in order to treat any disease or problem in a timely manner;
- d. Solidify the role of UT student-athletes as representatives of UT and role models for the youth who look up to them.

## **B. Performance-Enhancing Drugs**

The intercollegiate student-athlete performs in a highly competitive environment. Some segments of society have favored a “bottom line” mentality, which could translate to a “win at all costs” attitude in the athletic arena. The student-athletes’ desire to be successful can lead to the use of performance enhancing drugs to attain their goals. Not only is the use of such drugs unsafe, the use of such drugs may give a student-athlete an unfair advantage and constitute cheating. Many performance-enhancing drugs have adverse side effects, which could be harmful to the health of student-athletes. The ADD Program will:

1. Educate the student-athlete about performance-enhancing drugs, their effects and dangers;
2. Deter the use of these substances;
3. Identify student-athletes who use these substances and address issues and problems surrounding their use;
4. Solidify the role of UT athletics and student-athletes as representatives of UT in sending the message that fair play and following the rules are of prime importance.

## **C. Tobacco**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, athletic trainers, managers and game officials) in all sports during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

## **ALCOHOL AND OTHER DRUG EDUCATION PROGRAM**

### **A. Rationale**

The NCAA Presidents' Commission has encouraged institutions to initiate plans to develop a Life Skills Program, which will promote value development, moral reasoning and ethical conduct in intercollegiate athletes. The focus of the program is on the individual as a "whole person" and addresses the changing needs and skills necessary to meet the special demands that face the modern student-athlete. The UT ADD Program addresses these special considerations of the individual student-athlete. All student-athletes are required to participate in the educational component of the ADD Program. The educational component of the ADD Program centers on the health and physical development portion of the Life Skills Program recommended by the NCAA. Special consideration will be given to personal health, leadership skills, alcohol/drug education, and community involvement.

### **B. Goals**

To provide each student-athlete with an opportunity to:

1. Gain a knowledge base and experiential foundation about alcohol and other drug use and related issues.
2. Teach and encourage responsible behavior.
3. Network with those who have personally and successfully addressed the problems of chemical dependency.
4. Broaden student-athlete awareness of the effects of alcohol and other drug use through a variety of experiential observations.
5. Develop and practice student-athlete leadership skills.
6. Make effective use of the knowledge and skills gained through the ADD Program by participating in community involvement projects.

### **C. The Education Program**

The education component of the UT ADD Program will consist of a comprehensive approach to addressing various choices and consequences of alcohol and other drug involvement and related issues. Sessions will be available for the general student-athlete population and/or on a team-by-team basis. Each session will focus on a specific and relevant alcohol or other drug related topic and will encourage student-athlete participation.

#### **1. Oversight and Evaluation**

Each component of an educational program will be approved by the “ADD Program Committee,” which, for the purposes of this ADD Policy, shall consist of the UT Athletic Director, Assistant Athletic Director for Academics and Life Skills, Assistant Athletic Director for Compliance, Senior Associate Athletic Director/Senior Women’s Administrator, the Assistant Athletic Director for Sports Medicine, and a team physician.

## **ALCOHOL AND OTHER DRUG TESTING**

Tests will primarily be conducted for mood altering and performance enhancing substances. All tests will be performed on urine. All student-athletes will be subject to the tests below. Student-athletes are subject to drug-testing both by UT and the NCAA.

### **B. Types of Drug Testing**

1. University Testing
  - a. Random Testing – Periodic testing of a portion of the total student-athlete population will occur at various intervals. This list will be randomly generated by computer from each active squad list. **All athletes (including cheerleaders and students managers and student assistants) are eligible for every test.**
  - b. Total Team Testing – Total teams may be tested upon the recommendation of the head team physician or at the request of the head coach after a review by an Impartial Medical Committee
  - c. Reasonable Suspicion Testing – Student-athletes may be tested individually or as part of a regularly scheduled test. This test will be used for student-athletes who demonstrate symptoms or behaviors, which are indicative of substance abuse. These cases will be reviewed by an Impartial Medical Committee to determine if testing is warranted. **No notice of testing is required.**
  - d. Follow-up Testing – Student-athletes who have previous violations of the ADD Policy will be tested individually or as part of a regularly scheduled test. This test will be used as part of the ADD Policy and the management plan.
2. **FAILURE TO APPEAR FOR A SCHEDULED DRUG TEST, OR REFUSING TO GIVE A URINE SPECIMEN, WILL BE CAUSE FOR IMMEDIATE SUSPENSION OF THE STUDENT-ATHLETE FROM COMPETITION AND/OR PRACTICE AND PROVIDES A BASIS FOR REASONABLE SUSPICION TESTING. THIS SUSPENSION WILL BE IN FORCE UNTIL REINSTATED BY THE APPEALS COMMITTEE.**

### **C. Notification and Reporting for Collections**

These guidelines are in force for all UT urine testing.

1. Upon the direction of the Director of Athletics or designee, a testing date, site and time will be determined.
2. A list of student-athletes to be tested will be generated from the appropriate squad list.

3. The Assistant Athletic Director for Sports Medicine will receive the names of the individuals to be tested. The student-athlete will preferably be notified in writing with a signature acknowledging notification. If written notification is not possible, phone notification of a student-athlete is acceptable with a record of any such notification. It is the athletic trainer's responsibility to inform student-athletes of their pending drug test. To protect the integrity of the process, athletic trainers must not inform athletes earlier than 24 hours before the test.
4. The names of those student-athletes not reporting to the scheduled test will be reported to the Director of Athletics or designee. Any student-athlete who does not report will be placed under immediate suspension and will not be permitted to participate in competition or practice until reinstated by the Appeals Committee. Tardiness for a scheduled test is unacceptable!

#### **D. Testing Procedures for Student-Athletes**

These procedures are in force for all UT urine testing.

1. The student-athlete will be informed by a member of the Sports Medicine Staff they have been selected to be tested.
2. The student-athlete must report to the designated testing site within the time frame of the test (It is the sole responsibility of the student-athlete to show up at the designated time and location).
3. A photo ID is required for admission to the testing site.
4. The student-athlete must sign in and follow the procedures set forth by the testing site. The specimen will be processed and packaged so that the chain of custody is secure and the student-athlete's identification is confidential.
5. All samples collected will be observed while the student-athlete provides the sample.
6. The student-athlete shall witness the processing of the sample to ensure proper chain of custody and packaging.
7. **Failure to appear or refusing to give a urine specimen will be cause for immediate suspension of the student-athlete from competition and/or practice. A deliberate effort to substitute, dilute, or adulterate a specimen or to alter a test result will constitute a positive test result.**

See Appendix C see for further explanation on Specimen Collection Guidelines

#### **E. Laboratory Analysis/Reporting Results**

1. Collected samples will be sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. The University of Toledo Athletic Department hereby certifies that any laboratory it engages for the testing of performance enhancing drugs/agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, University of Toledo Athletic Department hereby certifies that no sample will be sent to a

laboratory for the sole purpose of monitoring an athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be tested in accordance with this policy to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

2. If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.
3. All student-athlete information and records associated with the University of Toledo Athletic department's drug- testing program will be confidential and will be released only to those individuals with a legitimate need to know.
4. Following receipt of a positive drug test result, the student-athlete will be notified of the outcome by a party designated by the ADD Program Committee.

### **SANCTIONS FOR POSITIVE TEST \*UT TEST ONLY – NOT NCAA\***

#### **F. First Positive**

1. The Athletic Director or designee, team physician, Assistant Athletic Director for Sports Medicine, head coach and student-athlete will be informed of a positive test and/or substance abuse occurrence (DUI, alcohol related assault, underage possession of alcohol, etc...).
2. The student athlete will undergo a medical evaluation by a team physician to determine if there are any health risks associated with continued physical activity during the period the detected drug is in the student athlete's system.
3. The student-athlete will be evaluated by a substance abuse counselor approved by the ADD Program Committee.
4. The ADD Program Committee, in consultation with the appropriate health care professionals, will determine a management plan for the student-athlete.
5. The student-athlete will be eligible for follow-up testing.

#### **G. Second Positive**

1. The Athletic Director or designee, team physician, Assistant Athletic Director for Sports Medicine, head coach and student-athlete will be informed of a positive test and/or substance abuse occurrence (DUI, alcohol related assault, underage possession of alcohol, etc...).
2. The student-athlete will be re-evaluated by a substance abuse counselor approved by the ADD Program Committee.
3. The ADD Program Committee, in consultation with the appropriate health care professionals, will determine a management plan for the student-athlete.
4. The student-athlete will be suspended from the Intercollegiate Athletic Program for a minimum of the next occurring two weeks of championship segment competition.
5. Re-instatement will be considered by the ADD Program Committee in consultation with the appropriate health care professionals.
6. The student-athlete will be eligible for follow-up testing.

### **Third Positive**

7. The Athletic Director or designee, team physician, Assistant Athletic Director for Sports Medicine, head coach and student-athlete will be informed of a positive test and/or substance abuse occurrence (DUI, alcohol related assault, underage possession of alcohol, etc...).
8. The student-athlete will be re-evaluated by a substance abuse counselor approved by the ADD Program Committee.
9. The ADD Program Committee, in consultation with the appropriate health care professionals, will determine a management plan for the student-athlete.
10. The student-athlete will be suspended from the Intercollegiate Athletic Program for a minimum of one calendar year.
11. Re-instatement will be considered by the ADD Program Committee in consultation with the appropriate health care professionals.
12. The student-athlete will be eligible for follow-up testing.

### **Fourth Positive**

13. The Athletic Director or designee, team physician, Assistant Athletic Director for Sports Medicine, head coach and student-athlete will be informed of a positive test and/or substance abuse occurrence (DUI, alcohol related assault, underage possession of alcohol, etc...).
14. The student-athlete will be permanently banned from the Intercollegiate Athletic Program and will not be eligible for reinstatement. Athletic financial aid will be cancelled or non-renewed in accordance with NCAA bylaws.

**FAILURE TO COMPLY WITH THE MANAGEMENT PLAN WILL RESULT IN IMMEDIATE SUSPENSION FROM ALL TEAM ACTIVITIES AND FUNCTIONS.**

**ALL POSITIVE TEST RESULTS ARE CONSIDERED CUMULATIVE FOR THE CAREER OF THE UNIVERSITY OF TOLEDO STUDENT-ATHLETE. THE ADD POLICY IS NOT INTENDED TO PROHIBIT THE UNIVERSITY FROM TAKING DISCIPLINARY ACTION AGAINST A STUDENT-ATHLETE FOR VIOLATIONS OF THE "STUDENT CODE OF CONDUCT".**

**IF CONFIDENTIAL INFORMATION CONCERNING POSITIVE TEST RESULTS IS COMMUNICATED TO ANYONE NOT LISTED ABOVE, THE RESPONSIBLE PARTY WILL BE EXCLUDED FROM FUTURE STEPS ON ALCOHOL AND DRUG RELATED OCCURRENCES.**

Except as authorized herein and by UT, the Department of Athletics will make every effort to keep test results confidential and will oppose disclosure thereof to any persons within or outside the University.

