



**Biennial Review of Rochester Institute of Technology's Alcohol and Other Drug Programs
and Policies**

2015-2017

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I. Introduction

The Drug-Free Schools and Campuses Regulations (EDGAR, part 86) require that, as a condition for receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.”

Developing a program that complies with the regulations requires an IHE to:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with (Alcohol and Other Drug) AOD use; and a description of available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and employee each year.
3. Prepare a biennial report on the effectiveness of its AOD programs and the consistency of sanction enforcement.
4. Maintain its biennial review report on file that is made available by the U.S. Department of Education upon request.

RIT utilizes a comprehensive framework to address alcohol and other drug use by implementing the following strategies: policy, education, coalitions/collaboration, social life, academics, enforcement, intervention and data/assessment.

II. Working Group Composition

The Senior Vice President for Student Affairs charged a working group to complete the biennial review and report. The group consisted of:

Dr. Heath Boice-Pardee (Student Affairs), Chair

Natosha McDonald (Human Resources)

Karen Pelc, Student Wellness

David Bagley, Center for Campus Life

Joe Johnston, Center for Student Conduct and Conflict Resolution

III. Procedures for Distributing Alcohol and Other Drug Notification to Students and Employees

Each year, RIT takes a multi-pronged approach to disseminating information on policies and services related to alcohol and other drugs for employees and students. RIT's Better Me program strives to educate employees on health and wellness related programs and services, and Student Wellness provides resources, information, services and courses for students. Better Me and Student Wellness regularly distribute materials via email to employees and students.

The Annual Security & Fire Safety Report is made available to the university community and visitors each fall and distributed to employees and students via RIT Message Center. (<https://www.rit.edu/fa/publicsafety/sites/rit.edu.fa.publicsafety/files/docs/2017AnnualSecurityReport.pdf>)

This annual publication includes:

- drug and alcohol laws and policies
- active bystander information
- crime statistics and other resources

Additionally, students are sent an electronic link to the student Alcohol and Other Drugs Policy (D18.1) each fall. Human resources has online links to the Employee Assistance Program (EAP) resources that are updated annually (<https://www.rit.edu/fa/humanresources/policies/procedures/eap.html>) as well as the current Faculty/Staff Alcohol and Drug Policy (C 15.2). Employees are directed to the Human Resources website for more information and/or to view the complete Biennial Alcohol and Other Drug Programs and Policies document.

Other resources include:

RIT's Biennial Review of Alcohol and Other Drug Policies and Programs

<https://www.rit.edu/fa/humanresources/content/procedures>

RIT Division of Student Affairs

<https://www.rit.edu/studentaffairs/>

RIT Human Resources

<https://www.rit.edu/humanresources/>

Programs and Services for Students and Employees (locations and contacts)

Served	Resource	Services:	Locations:	Phone:
Students	Student Health Center	Medical care, medication,	August Center Building 23-A	585.475.2255

		information, referral		
Employees	Employee Assistance Program (EAP)	Support and referral Services for RIT employees and members of their families		844.572.9730 TDD: 800.697.0353 Online: guidanceresources.com
Students & Employees	RIT Public Safety		Grace Watson Hall Building 25	585.475.2853 585.475.6654 (TTY)
Students	RIT Counseling Center		Hale-Andrews Student Life Center Building 23	585.475.2261 585.475.6897 (TTY) Online: https://www.rit.edu/studentaffairs/counseling/
Students	RIT Center for Student Conduct		Student Alumni Union Building 4	585.475.5662 (V/TTY)
Employees	Human Resources		Eastman Hall Building 1	585.475.2424

IV. RIT Policies (Policy Inventories)

RIT has a number of policies and programs in place to maintain and promote a healthy community. Each are described in this section, including a link to the policy. Full policies are also included in the appendix.

A. Policies for Students

1. ALCOHOL AND OTHER DRUGS POLICY (RIT POLICY D18.1)

Policy D18.1 provides students with an overview of responsibilities, legal terms, and potential responses for violations.

- Student Rights and Responsibilities:

<https://www.rit.edu/studentaffairs/studentconduct/rights-responsibilities/student-rights>

2. STUDENT-ATHLETE ALCOHOL AND OTHER DRUGS EDUCATION AND TESTING PROGRAM

While not a policy, RIT's Center for Intercollegiate Athletics has devised a program that endeavors to provide a drug and alcohol-free environment for intercollegiate athletic programs:

http://www.ritathletics.com/documents/2015/8/10/DrugAlcoholPolicy_July_30_2015FIN_AL.pdf?&tab=4

3. RIT HOUSING TERMS AND CONDITIONS

RIT Housing Guidelines highlight expectations regarding alcohol and other drugs:
<https://www.rit.edu/fa/housing/content/terms-conditions>

B. Policies for Employees

1. FACULTY/STAFF ALCOHOL AND DRUG POLICY (RIT POLICY C15.2)

Policy C15.2 provides employees with definitions regarding alcohol and drug use in the workplace, procedures for alleged violations of the policy, and information on support services available

C. Policies for Both Students and Employees

1. C16.0 TOBACCO-RESTRICTED UNIVERSITY POLICY

Policy C16.0 applies to all students, faculty, staff, administrators, vendors, and visitors while on RIT-managed properties located in the United States.