Eligibility for drug testing will be mandatory for all UT student-athletes. As a condition for any student to be a member of a UT varsity intercollegiate athletic team, or any other athletic program, the student-athlete must agree to participate in the ADD Program. Such monitoring is considered an extension of the ongoing physical examination of the student-athlete and is in the best interests of both the student-athlete and UT.

Any student-athlete found guilty of selling or providing an illegal drug or illegally providing alcohol or other drugs to another person is subject to termination from the squad and athletically related financial aid.

A student-athlete may appeal findings or sanctions under the ADD Program to the Appeals Panel

### **DRUG TESTING APPEAL PROCESS**

A student-athlete may appeal either the finding of the presence of a prohibited substance, or the sanction imposed as a result of a positive finding.

The appeal of the positive test results must be based upon one of the following:

15. Evidence of procedural error.
16. Evidence, which refutes the positive finding.

The appeal of the sanction imposed as a result of a positive finding must be based on one of the following:

17. Evidence of procedural error.
18. Evidence, which refutes the positive finding.
19. Evidence that the sanction imposed is unreasonable, harsh or inappropriate.

Student athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by the University of Toledo to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

To appeal either a positive finding or the sanction imposed, the student-athlete must file an appeal in writing accompanied by supporting evidence. The appeal must be filed with the Vice President for Student Affairs within seven days of a positive notification.

A student-athlete's appeal will be reviewed by an ad hoc appeals panel appointed by the Vice President for Student Affairs, and consisting of: a faculty member of the Athletic Council; the Dean of Student Life, or designee; and a regular faculty member (not associated with the Athletic Department or Athletic Council). At the appeal, the student athlete has the right to present their case and present witnesses on their behalf.

The appeal hearing shall be conducted within five working days of receipt of the appeal. The appeal hearing will consist of a review of all available evidence related to the initial finding as well as new evidence or documentation provided by the student-athlete.

The Appeals Committee may (1) affirm the initial finding or sanction; (2) reverse the initial finding or sanction; (3) recommend retesting; or (4) recommend an alternative sanction. The alternative sanction recommended by the Appeals Committee may not be harsher than the initial sanction.

A written copy of the appeal decision will be provided to the student-athlete and the Athletic Department within five working days of the hearing. **To appeal a suspension due to a missed test, the student-athlete must appear before the Appeals Committee as listed above.**



## **EVALUATION AND TREATMENT**

### **Philosophy**

The referral or self-referral of a student-athlete for evaluation and/or treatment relating to alcohol/substance abuse and related issues is undertaken out of an intense concern for the overall health, welfare and development of our student-athletes. Evaluation and treatment relating to possible alcohol/chemical dependency is not intended, and should not be construed as a punitive action. Evaluation and treatment of our student-athletes is provided by duly licensed and credentialed healthcare professionals, and is regarded as **STRICTLY CONFIDENTIAL**. Our physicians and other health care consultants work cooperatively in the areas of evaluation, treatment recommendations, referral, and aftercare.

### **Evaluation**

Evaluation of the student-athlete with an alcohol and/or drug abuse/dependency issue will be coordinated by a counselor or team physician approved by the ADD Program Committee. A behavioral plan, which includes expected behaviors, treatment goals, and potential consequences will be developed for each student-athlete. The actual evaluation may be completed by a recognized substance abuse treatment facility with results of the evaluation given to the ADD Program Committee.

There are two (2) circumstances by which a student-athlete will be seen by a health care consultant for evaluation of possible alcohol and/or chemical dependency (or related concerns).

20. Referral by the ADD Program Committee following a positive drug test or other documented substance abuse related occurrences (see section on Procedures to be Followed in Case of a Positive Drug Test).
21. **SAFE HARBOR:** A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletic Department by voluntarily disclosing his or her use prior to an announced drug test.
  - a. If the student-athlete seeks assistance prior to being identified as having violated this policy or being notified that he or she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy; however, the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. The student-athlete entering the safe harbor program will be required to take a drug test immediately to establish a baseline for follow-up testing. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition.
  - b. The student-athlete will be required to undergo an evaluation by a University of Toledo counselor. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Athletic Director.

- c. Student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo drug and/or alcohol testing as part of the reentry evaluation. Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy.
- d. If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Athletic Director in consultation with the counselor.

## **Treatment**

A management plan is based upon the evaluated needs of the student-athlete. The plan will take into account the circumstances surrounding the referral, severity and duration of the problem(s), and the overall ability of the student-athlete to function in his/her environment. The evaluation may be completed by a recognized substance abuse treatment facility. Based upon findings related to these factors, treatment recommendations may involve, but are not limited to, (1) personal counseling; (2) out-patient assistance programs; and/or (3) in-patient assistance programs.

## **MEDICAL EXECPTIONS**

The University of Toledo understands some banned substances are used for legitimate medical purposes. Accordingly, The University of Toledo allows exceptions to be made for those student athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, and peptide hormones. The University of Toledo must have prior written documentation of a student athlete's medical need for taking the above mentioned drugs.

# **Appendix A**

## **Consent Form**

## University of Toledo

### Drug-Testing Consent Form

I have received, read, and been given a chance to ask questions about the University of Toledo Athletic Department Student-Athlete Alcohol and Other Drug Program ("Program"). I agree to abide by the provisions of the Program.

I hereby consent to have a sample of my urine collected and tested for the presence of drugs or alcohol in accordance with the Program.

I understand that selection for testing may be based on random selection, team testing, a prior positive test as outlined in the Program, and/or reasonable suspicion of misuse/abuse.

I understand that any urine samples will be sent only to a certified laboratory for actual testing, and that the samples will be coded to provide confidentiality and security.

I hereby authorize the release of such testing results to the ADD Program Committee (as defined in the Program) including the Director of Athletics, team physician, head coach, Assistant Athletic Director for Sports Medicine and any other University official deemed appropriate by the ADD Program Committee. I understand that these results will also be made available to me.

I understand that I am free to withdraw this consent for drug and alcohol testing. However, I also understand that should I refuse to submit to testing at the time requested, I will not be permitted to participate in intercollegiate athletic competition or any other athletic program.

I hereby authorize the release of the results of such testing to my parent(s), legal guardian or spouse.

I hereby release the University of Toledo, its Trustees, officers, employees and agents from legal responsibility or liability for the release of such information and records as authorized by this form, and hereby waive any and all claims or causes of action against the University of Toledo or its agents related to the Program and/or any related drug testing including, without limitation, any sanction imposed by the University of Toledo resulting from a positive drug test.

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Print Name

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Student-Athlete Signature

---

Date

---

Signature of Parent or Legal Guardian  
(If Student-Athlete is a Minor)

---

Date

# Appendix B

## List of Banned Drugs



### **2014-15 NCAA Banned Drugs**

**It is your responsibility to check with the appropriate or designated athletics staff  
before using any substance**

**The NCAA bans the following classes of drugs:**

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

**Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

**NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product,  
review the product with the appropriate or designated athletics department staff!**

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- **Any product containing a dietary supplement ingredient is taken at your own risk.**

**Note to Student-Athletes: There is no complete list of banned substances.  
Do not rely on this list to rule out any supplement ingredient.**

**Check with your athletics department staff prior to using a supplement.**  
Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, “bath salts” (mephedrone) etc.  
*exceptions:* phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):  
Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):  
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:  
bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:  
heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

Peptide Hormones and Analogues:  
growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens :  
anastrozole; tamoxifen; formestane; ATD, clomiphene etc.

Beta-2 Agonists:  
bambuterol; formoterol; salbutamol; salmeterol; etc.

**Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).**

**Any substance that is chemically related to the class,  
even if it is not listed as an example, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance.**

# Appendix C

## Collection Guidelines



College/University:  
Urine Collection Guidelines for Clients

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the *student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.*
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athtete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athtete will provide *another* specimen.
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.

16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to *the CCF*; assuring seals are tightly adhered to the vial *with no tears or loose areas*.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample *is placed in the* shipping container for shipment to the "anabolic steroids" *laboratory*.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

## **Appendix A18**

### **Student-Athlete Handbook Policies as related to ATOD**

#### **DRUG TESTING AND SUBSTANCE ABUSE**

##### **NCAA DRUG TESTING**

The NCAA conducts year-round drug testing. If a student-athlete tests positive for a banned substance, he or she will lose one year of eligibility, be ineligible for a period of 365 days, and will be required to provide a negative test before requesting reinstatement through the NCAA legislative process. A second positive drug test for a banned substance will result in a loss of all remaining eligibility. Student-athletes should be aware that a failure to appear at an NCAA drug test is viewed the same as a positive test, so be certain that you appear if called to do so.

##### **INSTITUTIONAL DRUG TESTING**

The 2015-2016 Athletic Department's drug testing policy and procedures is available on line at the following link: <http://www.utrockets.com/pdf8/774742.pdf>

*Sports Medicine Policies as related to ATOD in student-athlete handbook*

#### **14. Drug Testing**

The University of Toledo Athletic Department requires that all athletes read and sign the institutional drug testing policy. All athletes are subject to random drug screens. The full policy can be found on The University of Toledo Sports Medicine Website.

## **Appendix B**

### **University of Toledo Student Health Survey**

**Every two years The University of Toledo explores behaviors and beliefs related to alcohol, tobacco and other drugs, completing the survey will help identify and set priorities for health programs and services on campus. Your participation and honest answers are crucial for assessing these issues.**

**You must be at least 18 years old to complete this survey and your participation is voluntarily. You do not have to answer any questions you do not wish to answer. Participation involves no anticipated risks and your responses are anonymous. Thank you in advance for your cooperation.**

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1. What is your current year in school?
  - a) 1<sup>st</sup> year
  - b) 2<sup>nd</sup> year
  - c) 3<sup>rd</sup> year
  - d) 4<sup>th</sup> year
  - e) 5<sup>th</sup> year
  
2. What is your age \_\_\_\_\_ years
  
3. What is your race/ethnicity? (Select all that apply?)
  
4. What is your sex?
  - a) Male
  - b) Female
  
5. Are you a member of a social fraternity?
  - a) Yes
  - b) No
  
6. Do you live on-campus or off-campus?
  - a) on-campus
  - c) off-campus
  
7. Do you work?
  - a) Yes, part time (<40 hours)
  - b) Yes, full time (>40 hours)
  - c) No
  
8. Are you an intercollegiate athlete?
  - a) Yes
  - b) No

9. What is your cumulative grade point average? (choose one)

- a) (4.0 – 3.67)
- b) (3.66 – 2.70)
- c) (2.69 – 1.70)
- d) (1.69 – 0.70)
- e) (0.70 – 0.00)

With regards to the following questions: **\*A drink is a bottle of beer, a glass of wine cooler, a shot glass of liquor, or a mixed drink.**

10. The last time you “partied” or socialized, how many alcoholic drinks did you have?

# of drinks \_\_\_\_\_

11. Think back over the last 2 weeks. How many times have you had five or more drinks in one setting?

# of times \_\_\_\_\_

12. Average number of drinks you consume a week.

# of drinks \_\_\_\_\_

13. Overall, what percentage of students at UT do you think abstained from drinking alcohol during the past 30 days? Give your best estimate.