2. POLICIES LIBRARY

Faculty, Staff, Students and visitors can find RIT policies on several websites:

Alcohol and Drug Policies

<https://www.rit.edu/academicaffairs/policiesmanual/c152>

<https://www.rit.edu/academicaffairs/policiesmanual/c160>

<https://www.rit.edu/academicaffairs/policiesmanual/d181>

RIT Governance Policy Library

<https://www.rit.edu/academicaffairs/policiesmanual/policies/governance>

Drug-Free Schools

https://www.rit.edu/fa/grms/compliance/statutes/drug_free_1989.html

Consumer Information/Right to Know

<https://www.rit.edu/fa/compliance/content/consumer-information#heoa2248>

V. RIT Programs (Program Inventories)

Each year, RIT offers a number of educational programs targeting a broad spectrum of wellness issues including alcohol and other drugs.

A. Programs for Students

Programs are developed and offered by a variety of Wellness Teams within the student wellness area of Student Affairs. These cross-divisional teams are established to work on

specific aspects of the student wellness initiative. The teams address gaps, recommend, plan, create, initiate, and work toward collaborative wellness education, experiences, and services for students. Staff, faculty, and students serve on Wellness Teams. A sample of programs offered can be found in Appendix V.

B. Programs for Employees

All regular employees are eligible for the RIT's Employee Assistance Program (EAP). The employee's spouse/partner and eligible children are also covered under the EAP.

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. The EAP is confidential and provided at no charge to eligible employees. RIT offers this benefit, through Guidance Resources[®], as part of the employee benefits program. Benefits of the EAP include the following:

Confidential Counseling: This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by Guidance Consultants – highly trained masters and doctoral level clinicians who will listen to your concerns and quickly refer you to in-person counseling and other resources for:

- Stress, anxiety and depression
- Relationship/marital conflicts
- Problems with children
- Job pressures
- Grief and loss
- Substance abuse

Counselors are available 24 hours a day, 7 days a week. When you call, you connect immediately with a counselor. Each eligible family member is eligible for up to six (6) counseling sessions (phone and in-person combined) per person per calendar year per issue (number of sessions approved is based on counseling need so it may be less than six). If further sessions are needed, you pay the cost of the visits in full. You may be eligible for coverage under your medical plan; contact your medical insurance carrier directly for further details. To obtain services, simply contact the EAP directly and the representative will help you over the phone or schedule an appointment for you. There are participating counselors in Monroe and the surrounding counties.

Managers, with approval from Human Resources, may recommend an employee's participation in the EAP to address unacceptable employee performance or behavior.

Additionally, RIT promotes the health and well-being of employees through the **Better Me** wellness initiative by offering Fitness Classes, Preventative Checks, Nutrition Counseling, One-on-one Coaching and Group Programs: <https://www.rit.edu/fa/betterme/>

VI. Process/Structures for Maintaining Consistency in Enforcement

RIT is committed to the core value of “Integrity and Ethics,” as written in policy P04.0 Core Values. This value includes building trusting relations both inside and outside of the campus community. In the spirit of this value is maintaining consistency in enforcement of university policies, including policies related to alcohol and other drugs.

Per D.18.1, RIT strives to diligently follow all local, state, and federal laws. Students and student organizations are subject to local, state, and federal laws regarding alcohol and drug use, and the university will not protect individuals or groups from law enforcement with respect to drugs and alcohol use or abuse.

There are a number of “enforcement” bodies regarding alcohol and other drugs, the primary being the Public Safety Department, an accredited organization through the International Association of Campus Law Enforcement Administrators. Additionally, the Center for Residence Life assists Public Safety in enforcement of these policies as they relate to students living in University managed residential units. The Center for Student Conduct and Conflict Resolution is the guiding department that adjudicates alleged violations of the alcohol and other drugs policy for students and is responsible for assigning disciplinary statuses consistently. Annually, training is conducted on a regular basis for staff (including student para-professional staff) to educate on current policy, enforcement, and consistency.

For the Public Safety Department, internal department policies and procedures provide supervisors and officers with guidelines when enforcement action is required. Descriptions of how alcohol and drug policies are enforced are as follows:

RIT community members report drug and alcohol policy violations to Public Safety by calling 585-475-3333; TigerSafe App; and text message. If a person is found to be in violation on campus, an investigation commences which is documented and forwarded to either Student Conduct, or Human Resources. Non-campus members accused of drug and alcohol policy violations are banned from RIT if there’s preponderance of evidence to do so.

- When alcohol is found in an underage student’s residence hall room, the student is asked to pour the alcohol down the drain with a public safety officer as a witness. A statement of fact is written and attached to the incident report. Efforts are made to determine where the alcohol was obtained and appropriate action is taken, including notification to the Monroe County Sheriff’s Office (MCSO) when a local retail establishment is identified.
- When illegal drugs, or the suspicion of illegal drug use is investigated, a thorough investigation commences and confiscated drugs are turned over to the MCSO. Efforts are made to determine where the drugs were obtained and this information is shared with MCSO. If it appears drug sales are occurring on campus, a thorough investigation ensues and local law enforcement is advised. All documentation is shared with law enforcement as well as RIT’s Center for Student Conduct and Conflict Resolution (students), and Human Resources (faculty/staff) for appropriate disposition.
- Public Safety patrols campus grounds where community members reported they obtained illegal drugs. The same process is followed as above when community members are found to be in possession of illegal drugs and alcohol (when minors are involved).

Students

The following number of students were referred to RIT's Conduct Office for liquor law violations (as defined by the U.S. Department of Education) in residential areas on campus:

2013-14: 82; Liquor Law Arrests: 0; Drug Law Arrests: 0

2014-15: 138; Liquor Law Arrests: 1; Drug Law Arrests: 0

2015-16: 66; Liquor Law Arrests: 0; Drug Law Arrests: 1

Employees

RIT sets the expectations for employee behavior through our policies and procedures and widely disseminates those policies. RIT establishes reporting structures to allow people to come forward with any drug and alcohol issues. The university also promotes a variety of support services. RIT strives to promote a culture of ethical conduct and compliance with our policies, and regularly monitors and evaluates effectiveness.

VII. Current Issues for Consideration

A. Alcohol at Events Registration

Based on the recommendations of the previous Biennial Review, RIT's Senior Vice President for Student Affairs charged a cross-divisional task force to examine the existing policy on the presence of alcohol at events. This Task Force spent the '16-'17 academic year reviewing the policy, meeting with constituents, and writing a policy that promotes responsible use of alcohol at RIT-sponsored events. This policy was passed through RIT's shared governance process and adopted, effective July 1, 2017. See <https://www.rit.edu/academicaffairs/policiesmanual/c150> and Appendix VI. This policy includes an event registration form located online: <https://www.rit.edu/fa/diningservices/rit-campus-club-inc>

VIII. Discussion and Recommendations

A. Discussion of RIT's Alcohol and Other Drug Program Goal Achievement

The consensus of the working group is that RIT is meeting its goals regarding alcohol and other drug policies and programming efforts. According to the National College Health Assessment (NCHA) conducted in fall 2014, 80.52% of students indicated that they received information from RIT on alcohol and other drug use. The latest NCHA was conducted in fall 2017 and we will follow the data closely. As another measure, the recidivism for student conduct cases involving alcohol and other drugs is low, which suggests that educational efforts with students are effective.

B. RIT's Alcohol and Other Drug Program: Strengths and Weaknesses

Strengths

RIT has many strengths regarding its alcohol and other drug policies and programs. First, the University's holistic approach to enhance wellness for students and employees sets a strong

foundation for drug and alcohol policy and programming. RIT's other strength, as noted in this report, is the ongoing creation of a myriad of proactive educational programs for students. RIT's Better Me program provides continuous programs and services to enhance employee wellness. In summer of 2017, RIT hired for a newly created Director of Health Promotion for students. This important staff member will lead efforts in the creation, marketing, and assessment of efforts that benefit student wellness.

Additionally, RIT works to create a safe culture for reporting issues. If students see other students in danger because of alcohol and/or drugs, the Good Samaritan policy allows them to seek help without fear of retribution. Additionally, RIT has an "ethics" hotline that is always available to students and employees who want to report an issue regarding a member of the community who may be at risk due to drugs and alcohol anonymously.

Weaknesses

One area that RIT can improve upon regarding alcohol and other drug policies and programs is to develop comprehensive institutional metrics to determine successes and challenges regarding student and employee satisfaction. While RIT has numerous programs and policies in place, there is no community-wide approach to measure effectiveness. Additionally, while RIT does well at promoting policies and programs to students, there are not similar distribution structures in place for employees.

C. Recommendations for Revising RIT's Alcohol and Other Drug Programs

Based on the information gathered and discussion, the following are recommendations:

1. While policies related to drugs and alcohol are disseminated to students on an annual basis, this should also occur for employees.
2. Policy C15.2 for employees should clearly define the possible disciplinary sanctions that RIT may impose for violations.
2. The university is currently collecting feedback on RIT's Tobacco-Restricted University Policy (C16.0). This is an excellent step to consider the current state of the policy and any revisions that need to be made regarding content and enforcement.

IX. Summary and Conclusion

The appointed Task Force conducted a comprehensive review of the alcohol and drug policy, related programs, services and enforcement practices. RIT is in compliance with the Drug Free Schools and Campuses Regulations, has an effective AOD policy, and consistently enforces standards of behavior related to AOD.

RIT uses a comprehensive approach to address alcohol and other drug use on-campus, focusing on policy, education, coalitions/collaboration, social life, academics, enforcement, intervention and data/assessment. RIT follows evidence-informed recommendations to ensure that RIT students, faculty and staff are provided information and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use.

Several future goals/initiatives to continue efforts regarding alcohol and other drug education for our campus community are being developed. Because alcohol and other drug issues are always evolving and changing, new strategies are needed, and RIT's plan can be expanded as appropriate.