# of drinks \_\_\_\_\_

# of hours \_\_\_\_\_

14. Over the last two weeks, what is the maximum number of drinks you had on any one occasion?

% of abstainers (1% - 100%) \_\_\_\_\_

15. How many drinks of alcohol do you think the typical student at your school had the last time he/she “partied”/socialized?

# of drinks \_\_\_\_\_

16. During this academic school year, has alcohol use affected your academic performance? (mark all that apply).

- a. I have not drank alcohol this academic year.
- b. I have not experienced any negative academic consequences due to alcohol.
- c. I have experienced this issue but my academic have not been negatively affected.
- d. I have received a lower grade on an exam or important project.
- e. I have received a lower grade in one or more courses.
- f. I have received an incomplete or dropped on or more courses.

17. During this academic school year, due to your own alcohol consumption, have you:

- a) Been unable to do your homework?
- b) Been unable to study for a test?
- c) Gotten into physical fights?
- d) Gotten into arguments?
- e) Been embarrassed by your behavior?
- f) Spent more money than you intended?
- g) Went to school drunk?
- h) Went to work drunk?
- i) Missed a day of school?
- j) Missed a day of work?
- k) Not remember what happened after drinking?
- l) Fainted or passed out suddenly?
- m) Been told by a friend to cut down on drinking?
- n) Gotten in trouble with the law?
- o) Gotten in trouble with an RA or hall director?
- p) Been taken to the emergency room?
- q) Driven while drunk?
- r) Had a hangover?
- s) Experienced alcohol poisoning?

18. During the past 30 days on how many days did you have each of the following:

- a) Tobacco (smoke, chew, snuff)
- b) Marijuana
- c) Alcohol
- d) Amphetamines (diet pills, speed)
- e) Sedatives (downers)
- f) Opiates (heroin, smack)
- g) Cocaine (crack, rock, freebase)
- h) Hallucinogens (LSD, PCP)
- i) Inhalants (glue, solvents, gas)
- j) Steroids
- k) Designer Drugs (ecstasy, MDMA)
- l) Club Drugs (Roofies, GHB)
- m) Other Illegal Drugs

19. During the past 30 days, on how many days have you used any of the following substances that were not prescribed to you?

- a) Antidepressants
- b) Erectile dysfunction
- c) Depressants
- d) Pain Relievers
- e) Stimulants

20. Do you believe that alcohol has the following effects?

- a) Breaks the ice
- b) Enhances social activity
- c) Makes it easier to deal with stress

- d) Facilitates a connection with peers
- e) Gives people something to talk about
- f) Facilitates male bonding
- g) Facilitates female bonding
- h) Allows people to have more fun
- i) Gives people something to do
- j) Makes food taste better
- k) Makes women more attractive
- l) Makes men more attractive
- m) Makes me more attractive
- n) Facilitates sexual opportunities

21. During this academic year, to what extent has your alcohol use changed?

- a) Increased
- b) About the same
- c) Decreased
- d) I have not used alcohol

22. During this academic year, to what extent has your illegal drug used changed?

- a) Increased
- b) About the same
- c) Decreased
- d) I have not used illegal drugs

23 How does other students' drinking interfere with your experience on or around campus?

- a) Interrupts your studying
- b) Makes you feel unsafe
- c) Messes up your physical living space
- d) Adversely affects your involvement
- e) Prevents you from enjoying events
- f) Interferes in other ways
- g) Doesn't interfere with my life

24. Which of the following best describes the current campus policy regarding tobacco?

- a) Tobacco is allowed on campus including residence and academic buildings
- b) Tobacco is allowed 30 feet from an entrance or exit from a building
- c) Tobacco is only allowed on certain designated areas on campus
- d) I am unsure what the tobacco policy is

25. During this academic year, have you used a designated tobacco use area on main campus?

- a) Yes
- b) No
- c) I have not used tobacco

26. During this academic year, have you used tobacco in your personal vehicle on campus?

- a) Yes
- b) No
- c) I have not used tobacco

27. During this academic year, to what extent has your tobacco use changed?

- a) Increase
  - b) Decrease
  - c) About the same
  - d) I have no used tobacco
28. Should the University of Toledo Main Campus implement a 100% tobacco free policy?
- a) Yes
  - b) No
29. Do you know what Medical Amnesty?
- a) Yes
  - b) No
  - c) Unsure
30. Does the University of Toledo have a Medical Amnesty policy?
- a) Yes
  - b) No
  - c) Unsure
31. If a stranger suffered from alcohol poisoning, would you call for help?
- a) Very likely
  - b) Likely
  - c) Unlikely
  - d) Very unlikely
32. If a friend suffered from alcohol poisoning, would you call for help?
- a) Very likely
  - b) Likely
  - c) Unlikely
  - d) Very unlikely
33. How likely are you to go to a party where someone drinks too much, experiences alcohol poisoning, and needs someone to call 911 for help?
- a) Very likely
  - b) Likely
  - c) Unlikely
  - d) Very unlikely
34. How likely are you to be in a situation where you drink too much, suffer from alcohol poisoning, and needs someone to call 911 for help?
- a) Very likely
  - b) Likely
  - c) Unlikely
  - d) Very unlikely
35. How likely are you to get in trouble with the University if you call for help during an alcohol emergency?
- a) Very likely
  - b) Likely
  - c) Unlikely
  - d) Very unlikely
36. How likely are you to get in trouble with the University if someone calls for help during an alcohol emergency?
- a) Strongly Agree
  - b) Agree
  - c) Disagree
  - d) Strongly Disagree
37. I consider getting into trouble with the police for helping someone with alcohol poisoning to be serious
- a) Strongly Agree



- b) Agree  
c) Disagree  
d) Strongly Disagree
38. I consider getting my friend in trouble with the police for calling 911 on their behalf for alcohol poisoning to be serious:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
39. If someone is suffering from alcohol poisoning and I do not call 911, he or she could die:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
40. If I am suffering from alcohol poisoning and no-one calls 911, I could die:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
41. If someone was suffering from alcohol poisoning and I called for help I would feel good about myself:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
42. The victim of an alcohol poisoning incident would be glad I called for help:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
43. If someone were suffering from alcohol poisoning, I would save their life by calling 911:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
44. Others would think favorably of me, if I assisted during an alcohol poisoning:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
45. I would be reluctant to call for help, during an alcohol poisoning, because I am concerned I would get into trouble with the University:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
46. If my friend was suffering from alcohol poisoning and I called for help, he or she would get mad at me:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
47. Someone else will call for help, in the event of an alcohol poisoning:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
48. I am not sure when it's necessary to call for help during an alcohol poisoning:

- a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
49. I can identify the signs and symptoms of alcohol poisoning:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
50. I feel confident in my abilities to respond to an alcohol poisoning:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
51. I know what action to take during an alcohol poisoning:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
52. I can recognize when to respond to an alcohol poisoning:  
a) Strongly Agree  
b) Agree  
c) Disagree  
d) Strongly Disagree
53. How often have you seen an educational flyer on medical amnesty?  
a) Never  
b) Rarely  
c) Occasionally  
d) Often
54. How often have you seen a computer screen saver medical amnesty?  
a) Never  
b) Rarely  
c) Occasionally  
d) Often
55. How often have you attended an educational presentation on medical amnesty?  
a) Never  
b) Rarely  
c) Occasionally  
d) Often
56. How often have you seen information in the student newspaper, The Independent Collegian, on medical amnesty?  
a) Never  
b) Rarely  
c) Occasionally  
d) Often

57. Please share any comments that you have in the space below:

## Appendix C

### Complete List of Educational Programs Reported

<b>Date (indicate if ongoing)</b>	<b>Title of Event</b>	<b>Description of Event</b>	<b>Population Served (faculty, staff, students, parents)</b>
<b>Office of Residence Life</b>			
3/16/2016	Effects of Alcohol	Officer Andy showed residents the effects that Alcohol has on the body and perceptions. Participants wore fatal vision goggles while following instructions. Residents also played Mario Kart with goggles as well.	Parks Tower Student Residents
2/1/2016	Drug Awareness	Officer Andy came to talk about the signs of drugs to our staff and what to do if someone is on them.	Parks Tower Student Residents
10/7/2016	Rocket Watch	UT Police came into Academic House to discuss negative effects of irresponsible alcohol use.	Academic House Student Residents
10/8/2016	Rocket Watch	UT Police came into MacKinnon Hall to discuss negative effects of irresponsible alcohol use.	MKST Student Residents
1/30/2016	Movies & Mocktails	Residents watched the movie 28 days, that focuses on a woman who enters a drug and alcohol rehab center. Mocktails were served and a discussion regarding the seriousness of addiction to substances occurred.	Presidents Hall Student Residents
10/22/2016	UTPD Rocket Watch- Alcohol	UTPD facilitated a discussion of the effects of alcohol, Counseling Services spoke about the ATOD program, students participated in Mario Kart using the Fatal Vision Goggles to simulate drunk driving	Presidents Hall Student Residents
4/4/2016	Public Health Week	Passive Programming Bulletin Boards were displayed in each Residence Hall displaying statistics regarding the risks of alcohol and other drug use	Presidents Hall Student Residents
10/2015-11/2015	Men of UT	The Counseling Center visited all seven fraternities in McComas Village to talk about alcohol use, sexual assault, and consent.	McComas Village Student Residents
10/25/2015	Greek Speaker: Sex & Drugs	VRA brought her residents to listen to the Greek Life speaker on sex and drug use.	McComas Village Student Residents
1/21/2016	Greek Speaker Series: Dr. Lori Hart	VRAs took their residents to listen to Dr. Lori Hart's keynote about alcohol consumption, standard drink sizes, and bystander intervention.	McComas Village Student Residents
1/21/2016	Guest Speaker and Reflection: Drinking & Driving	VRA held a reflection activity on drinking and driving after the Dr. Lori Hart keynote speaker.	McComas Village Student Residents