RIT will continue to develop, evaluate, assess, and pursue the best practices for the campus to create a safe and healthy environment for the entire RIT community.

X. Appendices

Appendix I

ALCOHOL AND OTHER DRUGS POLICY (RIT POLICY D18.1)

D18.1 ALCOHOL AND OTHER DRUGS POLICY

RIT is a community that believes the best environment for learning occurs when the community promotes and supports healthy and responsible behavior among its members. Students make their own choices and are ultimately responsible for their behavior. The purpose of the Alcohol and Other Drugs Policy is to promote individual responsibility and advance the goals and expectations central to the university mission. The Alcohol and Other Drugs Policy applies to all Student members of the university community and their guests. Faculty and staff, and their guests, are governed by a separate policy (C 15.2 -Faculty/Staff Alcohol and Drug Policy).

RIT follows all local, state, and federal laws. Students and Student organizations are subject to local, state and federal laws regarding alcohol and drug use, and the university will not protect individuals or groups from law enforcement with respect to drugs and alcohol use or abuse.

In order to avoid the dangerous and possibly fatal effects of alcohol poisoning or overdosing from other drugs, an individual who has passed out or shows other signs of serious effects from alcohol or other drug consumption should immediately be brought to the attention of Public Safety, RIT Ambulance, the Center for Residence Life staff, or some other person able to assist or to get assistance. Seeking such help is encouraged by the university and the Good Samaritan Protocol, listed below.

I. Responsible and Legal Use

- A. **Legal Use.** Alcohol and other drugs may not be illegally used, possessed, manufactured or distributed. Distribution includes serving, selling, or providing either alcohol to persons who are under 21 years of age or drugs to persons of any age. Examples of illegal use includes:
 - 1. **Open Containers.** Open containers of alcohol are not permitted outdoors on the university campus without prior authorization.
 - 2. **Fake IDs.** Use of false or altered identification or other misrepresentation of one's age in order to possess or consume alcohol is explicitly forbidden.
 - 3. **Cover Charges.** No alcohol may be sold or exchanged for money on university property or at university-sponsored events without a New York State liquor license.
 - 4. **Distribution of Legal Drugs.** Sharing or distributing prescription medicine or other legal drugs, with or without the exchange of money, is prohibited.
- B. **Excessive Drinking.** Behavior that is inappropriate or endangering which suggests excessive drinking regardless of age is prohibited.

- C. **Driving Under the Influence.** Driving under the influence of alcohol or other drugs is forbidden.

University Housing

- D. **Residence Halls, Global Village, Greek Housing.** The consumption or possession of alcoholic beverages is prohibited, regardless of age or circumstances.
- E. **University Apartments.** The consumption or possession of alcoholic beverages is permitted in university operated apartments (Colony Manor, Perkins Green, RIT Inn, Racquet Club, Riverknoll, and University Commons) only by those residents of the apartment who are at least 21 years of age. Alcohol possession and consumption is not permitted in common or public areas within apartment complexes.
1. **Occupancy.** Parties in apartments are to be limited to invited guests of a number that is defined by building occupancy codes and that can be accommodated without disturbing the community. These numbers may be found in the [RIT Housing Terms and Conditions](#).
 2. **Advertising.** The guests at all privately hosted parties where alcohol is to be served must be invited by direct personal invitation only. General "come all" posters, flyers, or mass electronic invitations are only permitted for events that are approved through the [Center for Campus Life Event Registration](#) process.
- F. **Drug Accessories.** Drug accessories and other drug delivery systems used for illegal drugs, including, but not limited to, bongos, bowls, and pipes, are prohibited.
- G. **Bulk Containers.** Bulk containers of alcohol, such as kegs, are prohibited in all university apartments.
- H. **Drinking Games/Rapid Consumption.** Items/substances used to dispense alcohol in a rapid manner, (e.g., beer bongos, funnels, Jell-O shots, etc.) or drinking games (e.g., "Quarters," "Beer Pong," etc.) are prohibited.

Events

- I. **Student Events.** All student events and parties where alcohol is served, possessed, or consumed must abide by all existing university policies and procedures regarding the use, possession, sale, and distribution of alcohol and may be further restricted by existing municipal and state ordinances. The authorization process for use of alcohol and securing authorization from the New York State Liquor Board in these situations is coordinated through the [Center for Campus Life Event Registration](#) process.
- II. **Good Samaritan Protocol**
Student health and safety is a primary concern for the university community. Students are expected to contact Public Safety when it is believed an individual needs medical attention due to the abuse of alcohol or other drugs including prescription, over the counter, or other. The Good Samaritan Protocol is designed to provide education rather than discipline when a student voluntarily contacts university personnel (e.g., Public Safety, Resident Advisor/Community Advocate) or outside emergency services for medical assistance related to alcohol or other drugs.

Individuals covered by the Good Samaritan Protocol are the caller, the person in need of assistance, the host Student organization, and any witnesses named in the incident report.

Center for Student Conduct staff determine whether or not the Good Samaritan Protocol is applicable for each incident. Incidents involving sex discrimination, sexual harassment, sexual misconduct, sexual violence, dating violence, domestic violence, or stalking shall be covered by the Good Samaritan Protocol for those students reporting or intervening to prevent harm to a particular student. Incidents involving other violence or serious code violations, such as hazing.

Alcohol Violations			
Behavior	First Violation	Second Violation	Third Violation
<ul style="list-style-type: none"> • Possession/consumption of alcohol by an underage student • Possession/consumption of alcohol by any student in the residence halls, Global Village, and Greek Housing • Open container • Fake ID • Possession of bulk containers 	<ul style="list-style-type: none"> • Warning or Probation • Educational condition • Possible parental/legal guardian notification* (as permitted by applicable law) 	<ul style="list-style-type: none"> • Probation • Alcohol and Other Drug Assessment and/or educational condition • University housing probation • Parental/legal guardian notification 	<ul style="list-style-type: none"> • Removal from housing • Possible suspension • Mandatory counseling intake • Parental/legal guardian notification
<ul style="list-style-type: none"> • Excessive drinking/rapid consumption • Transport to the hospital due to alcohol • Serving, purchasing, or sale of alcohol to minors • Hosting an on campus party and serving to minors, charging cover fees, or exceeding occupancy 	<ul style="list-style-type: none"> • Probation • Alcohol and Other Drug Assessment and/or educational condition • Possible university housing probation 	<ul style="list-style-type: none"> • Removal from housing • Possible suspension • Mandatory counseling intake • Parental/legal guardian notification 	<ul style="list-style-type: none"> • Suspension or Expulsion • Parental/legal guardian notification

	<ul style="list-style-type: none"> • Parental/legal guardian notification 		
<ul style="list-style-type: none"> • Driving while intoxicated/DWI on campus • Hazing 	<ul style="list-style-type: none"> • Suspension or Expulsion • Referral to local law enforcement agency • Parental/legal guardian notification 		

III. Will not apply. A conduct officer will contact the Student or the Student organization involved in the incident to arrange for a meeting. There will be no official charges or conduct status from the university through the Good Samaritan Protocol. The person who made the call to university personnel may be invited to the meeting. At the meeting, the incident will be reviewed with the Student or Student organization to determine an appropriate educational response, which could include participation in an educational group or class, program presentations, counseling intake session, or substance abuse education and/or evaluation. A response may also include parental/ guardian notification of the incident.

If a Student or Student organization fails to attend the initial meeting with the conduct officer or complete the educational responses following the meeting, the incident will be referred to the Student Conduct Process.

IV. **Common Responses for Violations of the Alcohol and Other Drug Policy**

The responses listed are intended to guide the process of determining the most reasonable outcome to potential violations of the Alcohol and Other Drug (AOD) Policy. Each reported incident will be reviewed individually and an appropriate response will be assigned given the specific circumstances. In some cases, despite it being a first time violation, there may be a more serious response. Student organizations can also be assigned the same responses listed below.

Other Drug Violations			
Behavior	First Violation	Second Violation	Third Violation
<ul style="list-style-type: none"> • Possession/use of marijuana or other illegal drugs • Possession of drug accessories (e.g., bongs, bowls, scales, pipes) 	<ul style="list-style-type: none"> • Warning or Probation • Educational condition • Parental/legal guardian notification 	<ul style="list-style-type: none"> • Probation • Alcohol and Other Drug Assessment and/or educational condition • University housing probation • Parental/legal guardian notification 	<ul style="list-style-type: none"> • Removal from housing • Possible suspension • Mandatory counseling intake • Parental/legal guardian notification
<ul style="list-style-type: none"> • Transport to the hospital due to drug overuse 	<ul style="list-style-type: none"> • Probation • Alcohol and Other Drug Assessment and/or educational condition • Possible university housing probation • Parental/legal guardian notification 	<ul style="list-style-type: none"> • Removal from housing • Possible suspension • Mandatory counseling intake • Parental/legal guardian notification 	<ul style="list-style-type: none"> • Suspension • Parental/legal guardian notification
<ul style="list-style-type: none"> • Driving while under the influence/DWAI on campus • Other serious behaviors such as 	<ul style="list-style-type: none"> • Suspension or Expulsion • Removal from housing 		

selling or distributing drugs including prescription, over the counter, or illegal drugs	<ul style="list-style-type: none"> • Referral to local law enforcement agency • Parental/legal guardian notification 		
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Responsible Office:

Center for Student Conduct

Effective Date:

Approved December 1962

Policy History:

Revised 2006

Edited for department/title changes August 2008

Edited September 2010

Revised March 2012

Revised August 2014 – supersedes Policy C15.1 Student Alcohol and Drug Policy

Appendix II

Student –Athlete Alcohol and Other Drugs Education and Testing Program

I. Introduction

The Center for Intercollegiate Athletics (“Athletics”) at the Rochester Institute of Technology (“RIT” or the “University”) is committed to providing a drug and alcohol-free environment for all RIT intercollegiate athletic programs. The health, safety and well-being of the student-athletes who participate in its programs and represent the University in competitive athletics is of paramount concern. The use, misuse or abuse of illegal drugs, dietary supplements, performance-enhancing substances, alcohol and tobacco is inconsistent with the standards expected of student-athletes at the University and is prohibited.