9/21/2016	UTPD Rocket Watch: Alcohol Education	UTPD officers visited a fraternity house to present about safe alcohol use.	McComas Village Student Residents
9/3/2016	Toledo Football and Tailgate	RA's take students to Counseling Center's Substance Free Tailgate prior to UT vs Stonybrook game	Ottawa Hall Student Residents
9/8/2016	Rocket Watch - Alcohol Safety	UTPD Officer Gerber came to Ottawa East and presented on alcohol consumption, and drunk driving	Ottawa
9/24/2016	Mocktails	RA's host a social and serve alcohol-free drinks to show that alcohol is not needed for fun. Facts are posted and handed out.	Ottawa
8/1/2015	ATOD Training	Counseling Center staff and Res Life trained Resident Advisers in ATOD basics and crisis response.	N/A
7/1/2015	ATOD Training	Counseling Center staff trained Senior Staff, Hall Directors, and GAs regarding ATOD basics and crisis response.	N/A
8/1/2016	ATOD Training	Counseling Center staff and Res Life trained Resident Advisers in ATOD basics and crisis response.	N/A
7/1/2016	ATOD Training	Counseling Center staff trained Senior Staff, Hall Directors, and GAs regarding ATOD basics and crisis response.	N/A
<b>Office of International Student and Scholar Services</b>			
Spring 2014	Resource Fair	ATOD is invited through orientation to attend the resource fair for international students	International Students
Summer 2014	Resource Fair	ATOD is invited through orientation to attend the resource fair for international students	International Students
Fall 2014	Resource Fair	ATOD is invited through orientation to attend the resource fair for international students	International Students
Spring 2015	Resource Fair	ATOD is invited through orientation to attend the resource fair for international students	International Students
Summer 2015	Resource Fair	ATOD is invited through orientation to attend the resource fair for international students	International Students
Fall 2015	Resource Fair	ATOD is invited through orientation to attend the resource fair for international students	International Students
<b>Office of New Student Orientation Programs</b>			
ongoing	Orientation student leader training	visit from the Counseling Center including ATOD information	students

ongoing	New student orientation programs	counseling center and ATOD presentation	students, parents
ongoing	Online orientation	counseling center/ATOD/sexual misconduct module	students
ongoing	New student orientation programs	brochures included in new student folders	students
<b>Alcohol, Tobacco, and Other Drug Prevention Education Program</b>			
7/7/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. THE ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/7/2014	ATOD Parent Talk	During the one-day, mandatory orientation program for new students, the ATOD program disseminates information on specifics of the program to the parents and family of the students.	Parents/Family
7/10/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. THE ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/10/2014	ATOD Parent Talk	During the one-day, mandatory orientation program for new students, the ATOD program disseminates information on specifics of the program to the parents and family of the students.	Parents/Family
7/11/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. THE ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/11/2014	ATOD Parent Talk	During the one-day, mandatory orientation program for new students, the ATOD program disseminates information on specifics of the program to the parents and family of the students.	Parents/Family
7/28/2014	HD Training	Training specific to the signs and symptoms of alcohol poisoning, medical amnesty policy and other drug or substance related emergencies.	Res Life Staff & GA's
8/6/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. THE ATOD program disseminates information on specifics of the	Students

		program as well as formally invite new students to outreaches, events and programming.	
8/6/2014	ATOD Parent Talk	During the one-day, mandatory orientation program for new students, the ATOD program disseminates information on specifics of the program to the parents and family of the students.	Parents/Family
8/7/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. THE ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/7/2014	ATOD Parent Talk	During the one-day, mandatory orientation program for new students, the ATOD program disseminates information on specifics of the program to the parents and family of the students.	Parents/Family
8/8/2014	Rocket Transition	This is a one-day, mandatory orientation program for new transfer students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/13/2014	RA Training	Training specific to the signs and symptoms of alcohol poisoning, medical amnesty policy and other drug or substance related emergencies.	Students
8/14/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/25/2014	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/25/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
8/26/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
8/27/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
8/27/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students

8/30/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Googles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students
9/3/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Googles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students



9/6/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Googles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	
9/16/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
9/17/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
9/18/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
9/20/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Googles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth	Students

		and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	
9/23/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
9/27/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students
9/29/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
9/30/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
10/16/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
10/17/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
10/22/2014	Alcohol Awareness Day	The screening day is an outreach, education, and screening program that raises awareness about alcohol misuse and helps individuals with alcohol problems find opportunities for assessment and treatment. Dissemination of general information on alcohol safety/awareness, crime prevention, resources and safety information.	Students

10/25/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students
10/27/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
10/27/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
10/27/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
10/28/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
10/29/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
10/30/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander	Students

		intervention, medical amnesty and other resources available to them.	
10/31/2014	Life @ College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
10/31/2014	Welloween	Welloween is promoted primarily to the University community in order to create a healthy campus for university students, faculty, staff, and the Toledo community members.	Faculty, Staff & Students
11/14/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
11/19/2014	ATOD Presentation	Red Watch Band By-stander intervention training	Students
11/19/2014	Great American Smoke Out	National Day to bring awareness to the health risks associated with smoking and tobacco use. Encouraging members of the UT community to join others around the country and quit smoking for good or to make the pledge to quit smoking for 24 hours.	Students
11/19/2014	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students
1/8/2015	ATOD Presentation	Red Watch Band By-stander intervention training	Students

1/9/2015	Residence Life Training	Alcohol, Tobacco, and Other Drug program provided educational content to RA's during training	Student Employees
1/27/2015	RA Training	Alcohol, Tobacco, and Other Drug program provided educational content to RA's during training	Student Employees
1/30/2015	Rocket Watch	Rocket Watch: Program conducted in collaboration with UTPD. Program designed to increase awareness about issues of substance misuse and prevention.	Students
3/3/2015	ATOD Presentation	Red Watch Band By-stander intervention training	Students
3/3/2015	ATOD at Trio	Presentation provided to TRIO students at the annual Punch Part to promote drug prevention with an emphasis on issues related to drug abuse and reduction of substance abuse over spring break.	Students
3/4/2015	Spring Break Kick Off	An ATOD Outreach Program that promotes safety and awareness during Spring Break. The fair provides students with valuable travel and safety information with special emphasis on AOD and SA prevention education.	Students
3/18/2015	Kick Butts Day	A day of activism that encourages youth to take a stand against Tobacco. Users are encouraged to quit for 24 hours. Information regarding the health consequences of tobacco use is disseminated.	Students
3/30/2015	Rocket Watch	Rocket Watch: Program conducted in collaboration with UTPD. Program designed to increase awareness about issues of substance misuse and prevention.	Students
4/7/2015	DUI Simulator	A Drunk Driving Simulator allows a student to drive in a simulated drunk mode. It demonstrates the dangerous effects of DUI/DWI driving, such as delayed response to controls and narrowing of the effective field of view - "tunnel vision". Through the use of an actual car, this high-fidelity tool really brings the "do not drink and drive" message home.	Students
4/8/2015	Alcohol Awareness Day	The screening day is an outreach, education, and screening program that raises awareness about alcohol misuse and helps individuals with alcohol problems find opportunities for assessment and treatment. Dissemination of general information on alcohol safety/awareness, crime prevention, resources and safety information.	Students

4/15/2015	Mock Crash	The ATOD department and a Greek Life Organization in cooperation with local fire, police, and EMS agencies, a local funeral home, the Critical Care Transport Network participates in Mock Crash demonstrations that are performed for the University of Toledo's Community on the dangers of drinking and driving. The demonstration emphasizes the "golden hour" after an accident occurs, the different entities that are involved, and the expertise that the fire/EMS/law enforcement agencies, coroners, funeral homes demonstrate in caring for the victims of a motor vehicle accident. There was also a Mock Trial that demonstrated the judicial proceedings following a traffic accident/fatality involving a person under the influence of alcohol and or other substances.	Students
4/20/2015	Marijuana Screening Day	An outreach that disseminates accurate information and raise awareness that promotes healthy and safe decision making related to the dangers and consequences of Cannabis Use.	Students
6/2/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/4/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/5/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/6/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/8/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students

6/12/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/13/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/15/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/18/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/19/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/20/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/22/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/23/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
6/25/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students

6/27/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/7/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/9/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/10/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/11/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
7/17/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/3/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/4/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/5/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students



8/14/2015	Rocket Launch	This is a one-day, mandatory orientation program for new students. The ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming.	Students
8/19/2015	New Faculty Orientation	This is a one-day, mandatory orientation program for new faculty. Information is provided on ATOD policies and expectations as well as brief bystander intervention training. The ATOD program disseminates information on specifics of the program.	Faculty
8/24/2015	Welcome Week Station	ATOD participates in Division of Student Affair welcome week stations that provide students with information related to the ATOD program and how to become involved with programming, including participation in the sober tailgates.	Students
8/25/2015	COP Night	Co-sponsored event with UTPD to provide alcohol related presentation.	Students
8/25/2015	Welcome Week Station	ATOD participates in Division of Student Affair welcome week stations that provide students with information related to the ATOD program and how to become involved with programming, including participation in the sober tailgates.	Students
8/26/2015	Welcome Week Station	ATOD participates in Division of Student Affair welcome week stations that provide students with information related to the ATOD program and how to become involved with programming, including participation in the sober tailgates.	Students
8/27/2015	Welcome Week Station	ATOD participates in Division of Student Affair welcome week stations that provide students with information related to the ATOD program and how to become involved with programming, including participation in the sober tailgates.	Students
9/14/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
9/15/2015	Latino Student Union Welcome Event	THE ATOD program disseminates information on specifics of the program as well as formally invite new students to outreaches, events and programming. The Alcohol Impairment Googles were utilized improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the	Students

		effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	
9/15/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
9/15/2015	Rocket Watch	Rocket Watch: Program conducted in collaboration with UTPD. Program designed to increase awareness about issues of substance misuse and prevention.	Students
9/16/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
9/17/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
9/19/2015	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle	Students & Faculty & Staff

		coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	
9/22/2015	Rocket Watch	Rocket Watch: Program conducted in collaboration with UTPD. Program designed to increase awareness about issues of substance misuse and prevention.	Students
9/26/2015	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students & Faculty & Staff
10/6/2015	Homecoming Casino Night	ATOD provided content and information related to drinking and gambling at UT Office of Student Involvement sponsored event.	Students
10/10/2015	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth	Students & Faculty & Staff

		and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	
10/12/2015	Alpha Phi Omega Alcohol Presentation	Red Watch Band By-stander intervention training	Students
10/17/2015	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students & Faculty & Staff
10/26/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
10/26/2015	Outreach with UTPD	ATOD co-partners with UTPD to provide alcohol related safety presentations in residence halls.	Students
10/27/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students