The University desires to educate our student-athletes about the effects of drugs, alcohol and dietary supplements on their performance and, much more importantly, on their lives. It is our goal to have our student-athletes recognize the dangers of drug and alcohol use and therefore compete and live free of dangerous substances.

II. Purpose

The purpose of this Policy is to ensure the health, safety and well-being of our student-athletes and to promote fair competition in intercollegiate athletics, consistent with National Collegiate Athletics Association (“NCAA”) and University policies regarding drug and alcohol use, and RIT policies and procedures. This Policy will assist the University in identifying student-athletes who are using, misusing or abusing drugs or alcohol so that the University may provide avenues for education, treatment and rehabilitation.

III. Scope

This Policy applies to all student-athletes listed on a University squad list, including but not limited to student-athletes who are either under medical hardship, academically ineligible, injured or using other athletic-related services. Student-athletes shall be subject to this Policy throughout the calendar year, including summer. In addition, student-athletes shall be subject to the provisions of as outlined in the RIT Conduct Process (*see*, Policies and Procedures Manual, D.18 Student Code of Conduct).

IV. Consent to Participate

As a condition of participation in intercollegiate athletics at the University, each student-athlete shall sign a University consent form to participate in the Student-Athlete Alcohol and Other Drugs Education and Testing Program (the “Program”), and to authorize the release of test results in accordance with this Policy. Failure to consent to or comply with the requirements of this Policy may result in suspension from participation or loss of eligibility to participate in intercollegiate athletics at the University. Prior to signing the University consent form; student-athletes will be given an opportunity to ask any questions regarding the information contained in this Policy and the Program, or other related issues.

V. Education of Student-Athletes and Athletic Staff

Athletes who are educated about substance use in sport are more likely to make informed and intelligent decisions. Student-athletes are responsible to know federal, state, and local laws as well as the University and Athletic policies related to the use of alcohol and drugs.

A. Alcohol, Tobacco and Other Drug Education

Athletics will conduct alcohol and other drug education programs for student-athletes at least twice a year. These educational programs will review University and NCAA policies related to the use of alcohol, tobacco and other drugs, including dietary supplements. Educational materials will be available to all student-athletes and

Athletics staff at any time throughout the year. All student-athletes and Athletics staff shall be required to attend the educational programs.

B. Athletic Department Staff Responsibility

All members of the Athletics staff must understand and be committed to the Program. No member of Athletics staff shall issue, encourage, assist or advise any student-athlete to take or to obtain performance-enhancing or non-therapeutic drugs. Athletics staff shall advise and educate student-athletes against these types of substances and shall report the use, or suspected use, of performance-enhancing and/or non-therapeutic drugs by a student-athlete to an appropriate Athletics department administrator. Staff members who violate this Policy shall be subject to discipline, up to and including termination.

C. Education and Counseling with Positive Drug or Alcohol Finding

If a student-athlete is involved in an alcohol or other drug-related incident, or tests positive for alcohol or other drugs, then he or she shall be required to attend additional educational programming and may be required to also attend counseling for the purposes of evaluation, education, treatment or rehabilitation. In all cases, if counseling is required, then the student-athlete shall sign a release to allow a University counselor, the Team Physician and the Head Athletic Trainer to communicate with the student-athlete's counselor and/or physician. The release of information shall be limited to information concerning the student-athlete's ability to safely participate in an athletic program. Failure to sign such a release will render the student-athlete ineligible for practice and competition.

VI. Alcohol and Other Drugs Testing Program Procedures

Possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws, and a violation of this Policy (*see also* Student Code of Conduct, D.18; Alcohol and Other Drugs, D.18.1, Policies and Procedures Manual). Students who are 21 years of age or over are prohibited from providing, serving, delivering, hosting social events where alcoholic beverages are available to persons under the age of 21. This Policy extends to the recruitment of prospective student-athletes. Prospective student-athletes visiting campus and socializing with current students are expected to participate in all activities without the presence or influence of alcohol or other drugs. Any violation of this Policy and the University's Alcohol and Other Drugs may be disciplined in accordance with the University's disciplinary procedures for students and this Policy.

A. Prohibited Drugs/Substances

Screening conducted pursuant to the Program may include analysis of, but is not limited to, the NCAA list of banned-drug classes. The NCAA banned-drug classes are as follows: stimulants, anabolic agents, diuretics, street drugs, peptide hormones and their related compounds. For a current list of the NCAA Banned Drug Classes List, student-athletes are urged to review the NCAA's web site at www.ncaa.org or contact the Head Athletic Trainer or the sport specific athletic trainer.

Additional substances that the University may screen for pursuant to this Program include alcohol, beta-blockers, opiates, MDMA (ecstasy), amphetamine/methamphetamine, and flunitrazepam (rohypnol). The University

reserves the right to test for substances not listed on the NCAA Banned Drug Classes List and to test at detection levels that vary from those of the NCAA. The Program is separate and distinct from the NCAA's drug testing programs, including but not limited to banned substances, sanctions imposed and levels of detection.