10/27/2015	Outreach with UTPD	ATOD co-partners with UTPD to provide alcohol related safety presentations in residence halls.	Students
10/28/2015	First Year Experience - Life at College	An outreach program specifically designed to educate students about the potential negative consequences of drug and alcohol use and/or abuse. Students learn about by-stander intervention, medical amnesty and other resources available to them.	Students
10/28/2015	Life @ College	Life at College: The Student Wellness Awareness Team conducted a theatrical skit to teach students about issues related to substance misuse and prevention. Attendance at the event is a requirement of all first year University of Toledo students. ATOD program provided substance use awareness information at these events.	Students
10/30/2015	Welloween	Welloween is promoted primarily to the University community in order to create a healthy campus for university students, faculty, staff, and the Toledo community members.	Students & Faculty & Staff
11/3/2015	Substance Free Tailgate	The substance free tailgating event is dedicated to substance-free socializing for UT's sporting events. It is open to anyone who is interested in an alcohol- and drug-free sports experience. It is a great way to have fun in a safe, sobriety-friendly group to hang out with before or during the game. The Alcohol Impairment Goggles were utilized to improve the effectiveness of our substance abuse awareness and training program. Students slip on the goggles and experience the effects of reduced alertness, delayed reaction time, confusion, visual distortion, alteration of depth and distance perception, reduced peripheral vision, double vision, and lack of muscle coordination. We usually combine the goggles with otherwise simple participant tasks like walking the line, picking up coins, setting objects on a table and that creates engaging and effective impairment demonstrations that have lasting effects on one's decision making.	Students & Faculty & Staff
11/16/2015	AT&T Driving Simulator	"It Can Wait Campaign" public awareness campaign that was focused on a simple, powerful message: No text is worth dying for. We also provided information on the dangers and risks associated with the driving under the influence of alcohol and other substances. The Alcohol	Students

		Impairment goggles were utilized to improve the effectiveness of our substance abuse awareness and training program.	
11/18/2015	ATOD Commuter Students	Provide information and content of ATOD program during Commuter Student Fair in Trimble Lounge in Student Union.	Students
11/19/2015	Great American Smoke Out	National Day to bring awareness to the health risks associated with smoking and tobacco use. Encouraging members of the UT community to join others around the country and quit smoking for good or to make the pledge to quit smoking for 24 hours.	Students
12/10/2015	De-Stress Fest	De-Stress Fest was designed to provide a break to students during a very stressful time of the semester. Students had the opportunity to play with puppies, play games, take photos and receive information on ways to reduce stress, time management and study tips.	Students
<b>Office of Recreational Services</b>			
9/15/2014	Life@College Dying for a Drink	Life@College is a two-part educational program targeted towards first year students. This program addresses high risk student issues. Specifically, it covers the areas of character development, alcohol/binge drinking, healthy relationships, HIV/STD prevention, sexual assault, and adjusting to college life. These are critical issues that affect student retention and academic success. In the Dying for a Drink program, we challenge students to take a look at college life and binge drinking. The opening Party Scene will generate cheers and a sobering discussion. Each student will have an opportunity to serve on the mock jury as they see students face difficult consequences for what they thought was harmless behavior. This presentation gets everyone talking!	Students

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9/17/2014	Life@College Dying for a Drink	Life@College is a two-part educational program targeted towards first year students. This program addresses high risk student issues. Specifically, it covers the areas of character development, alcohol/binge drinking, healthy relationships, HIV/STD prevention, sexual assault, and adjusting to college life. These are critical issues that affect student retention and academic success. In the Dying for a Drink program, we challenge students to take a look at college life and binge drinking. The opening Party Scene will generate cheers and a sobering discussion. Each student will have an opportunity to serve on the mock jury as they see students face difficult consequences for what they thought was harmless behavior. This presentation gets everyone talking!	Students

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<b>UTMC</b>			
2/29/2016	Live Heroin Overdose Simulation	Experience real time medical interventions taken to save heroin overdose patient	Community, Students, Faculty
4/18/2016	Emergency Medicine Clerkship	Care of the alcohol intoxicated trauma	Students (Medical, PA, Pharmacy, Nursing)
6/13/2016	Emergency Medicine Clerkship	Care of the Heroin overdose trauma	Students (Medical, PA, Pharmacy, Nursing)
6/13/2016	Emergency Medicine Clerkship	Care of the Bath Salts overdose seizure patient	Students (Medical, PA, Pharmacy, Nursing)
8/12/2016	Emergency Medicine Clerkship	Care of the alcohol intoxicated trauma	Students (Medical, PA, Pharmacy, Nursing)
10/7/2016	Healthcare Response to the Heroin Epidemic	Heroin Simulation/Team Recovery Presentation	Emergency Nurses, Community
<b>University of Toledo Police Department</b>			
4/20/2015	Alcohol Awareness Education	Presentation provided to students on risks of alcohol misuse.	Students (Residence Hall)
9/15/2015	Alcohol Awareness Education	Presentation provided to students on risks of alcohol misuse.	Students

10/26/2015	Alcohol Awareness Education	Presentation provided to students on risks of alcohol misuse.	Students (Residence Hall)
12/13/2015	Alcohol Awareness Education	Presentation provided to student fraternity on the risks of alcohol misuse.	Students (Fraternity)
<b>Office of Student Involvement and Leadership</b>			
4/15/2015	Mock Crash	The ATOD department and a Greek Life Organization in cooperation with local fire, police, and EMS agencies, a local funeral home, the Critical Care Transport Network participates in Mock Crash demonstrations that are performed for the University of Toledo's Community on the dangers of drinking and driving. The demonstration emphasizes the "golden hour" after an accident occurs, the different entities that are involved, and the expertise that the fire/EMS/law enforcement agencies, coroners, funeral homes demonstrate in caring for the victims of a motor vehicle accident. There was also a Mock Trial that demonstrated the judicial proceedings following a traffic accident/fatality involving a person under the influence of alcohol and or other substances.	Students, Faculty, Staff
11/8/2015	ASTP Training and Meeting	Alcohol Skills Training Program is a alcohol training program required by our national organization every other year. Our national representative requested an appropriate space to present the information to us.	Students
11/18/2015	Marijuana Bill Discussion	Ken Sharp, a pro-activist for the new Toledo Marijuana Bill is coming in to discuss the different aspects of the bill and how it will impact the City of Toledo and our penal system.	Students
1/23/2016	Something of Value (Panhellenic Chapters)	Panhellenic Chapters will participate in the NPC program Something of Value.	Students
2/4/2016	Toledo's Sensible Marijuana Ordinance	Guest Speaker Ken Sharp will discuss Toledo's Sensible Marijuana Ordinance. It will be a presentation with a Q&A session afterwards.	Students
2/18/2016	Let it All Out	A group discussion on the social norms of society and the effects it has on College Students	Students
2/26/2016	New Member Symposium	New Member Symposium for all Greek Member	Students

2/27/2016	Alpha Chi Omega National Presentation-ASTP	Presentation from our National Headquarters over alcohol safety	Students
4/5/2016	be-WISE-er	Alcohol Awareness event. Guest speaker Dr. Brian Hoeflinger and his wife.  Free food, raffles, prizes and a chance to experience drunk goggles and the ROTC carts.	Students
Fall 2015	New Member Symposium	Alcohol Education for new members initiated into Greek Community	Students
Spring 2014	New Member Symposium	Alcohol Education for new members initiated into Greek Community	Students
<b>Office of Human Resources</b>			
Ongoing	New Employee Orientation	Information provided in new employee orientation related to Employee Assistance Program (EAP) should employee need such assistance	Faculty, Staff

## Appendix D

### Residence Life Substance Free Floors

Special Interest/Living Learning Community	Description	Available	Residence Hall	Floor/Unit	Gender	Number of Beds	Requirement	Year
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	All Students	Presidents Hall	Floor 5	Co-ed Floor	53	Must commit to an alcohol & substance free lifestyle	2014-2015
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	All Students	International House	Floor 2 East Wing	Co-ed Floor	39	Must commit to an alcohol & substance free lifestyle	2014-2015
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	All Students	Ottawa West	Floors 1 & 2	Co-ed Floor	97	Must commit to an alcohol & substance free lifestyle	2014-2015
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	First-year students 20 yrs or younger	Parks Tower	Floor 4	Male/Female	44	Must commit to an alcohol & substance free lifestyle	2014-2015
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	All Students	Presidents Hall	2400 Wing	Co-ed Floor	30	Must commit to an alcohol & substance free lifestyle	2015-2016
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	All Students	International House	Floor 2 East Wing	Co-ed Floor	39	Must commit to an alcohol & substance free lifestyle	2015-2016
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	All Students	Ottawa West	Floors 1 & 2	Co-ed Floor	97	Must commit to an alcohol & substance free lifestyle	2015-2016
Alcohol & Substance Free	An active living environment centered around an alcohol & substance free lifestyle	First-year students 20 yrs or younger	Parks Tower	Floor 4	Male/Female	44	Must commit to an alcohol & substance free lifestyle	2015-2016

## Appendix E

### Ohio Marijuana Laws & Penalties (Currently in Reform)

Offense	Penalty	Incarceration	Max. Fine
<b>Possession</b>			
Less than 100 g	Misdemeanor	N/A	\$ 150
100 - 200 g	Misdemeanor	30 days	\$ 250
200 - 1,000 g	Felony	1 year	\$ 2,500
1,000 - 20,000 g	Felony	1 - 5 years	\$ 10,000
20,000 - 40,000 g	Felony	5* - 8 years	\$ 15,000
More than 40,000 g	Felony	8 years*	\$ 20,000
* Mandatory minimum sentence			
<b>Sale/Distribution/Trafficking</b>			
A gift of 20 g or less (first offense)	Misdemeanor	N/A	\$ 150
A gift of 20 g or less (second offense)	Misdemeanor	60 days	\$ 500
Less than 200 g	Felony	1 year	\$ 2,500
200 - 1,000 g	Felony	18 months	\$ 2,500
1,000 - 20,000 g	Felony	1 - 5 years	\$ 10,000
20,000 - 40,000 g	Felony	5* - 8 years	\$ 15,000
More than 40,000 g	Felony	8 years*	\$ 20,000
To a minor, within 1000 feet of a school, within 100 feet of a juvenile, or by one who has a previous drug conviction will increase the term of imprisonment and the fine.			
* Mandatory minimum sentence			
<b>Cultivation</b>			
<b>Hash &amp; Concentrates</b>			
Possession of less than 5g/1g (solid/liquid)	Misdemeanor	N/A	\$ 150
Possession of 5g/1g - 10g/2g (solid/liquid)	Misdemeanor	30 days	\$ 250
Possession of 10g/2g - 50g/10g (solid/liquid)	Felony	1 year	\$ 2,500
Possession of 50g/10g - 1,000g/200g (solid/liquid)	Felony	3 years	\$ 10,000
Possession of 1,000g/200g (solid/liquid) or more	Felony	8 years	\$ 15,000
Selling less than 10g/2g (solid/liquid)	Felony	1 year	\$ 2,500
Selling 10g/2g - 50g/10g (solid/liquid)	Felony	18 months	\$ 5,000
Selling 50g/10g - 1,000g/200g (solid/liquid)	Felony	3 years	\$ 10,000
Selling 1,000g/200g (solid/liquid) or more	Felony	8 years	\$ 15,000
Manufacture	Felony	8 years	\$ 15,000
<b>Paraphernalia</b>			
Possession of paraphernalia	Misdemeanor	N/A	\$ 150
Sale of paraphernalia	Misdemeanor	90 days	\$ 750
<b>Miscellaneous</b>			
Any drug conviction (including a paraphernalia conviction) may result in a driver's license suspension for a period of 6 months - 5 years.			