B. Selection Methods for Testing Program

1. Unannounced Random Testing

All student-athletes are subject to unannounced random testing at any time, including pre-season testing prior to competition. The Executive Director of Athletics or his/her designee shall randomly select student-athletes from the official squad lists.

2. Reasonable Suspicion Screening

All student-athletes may be subject to testing at any time when the Executive Director of Athletics or his/her designee determines reasonable suspicion exists to believe that the student-athlete may be using a prohibited substance. Such reasonable suspicion may be based on objective information as determined by the Executive Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, Team Physician, or Academic Advisor, and deemed reliable by the Executive Director of Athletics or his/her designee. Reasonable suspicion may include, but is not limited to: (1) observed possession or use of substances appearing to be prohibited drugs; (2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; or (3) observed abnormal appearance, conduct or behavior reasonably interpreted as being caused by the use of prohibited drugs or substances.

Among indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance include but are not limited to: class attendance, significant changes in GPA, athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, and mood changes. If reasonable suspicion is verified, the Executive Director of Athletics or his/her designee will notify the student-athlete and he or she must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is collected.

Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she may be subject to the same procedures that would be followed in the case of a positive urinalysis.

3. Postseason/Championship Screening

Any student-athlete or team likely to advance to post-season championship competition may be subject to additional testing by the University prior to the post-season championship event. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event unless he or she subsequently tests negative prior to departure for the event and receives permission from the Executive Director of Athletics or his or her designee to compete in the post-season event.

4. Re-entry Testing

A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a positive alcohol or drug test finding, or drug and/or alcohol violation under the University policy, shall be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility or to continue practicing or conditioning activities. The Executive Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate (*see also*, Request for Reinstatement, below).

5. Follow-up Testing

A student-athlete who has returned to participation in intercollegiate athletics following a positive alcohol or other drugs test under this Policy may be subject to follow-up testing throughout the remainder of their athletic eligibility. Testing will be unannounced and will be required at a frequency determined by the Executive Director of Athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

C. Notification and Reporting for Collections

The student-athlete will be scheduled for and notified of testing by the University either in person, by direct telephone communication, or other reasonable or practicable means under the circumstances. He or she will be informed of the date, time and location to report to the collection station. The University is not required to give advanced notice prior to the administration of any drug tests.

Any student-athlete who refuses to provide an adequate specimen for testing, attempts to alter or substitute his or her urine sample, or fails to show up as

scheduled, shall be in violation of this policy and will be cause for the same action(s) as a positive drug test result.

D. Positive Finding or Self Disclosure of Alcohol or Other Drugs Use

In all cases where a student athlete has tested positive for alcohol or other drugs under the Program, the testing laboratory (or third party administrator) will report the positive drug test finding(s) to the Head Athletic Trainer. The Head Athletic Trainer will then contact the team physician to review the positive result. The Head Athletic Trainer will also contact:

- The student-athlete;
- Executive Director of Athletics;
- RIT's Office of Student Conduct & Conflict Resolution ("Conduct Office"); and
- Head Coach and/or assistant coach.

The Head Athletic Trainer will schedule a confidential meeting with the student-athlete and the individuals mentioned above to inform them of the finding, and to provide the student-athlete with written notice of the finding and applicable sanction. In addition, the Executive Director of Athletics, or his or her designee, may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing of the positive finding and applicable sanction.

In cases where a student-athlete self-discloses the use of alcohol or other drugs after selection for testing or during the testing process, the disclosure will be deemed a positive alcohol or drug test finding.

In all cases of positive findings for alcohol or other drugs, the student-athlete shall be required to attend a counseling session for the purposes of evaluation, education, and if necessary, treatment or counseling. The counselor may ask the student-athlete to discuss the nature and extent of his/her involvement with prohibited alcohol. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of each case. Failing to meaningfully participate in the evaluation/counseling process, in the sole discretion of the counselor, will be deemed an additional offense.

If the counselor believes that additional rehabilitation is necessary either on or off-campus, then all costs associated with additional rehabilitation shall be the responsibility of the student-athlete.

In addition, the student-athlete will be subject to follow-up testing under the Program. Testing will be unannounced and will be required at a frequency determined by the Executive Director of Athletics or his/her designee.

VII. Alcohol Sanctions

A. First Alcohol Positive:

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University. The suspension will be for a period of time equivalent to 10% of his or her regular season of competition. The determination of the 10% always will be rounded up (*e.g.* if 10% equals 2.3 games, then the student-athlete will be suspended for 3 games). The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and post-season competition (*e.g.* exhibition contests, scrimmages, and/or non-traditional season contests cannot be used to serve the suspension). The suspension will rollover to the next season of competition if necessary. If the alcohol-related offense occurs during the off-season, then the suspension will be served during the next season of competition. If the alcohol related offense occurs at the end of the regular season but prior to post-season competition, then it shall be served during the post-season competition. After passing a drug test, the student-athlete must be medically authorized by the team physician, in conjunction with any counselor and/or therapist, prior to resuming any athletic practice or competition.