## Appendix F

### Student Code of Conduct Sanction Rubric

<b>VIOLATION</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>
2: Written Policy - Alcohol & Substance Free Agreement	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>WARNING;</b> Room Relocation, Creative Sanction; Other ATOD Charges as Necessary	<b>ROOM RELOCATION</b> (Non-ASF); Creative Sanction; Other ATOD Charges as Necessary	N/A	N/A
2: Written Policy - Alcohol Presence				
Possible Sanctions	Follow ATOD Guidelines			
2: Written Policy - Environmental Safety	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO	ADRL/SCO
Possible Sanctions * Follow ORL protocol for removal if needed	<b>WARNING;</b> Creative Sanction	<b>6 MO PROBATION, CREATIVE SANCTION</b>	<b>1 YR ADDITIONAL PROBATION, RELOCATION OR HALL REMOVAL</b>	Hall Removal, Suspension or Expulsion
2: Written Policy - Fire Safety (failure to evacuate, tampering with safety equipment)	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>3 MONTH PROBATION; \$50 FINE;</b> Creative Sanction	<b>6 MO PROBATION; \$50 FINE;</b> Creative Sanction	<b>\$50 FINE;</b> Creative Sanction, Hall Relocation or Removal	<b>\$50 FINE;</b> Hall Removal, Suspension or Expulsion
2: Written Policy - Guests/Visitation	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>WARNING;</b> Creative Sanction	<b>6 MO PROBATION, CREATIVE SANCTION</b>	1 YR Additional Probation; Hall Relocation or Removal	Hall Relocation or Removal; Suspension or Expulsion
2: Written Policy - Health/Community Safety and Security	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions * Follow ORL health/safety check procedure	<b>WARNING,</b> Creative Sanction	<b>6 MO PROBATION,</b> Creative Sanction	<b>EXTENDED PROBATION,</b> Creative Sanction, Housing Relocation	Creative Sanction, Housing Relocation or Removal
2: Written Policy - Lockout Key	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions * Follow ORL Lockout Key Policy/Procedure	Warning; Creative Sanction	Warning; Creative Sanction	Warning; Creative Sanction	Warning; Creative Sanction
2: Written Policy - Noise	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>WARNING;</b> Creative Sanction; \$25 Fine (if during finals week quiet hours)	<b>6 MO PROBATION, CREATIVE SANCTION;</b> \$25 Fine (if during finals week quiet hours)	<b>1 YR ADDITIONAL PROBATION;</b> Room/Hall Relocation; Creative Sanction; \$25 Fine (if during finals week quiet hours)	Hall Removal



2: Written Policy - Pets	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions *Follow ORL Pet Removal Protocol	<b>3 MO PROBATION; CLEANING/FUMIGATION COSTS;</b> Creative Sanction	<b>6 MO PROBATION; CLEANING/FUMIGATION COSTS;</b> Creative Sanction	<b>1 YR ADDITIONAL PROBATION; CLEANING/FUMIGATION COSTS;</b> Hall Relocation	Hall Removal or Relocation; Suspension or Expulsion; Cleaning/Fumigation Costs
2: Written Policy - Prohibited Items	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions *Follow ORL Procedure for removing items	<b>WARNING; FEES RELATED TO CLEAN-UP;</b> Creative Sanction	<b>6 MO PROBATION; FEES RELATED TO CLEAN- UP; CREATIVE SANCTION</b>	Extended Probation; Hall Relocation or Removal	Hall Removal; Suspension or Expulsion
2: Written Policy - Room Modification	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>WARNING; RESTITUTION FOR DAMAGES CHARGES;</b> Creative Sanction	<b>6 MO PROBATION; \$50 FINE PLUS ADDITIONAL RESTITUTION FOR DAMAGE CHARGES;</b> Room Relocation	<b>1 MO ADDITIONAL PROBATION; HALL RELOCATION OR REMOVAL; \$50 FINE PLUS ADDITIONAL RESTITUTION FOR DAMAGE CHARGES</b>	Hall Removal; Suspension or Expulsion; Restitution for damage charges
2: Written Policy - Room/Space Assignment	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>WARNING; RETURN TO PROPER SPACE;</b> Creative Sanction	<b>6 MO PROBATION; RETURN TO PROPER SPACE; CREATIVE SANCTION;</b> Room/Hall Relocation	\$25 Admin Fee; Hall Relocation or Removal	Hall Removal; Suspension or Expulsion
2: Written Policy - Solicitation	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>WARNING; 3 MO BAN FROM RESIDENCE HALLS IF NON-RESIDENT;</b> Creative Sanction	<b>6 MO PROBATION; \$50 FINE; CREATIVE SANCTION; EXTENDED BAN IF NON-RESIDENT</b>	<b>1 YR ADDITIONAL PROBATION; HALL REMOVAL OR RELOCATION</b>	Hall Removal; Suspension or Expulsion
2: Written Policy - Sports/REC Equipment in Common Area	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions * Follow ORL Procedure for Item Confiscation	<b>WARNING;</b> Creative Sanction	<b>6 MO PROBATION; CREATIVE SANCTION</b>	<b>1 YR ADDITIONAL PROBATION; HALL RELPCATION</b>	Hall Removal; Suspension or Expulsion


2: Written Policy - Vandalism	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Possible Sanctions	<b>6 MO PROBATION; RESTITUTION FOR DAMAGE; CREATIVE SANCTION</b>	<b>1 YR ADDITIONAL PROBATION; \$50 FINE PLUS RESTITUTION FOR DAMAGE; CREATIVE SANCTION; Room or Hall Relocation</b>	<b>EXTENDED PROBATION; \$50 FINE PLUS RESTITUTION FOR DAMAGE; CREATIVE SANCTION; HALL REMOVAL OR RELOCATION</b>	Hall Removal; Suspension or Expulsion; \$50 fine plus restitution for damages
3: Disruption or Obstruction of Education	ADRL/SCO	SCO	SCO	SCO
Possible Sanctions	Warning or Probation; Creative Sanction; Judicial Educator; Hall Relocation or Removal; Community Service	Probation; Creative Sanction; Judicial Educator; Community Service; Loss of Privileges; Suspension or Expulsion	Hall Relocation or Removal; Suspension or Expulsion	Hall Removal; Suspension or Expulsion
4: Improper Disclosure of Information	SCO	SCO	SCO	SCO
Possible Sanctions	Warning or Probation; Creative Sanction; Judicial Educator; Community Service; Suspension or Expulsion	Warning or Probation; Creative Sanction; Judicial Educator; Community Service; Suspension or Expulsion	Warning or Probation; Creative Sanction; Judicial Educator; Community Service; Suspension or Expulsion	Warning or Probation; Creative Sanction; Judicial Educator; Community Service; Suspension or Expulsion
5: Physical or Verbal Abuse, Threats or Harassment of Any Form	HD/AC/ADRL/SCO	AC/ADRL/SCO	SCO	N/A
Possible Sanctions	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Extended Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Extended Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	N/A
6: Discriminatory Harassment	SCO	SCO	SCO	N/A
Possible Sanctions	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Expulsion	N/A
7: Sexual Misconduct	Adjudication Panel	Adjudication Panel	Adjudication Panel	Adjudication Panel
Possible Sanctions	See Student Code of Conduct			

8: Gambling	AC/ADRL/SCO	SCO	SCO	SCO
Possible Sanctions	<b>WARNING OR PROBATION; CREATIVE SANCTION;</b> Hall Relocation or Removal; Suspension or Expulsion	<b>EXTENDED PROBATION; CREATIVE SANCTION;</b> Hall Relocation or Removal; Suspension or Expulsion	Suspension with Conditions for Returning; Expulsion	Expulsion
9: Hazing	SCO	SCO	SCO	SCO
Possible Sanctions	See Student Code of Conduct			
10: Failure to Comply	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO	SCO
Possible Sanctions	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion
11: Alcohol				
Possible Sanctions	Follow ATOD Guidelines			
12: Drugs				
Possible Sanctions	Follow ATOD Guidelines			
13: Weapons	SCO	SCO	N/A	N/A
Possible Sanctions	Hall Removal; Creative Sanction; Suspension or Expulsion	Expulsion	N/A	N/A
14: Rioting	SCO	SCO	N/A	N/A
<b>Ohio Revised Code Section 3333.38: House Bill 95</b>	<b>SUSPENSION WITH CONDITIONS FOR RETURNING;</b> Expulsion	Expulsion	N/A	N/A
15: Theft, Destruction, or Unauthorized Use of Property	GA/HD/AC/ADRL/SCO	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO
Sanction Recommendation	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion
16: Disorderly Conduct	HD/AC/ADRL/SCO	AC/ADRL/SCO	ADRL/SCO	SCO

Sanction Recommendation	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Warning or Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion
17: Unauthorized Use of Keys or ID	ADRL/SCO	SCO	SCO	N/A
Sanction Recommendation	Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Extended Probation; Loss of Privileges; No Contact; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Suspension with Conditions for Returning; Expulsion	N/A
18: Acts of Dishonesty	SCO	SCO	SCO	N/A
Sanction Recommendation	Probation; Loss of Privileges; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Extended Probation; Loss of Privileges; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Suspension or Expulsion	N/A
19: Obstruction of Traffic	SCO	SCO	SCO	N/A
Sanction Recommendation	Probation; Loss of Privileges; Hall Relocation or Removal; Creative Sanction; Community Service; Suspension or Expulsion	Extended Probation; Suspension or Expulsion	Expulsion	N/A
20: Unauthorized Photos or Recordings	ADRL/SCO	SCO	SCO	N/A
Sanction Recommendation	Probation; Loss of Privileges; Hall Relocation or Removal; Creative Sanction; Suspension or Expulsion	Extended Probation; Suspension or Expulsion	Expulsion	N/A
21: Theft of Computer Resources	SCO	SCO	N/A	N/A
Sanction Recommendation	Suspension with Community Service or Creative Sanction; Suspension or Expulsion	Suspension or Expulsion	N/A	N/A
22: Abuse of Conduct System	SCO	SCO	N/A	N/A
Sanction Recommendation	Creative Sanctions, Suspension with Community Service or Creative Sanction; Suspension or Expulsion	Suspension or Expulsion	N/A	N/A

## Appendix G

### Student Code of Conduct Sanction Rubric; specific to ATOD sanctions

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p><b>DIVISION OF STUDENT AFFAIRS</b> THE UNIVERSITY OF TOLEDO <i>Office of Student Conduct</i></p> </div> <div> <h2 style="margin: 0;">Alcohol, Tobacco, and Drug Policy Sanction Guidelines</h2> </div> </div>				
<p>It is the responsibility of a university to be concerned with the overall development of its students. The emphasis in the administration of student conduct is placed upon treating behavioral problems in a manner that relates to the educational purposes of a university.</p>				
Violation	1st Violation	2nd Violation	3rd Violation	4th Violation
Alcohol Presence	GA	HD/AC	AC/ADRL	ADRL/SCO
Sanctions to Follow	Alcohol INNERview Disciplinary warning Parental Notification*	SASSI (\$25) Alcohol Edu (\$25) 6 months probation Parental notification*	BASICS Counseling 1 year probation Hall Relocation Parental notification* \$50 fine	Hall removal Creative Sanction Possible suspension Hall Relocation Parental notification*
Alcohol Use Policy	HD	AC/ADRL	ADRL/SCO	ADRL/SCO
Sanctions to Follow	SASSI (\$25) Alcohol Edu (\$25) 6 months probation Parental notification*	BASICS Counseling Extended probation (1 year) Housing Relocation Parental notification* \$100 fine	Hall removal Community service (25 hours) \$100 fine Possible suspension*	Suspension/expulsion Community Service (100 hours)
Alcohol Presence then possession	N/A	HD/AC/ADRL	AC/ADRL	Meeting with SCO
Sanctions to Follow	N/A	SASSI (\$25) Alcohol Edu (\$25) 1 year probation Parental notification*	BASICS Counseling Extended probation (1 year) Hall Relocation/Removal Parental notification* \$100 fine	Suspension/expulsion Community Service (100 hours)
Alcohol Possession then presence	N/A	AC/ADRL	ADRL/SCO	SCO
Sanctions to Follow	N/A	BASICS Counseling Hall relocation Parental notification* Extended probation (1 year) \$50 fine	Hall removal Community service (25 hours) \$100 fine Possible suspension Parental notification*	Suspension/expulsion Community Service (100 hours)

Smell of Marijuana	GA	HD	AC	ADRL/SCO
Sanctions to Follow	Disciplinary warning Parental notification Creative Sanction	\$50 fine SASSI (\$25) Marijuana 101 (\$35) 1 year probation Parental notification	Housing removal Community Service (50 hours)	Suspension/expulsion Community Service (100 hours)
Marijuana use/possession/equipment	HD	AC/ADRL	SCO	SCO
Sanctions to Follow	SASSI (\$25) Marijuana 101 (\$35) 1 year probation Parental notification	\$100 fine Probation until graduation Parental notification Community Service (50 hours) Something with UCC Hall relocation/removal	1 year suspension Community Service (100 hours)	Expulsion

Alcohol/Drug Transport	SCO	SCO	SCO	SCO
Sanctions to Follow	Meeting with VP SASSI (\$25) Alcohol Edu (\$25) Parental notification 1 year probation	Recommended drug/alcohol treatment at an outpatient facility 1 semester suspension	Minimum 1 year suspension	Expulsion
Selling Marijuana/Drugs	Meeting with SCO	Meeting with SCO	Meeting with SCO	Meeting with SCO
Sanctions to Follow	1 year suspension Community Service (100 hours) Parental notification Housing Ban	Expulsion	N/A	N/A
Tobacco Use inside Res Hall	GA/HD	HD/AC	AC/ADRL	SCO
Sanctions to Follow	Disciplinary warning Creative Sanction	6 month probation Meeting with campus wellness authority (3 page reflection paper) Possible hall removal	1 year probation Hall removal Community service (25 hours) \$50 fine Possible suspension	1 semester suspension \$100 fine
Tobacco Use outside	SCO	GA/SCO	HD/SCO	AC/ADRL/SCO
Sanctions to Follow	Statement of concern issued	Disciplinary warning Creative Sanction	6 month probation Meeting with campus wellness authority (3 page reflection paper) Possible hall removal	1 year probation Hall removal Community service (25 hours) \$50 fine Possible suspension
				SCO--5th Violations
* Parental notification for those students under 21 for ALCOHOL related violations and all students for drug related violations	2nd violation for any alcohol or drug violation should follow the guidelines of the higher violation	Additional sanctions may be added to any of the above listed sanctions at the hearing officers discretion		1 semester suspension \$100 fine

# Appendix H

## Federal Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		





# Appendix I

## State of Ohio Drug Trafficking Penalties

CRIMINAL SENTENCING COMMISSION

Chief Justice Maureen O'Connor, Chair • Sara Andrews, Director

### DRUG OFFENSE QUICK REFERENCE GUIDE

In Collaboration with the Staff of the Ohio Supreme Court Law Library • April 2015

DRUG TRAFFICKING - O.R.C. §2925.03							
DRUG	AMOUNT	LEVEL: S or J		DIVISION: S or J		GUIDANCE: S or J	
Schedule I or II*	< bulk	F-4	F-3	C(1)(a)	C(1)(b)	Div. C	Div. C
	≥ bulk → <5 x bulk	F-3	F-2	C(1)(c)	C(1)(c)	In Favor°	Mand.
	≥ 5 → < 50 x bulk	F-2	F-1	C(1)(d)	C(1)(d)	Mand.	Mand.
	≥50 → <100 x bulk	F-1	F-1	C(1)(e)	C(1)(e)	Mand.	Mand.
	≥ 100 x bulk	F-1	F-1	C(1)(f)	C(1)(f)	MDO	MDO
Schedule III, IV, V*	< bulk	F-5	F-4	C(2)(a)	C(2)(b)	Div. B	Div. C
	≥ bulk → <5 x bulk	F-4	F-3	C(2)(c)	C(2)(c)	Div. B	In Favor
	≥ 5 → < 50 x bulk	F-3	F-2	C(2)(d)	C(2)(d)	In Favor	In Favor
	≥ 50 x bulk	F-2	F-1	C(2)(e)	C(2)(e)	Mand.	Mand.
Marijuana	Gift ≤ 20 g	MM^	M-3	C(3)(h)	C(3)(h)	None	None
	< 200 g	F-5	F-4	C(3)(a)	C(3)(b)	Div. B	Div. B
	≥ 200 g → < 1 kg	F-4	F-3	C(3)(c)	C(3)(c)	Div. B	Div. C
	≥ 1 kg → < 5 kg	F-3	F-2	C(3)(d)	C(3)(d)	Div. C	In Favor
	≥ 5 kg → < 20 kg	F-3	F-2	C(3)(e)	C(3)(e)	In Favor	In Favor
	≥ 20 kg → < 40 kg	F-2	F-1	C(3)(f)	C(3)(f)	Mand. 5, 6, 7, 8 yrs	Mand. F-1 max.
	≥ 40 kg	F-2	F-1	C(3)(g)	C(3)(g)	Mand. F-2 max	Mand. F-1 max
Cocaine: Powder or Crack	< 5g	F-5	F-4	C(4)(a)	C(4)(b)	Div. B	Div. C
	≥ 5 g → < 10 g	F-4	F-3	C(4)(c)	C(4)(c)	Div. B	In Favor
	≥ 10 g → < 20 g	F-3	F-2	C(4)(d)	C(4)(d)	In Favor°	Mand.
	≥ 20 g → < 27 g	F-2	F-1	C(4)(e)	C(4)(e)	Mand.	Mand.
	≥ 27 g → < 100 g	F-1	F-1	C(4)(f)	C(4)(f)	Mand.	Mand.
	≥ 100 g	F-1	F-1	C(4)(g)	C(4)(g)	MDO	MDO
LSD: Solid	< 10 UD	F-5	F-4	C(5)(a)	C(5)(b)	Div. B	Div. C
	≥ 10 UD → < 50 UD	F-4	F-3	C(5)(c)	C(5)(c)	Div. B	In Favor
	≥ 50 UD → < 250 UD	F-3	F-2	C(5)(d)	C(5)(d)	In Favor°	Mand.
	≥ 250 UD → < 1000 UD	F-2	F-1	C(5)(e)	C(5)(e)	Mand.	Mand.
	≥ 1000 UD → < 5000 UD	F-1	F-1	C(5)(f)	C(5)(f)	Mand.	Mand.
	≥ 5000 UD	F-1	F-1	C(5)(g)	C(5)(g)	MDO	MDO
LSD: Liquid	< 1 g	F-5	F-4	C(5)(a)	C(5)(b)	Div. B	Div. C
	≥ 1 g → < 5 g	F-4	F-3	C(5)(c)	C(5)(c)	Div. B	In Favor
	≥ 5 g → < 25 g	F-3	F-2	C(5)(d)	C(5)(d)	In Favor°	Mand.
	≥ 25 g → < 100 g	F-2	F-1	C(5)(e)	C(5)(e)	Mand.	Mand.
	≥ 100 g → < 500 g	F-1	F-1	C(5)(f)	C(5)(f)	Mand.	Mand.
	≥ 500 g	F-1	F-1	C(5)(g)	C(5)(g)	MDO	MDO

\* The schedule of controlled substances is in [\[§3719.41\]](#).

^ Minor misdemeanor (MM) on first offense, M-3 on a subsequent offense.

**S or J** = The offense occurred in the vicinity of a school or juvenile.

**MDO** (Major Drug Offender) = Mandatory maximum term from F-1 range, [\[§2929.14\(A\)\(1\)\]](#).

**Mand., or Mandatory** = Judge must impose a prison term from range available for that offense level.

**In Favor** = A rebuttable presumption in favor of imposing a prison term.

**Div. B** = Sentencing is guided by [\[§2929.13\(B\)\]](#), the rules for F-4s and F-5s.

**Div. C** = Sentencing is guided by [\[§2929.13\(C\)\]](#).

**In Favor°** = Presumption in favor, but mandatory if 2 or more prior felony drug-abuse offenses.

**Note:** As used in this section, “drug” includes any substance that is represented to be a drug.

#### ADDITIONAL FOOTNOTES FOR DRUG MANUFACTURING AND CULTIVATION

† **F-5** if the offender previously has been convicted of a drug-abuse offense.

**In Favor°°** = Presumption in favor, but mandatory 2- or 5-year minimum if 2 or more priors.

♦ Minimum prison term of 3 years for first offense, 5 years for second offense.

♣ If violation involves the sale or possession of such and court finds MDO, then mandatory max from range.

∞ Minimum prison term of 4 years for first offense, 5 years for second offense. Includes “public premises.”

DRUG TRAFFICKING - CONT.; O.R.C. §2925.03							
DRUG	AMOUNT	LEVEL: S or J		DIVISION: S or J		GUIDANCE: S or J	
<b>Heroin</b>	< 1 g; < 10 UD	F-5	F-4	C(6)(a)	C(6)(b)	Div. B	Div. C
	≥ 1 g → < 5 g; ≥ 10 UD → < 50 UD	F-4	F-3	C(6)(c)	C(6)(c)	Div. B	In Favor
	≥ 5 g → < 10 g; ≥ 50 UD → < 100 UD	F-3	F-2	C(6)(d)	C(6)(d)	In Favor	In Favor
	≥ 10 g → < 50 g; ≥ 100 UD → < 500 UD	F-2	F-1	C(6)(e)	C(6)(e)	Mand.	Mand.
	≥ 50 g → < 250 g; ≥ 500 UD → < 2500 UD	F-1	F-1	C(6)(f)	C(6)(f)	Mand.	Mand.
	≥ 250 g; ≥ 2500 UD	F-1	F-1	C(6)(g)	C(6)(g)	MDO	MDO
<b>Hashish: Solid</b>	< 10 g	F-5	F-4	C(7)(a)	C(7)(b)	Div. B	Div. B
	≥ 10 g → < 50 g	F-4	F-3	C(7)(c)	C(7)(c)	Div. B	Div. C
	≥ 50 g → < 250 g	F-3	F-2	C(7)(d)	C(7)(d)	Div. C	In Favor
	≥ 250 g → < 1 kg	F-3	F-2	C(7)(e)	C(7)(e)	In Favor	In Favor
	≥ 1 kg - < 2 kg	F-2	F-1	C(7)(f)	C(7)(f)	Mand 5, 6, 7, or 8	Mand. F-1 max.
	≥ 2 kg	F-2	F-1	C(7)(g)	C(7)(g)	Mand. F-2 max.	Mand. F-1 max.
<b>Hashish: Liquid</b>	< 2 g	F-5	F-4	C(7)(a)	C(7)(b)	Div. B	Div. B
	≥ 2 g → < 10 g	F-4	F-3	C(7)(c)	C(7)(c)	Div. B	Div. C
	≥ 10 g → < 50 g	F-3	F-2	C(7)(d)	C(7)(d)	Div. C	In Favor
	≥ 50 g → < 200 g	F-3	F-2	C(7)(e)	C(7)(e)	In Favor	In Favor
	≥ 200 g - < 400 g	F-2	F-1	C(7)(f)	C(7)(f)	Mand 5, 6, 7, or 8	Mand. F-1 max.
	≥ 400 g	F-2	F-1	C(7)(g)	C(7)(g)	Mand. F-2 max.	Mand. F-1 max.
<b>Controlled Substance Analog</b>	< 10g	F-5	F-4	C(8)(a)	C(8)(b)	Div. C	Div. C
	≥ 10 g → < 20 g	F-4	F-3	C(8)(c)	C(8)(c)	Div. B	In Favor
	≥ 20 g → < 30 g	F-3	F-2	C(8)(d)	C(8)(d)	In Favor	In Favor
	≥ 30 g → < 40 g	F-2	F-1	C(8)(e)	C(8)(e)	Mand.	Mand.
	≥ 40 g → < 50 g	F-1	F-1	C(8)(f)	C(8)(f)	Mand.	Mand.
	≥ 50 g	F-1	F-1	C(8)(g)	C(8)(g)	MDO	MDO

DRUG POSSESSION - O.R.C. §2925.11				
DRUG	AMOUNT	LEVEL	DIVISION	GUIDANCE
<b>Schedule I or II*</b>	< bulk	F-5	C(1)(a)	Div. B
	≥ bulk → < 5 x bulk	F-3	C(1)(b)	In Favor
	≥ 5 → < 50 x bulk	F-2	C(1)(c)	Mandatory
	≥ 50 → < 100 x bulk	F-1	C(1)(d)	Mandatory
	≥ 100 x bulk	F-1	C(1)(e)	MDO
<b>Schedule III, IV, V*</b>	< bulk	M-1†	C(2)(a)	None
	≥ bulk → < 5 x bulk	F-4	C(2)(b)	Div. C
	≥ 5 → < 50 x bulk	F-3	C(2)(c)	In Favor
	≥ 50 x bulk	F-2	C(2)(d)	Mandatory
<b>Marijuana</b>	< 100 g	MM	C(3)(a)	None
	≥ 100 g → < 200 g	M-4	C(3)(b)	None
	≥ 200 g → < 1 kg	F-5	C(3)(c)	Div. B
	≥ 1 kg → < 5 kg	F-3	C(3)(d)	Div. C
	≥ 5 kg → < 20 kg	F-3	C(3)(e)	In Favor
	≥ 20 kg → < 40 kg	F-2	C(3)(f)	Mand. 5, 6, 7, or 8 years
	≥ 40 kg	F-2	C(3)(g)	Mandatory F-2 max.
<b>Cocaine: Powder</b>	< 5g	F-5	C(4)(a)	Div. B
	≥ 5 g → < 10 g	F-4	C(4)(b)	Div. B
	≥ 10 g → < 20 g	F-3	C(4)(c)	In Favor°
	≥ 20 g → < 27 g	F-2	C(4)(d)	Mandatory
	≥ 27 g → < 100 g	F-1	C(4)(e)	Mandatory
	≥ 100 g	F-1	C(4)(f)	MDO
<b>LSD: Solid</b>	< 10 UD	F-5	C(5)(a)	Div. B
	≥ 10 UD → < 50 UD	F-4	C(5)(b)	Div. C
	≥ 50 UD → < 250 UD	F-3	C(5)(c)	In Favor
	≥ 250 UD → < 1000 UD	F-2	C(5)(d)	Mandatory
	≥ 1000 UD → < 5000 UD	F-1	C(5)(e)	Mandatory
	≥ 5000 UD	F-1	C(5)(f)	MDO
<b>LSD: Liquid</b>	< 1 g	F-5	C(5)(a)	Div. B
	≥ 1 g → < 5 g	F-4	C(5)(b)	Div. C
	≥ 5 g → < 25 g	F-3	C(5)(c)	In Favor
	≥ 25 g → < 100 g	F-2	C(5)(d)	Mandatory
	≥ 100 g → < 500 g	F-1	C(5)(e)	Mandatory
	≥ 500 g	F-1	C(5)(f)	MDO

DRUG POSSESSION – CONT.; O.R.C. §2925.11				
DRUG	AMOUNT	LEVEL	DIVISION	GUIDANCE
<b>Heroin</b>	<1 g; < 10 UD	F-5	C(6)(a)	Div. B
	≥ 1 g → < 5 g; ≥ 10 UD → < 50 UD	F-4	C(6)(b)	Div. C
	≥ 5 g → < 10 g; ≥ 50 UD → < 100 UD	F-3	C(6)(c)	In Favor
	≥ 10 g → < 50 g; ≥ 100 UD → < 500 UD	F-2	C(6)(d)	Mandatory
	≥ 50 g → < 250 g; ≥ 500 UD → < 2500 UD	F-1	C(6)(e)	Mandatory
	≥ 250 g; ≥ 2500 UD	F-1	C(6)(f)	MDO
<b>Hashish: Solid</b>	< 5 g	MM	C(7)(a)	None
	≥ 5 g → < 10 g	M-4	C(7)(b)	None
	≥ 10 g → < 50 g	F-5	C(7)(c)	Div. B
	≥ 50 g → < 250 g	F-3	C(7)(d)	Div. C
	≥ 250 g → < 1 kg	F-3	C(7)(e)	In Favor
	≥ 1 kg - < 2 kg	F-2	C(7)(f)	Mand. 5, 6, 7, or 8
<b>Hashish: Liquid</b>	≥ 2 kg	F-2	C(7)(g)	Mandatory F-2 max.
	< 1 g	MM	C(7)(a)	None
	≥ 1 g → < 2 g	M-4	C(7)(b)	None
	≥ 2 g → < 10 g	F-5	C(7)(c)	Div. B
	≥ 10 g → < 50 g	F-3	C(7)(d)	Div. C
	≥ 50 g → < 200 g	F-3	C(7)(e)	In Favor
<b>Controlled Substance Analog</b>	≥ 200 g - < 400 g	F-2	C(7)(f)	Mand. 5, 6, 7, or 8
	≥ 400 g	F-2	C(7)(g)	Mandatory F-2 max.
	< 10g	F-5	C(8)(a)	Div. B
	≥ 10 g → < 20 g	F-4	C(8)(b)	In Favor
	≥ 20 g → < 30 g	F-3	C(8)(c)	In Favor
	≥ 30 g → < 40 g	F-2	C(8)(d)	Mandatory
	≥ 40 g → < 50 g	F-1	C(8)(e)	Mandatory
	≥ 50 g	F-1	C(8)(f)	MDO

ASSEMBLY OR POSSESSION OF CHEMICALS - §2925.041				
TO MAKE:	AMOUNT	LEVEL: S or J	DIVISION: S or J	GUIDANCE: S or J
Schedule I or II*	Any	F-3 F-2	(C) (C)	Div. C Div. C
Methamphetamine	Any	F-3 F-2	(C)(1) (C)(2)	In Favor** Mand. 3♦

DRUG MANUFACTURING AND CULTIVATION – O.R.C. §2925.04							
DRUG	AMOUNT	LEVEL: S or J		DIVISION: S or J		GUIDANCE: S or J	
<b>Schedule I or II*</b>	Any	F-2	F-1	C(2)/E	C(2)/E	Mand.	MDO♣
<b>Methamphetamine</b>	Any	F-2 ♦		C(3)/E		Mand. 3♦	MDO♣
			F-1∞		C(3)/E	Mand. 4∞	MDO♣
<b>Schedule III, IV, or V*</b>	Any	F-3	F-2	C(4)	C(4)	In Favor	
<b>Marijuana</b>	< 100 g	MM	M-4	C(5)(a)	C(5)(a)	None	None
	≥ 100g → < 200g	M-4	M-3	C(5)(b)	C(5)(b)	None	None
	≥ 200 g → < 1 kg	F-5	F-4	C(5)(c)	C(5)(c)	Div. B	Div. B
	≥ 1 kg → < 5 kg	F-3	F-2	C(5)(d)	C(5)(d)	Div. C	Div. C
	≥ 5 kg → < 20 kg	F-3	F-2	C(5)(e)	C(5)(e)	In Favor	In Favor
	≥ 20 kg	F-2	F-1	C(5)(f)	C(5)(f)	Mand. 8 years	Mand. F-1 max



## OHIO CRIMINAL SENTENCING COMMISSION

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