B. Second Alcohol Positive:

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University. The suspension will be for a period of time equivalent to 100% of his or her regular season of competition. The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and post-season competition (*e.g.* exhibition contests, scrimmages, and/or non-traditional season contests cannot be used to serve the suspension). The suspension will rollover to the next season of competition if necessary. If the positive alcohol test result occurs during the off-season, the suspension will be served during the next season of competition. If the positive drug test result occurs at the end of the regular season but prior to post-season competition, it shall be served during the post-season competition. After passing a drug test, the student-athlete must be medically authorized by a University team physician, in conjunction with any counselor and/or therapist, prior to resuming any athletic practice or competition.

C. Third Alcohol Positive:

The student-athlete will be immediately and permanently expelled from participation in any intercollegiate practice, training and competition at the University.

VIII. Sanctions for Positive Finding of Drug or Related Substances

A. First Drug Positive:

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University. The suspension will be for a period of time equivalent to 100% of his or her regular season of competition. The

suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and post-season competition (*e.g.* exhibition contests, scrimmages, and/or non-traditional season contests cannot be used to serve the suspension). The suspension will rollover to the next traditional season of competition if necessary. If the positive drug test result occurs during the off-season, the suspension will be served during the next season of competition. If the positive drug test result occurs at the end of the regular season but prior to post-season competition, it shall be served during the post-season competition. After passing a drug test, the student-athlete must be medically authorized by a University team physician, in conjunction with any counselor and/or therapist, prior to resuming any athletic practice or competition.

B. Second Drug Positive

The student-athlete will be immediately and permanently expelled from participation in any intercollegiate practice, training and competition at the University.

IX. Implied Findings of Positive Drug or Alcohol Use

A student-athlete who is convicted of a drug or alcohol related offense, which includes any violation of federal, state, local law, shall be deemed a positive alcohol or drug test for the purpose of determining sanctions under this Program. In addition, any student-athlete who is involved in an alcohol or other drug related incident under the RIT Student Code of Conduct shall be deemed in violation of this Policy and may be sanctioned accordingly.

In addition, a positive drug test result under the NCAA's drug testing program, shall be deemed a positive drug test result under the Program. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency ("WADA") code (*e.g.*, USOC, USADA) shall not participate in NCAA intercollegiate competition for the duration of the suspension (*see* NCAA Bylaw 18.4.1.5.3.).

X. Use of Dietary Supplements

Many dietary supplements or ergogenic aids contain banned substances. Often the labeling of dietary supplements is inaccurate and misleading. Terms such as "healthy" or "all natural" do not mean dietary supplements are free of banned substance or are safe to take. Using dietary supplements may lead to negative side effects such as dehydration and/or may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any shall be required to review the product with the Head Athletic Trainer or team physician. In addition, all Athletics staff members shall direct student-athletes who desire to use dietary supplements to the Head Athletic Trainer or the team physician.

Student-athletes are encouraged to contact the National Center for Drug Free Sport, Inc. at www.drugfreesport.com or the Dietary Supplement Resource Exchange Center (REC) at www.drugfreesport.com/rec for information on dietary supplements and other banned substances.

XI. Use of Tobacco Products

The NCAA and the University prohibits the use of tobacco products by all game personnel (*e.g.* coaches, student-athletes, athletic trainers, managers and game officials) in all sports during practice and competition (*see* NCAA Bylaws 11.1.5. and 17.1.7). A student-athlete who violates this tobacco policy shall be disqualified for the remainder of that practice or competition. The Executive Director of Athletics or his/her designee will sanction other game personnel (*e.g.* head or assistant coach) who violate this tobacco policy on a case-by-case basis.

XII. Medical Exception Process

The University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, Athletics allows exceptions to be made for those student-athletes with a documented medical purpose demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

Student-athletes are required to inform the Head Athletic Trainer of all medications (prescribed and over-the-counter) that he or she is taking. The University should maintain in the student-athlete's records a letter from the prescribing physician that documents the student-athlete's medical need for regular use of any such drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history and dosage information.

In the event a student-athlete tests positive, the Head Athletic Trainer in consultation with the Team Physician, will review the student-athlete's medical record to determine whether a medical exception should be granted.

XIII. Voluntary Disclosures

A. Safe Harbor Program

A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletic Department (*e.g.* Head Athletic Trainer, Team Physician, or Coach) by voluntarily disclosing his or her use.

If any student-athlete seeks assistance from Athletics *prior* to receiving a positive drug test result and/or *prior* to being notified that he or she has been selected for Program testing, then any impermissible use will be excused under this Policy for purposes of determining sanctions (the “Safe Harbor Program”). However, for health and safety reasons the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. Nor will a student-athlete be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or conference postseason competition.

Upon entering the Safe Harbor Program, the student-athlete will be required to undergo an initial drug test as well as an evaluation by a substance abuse professional. Any initial positive drug test result will be excused under this Policy for purposes of imposing any sanctions. The substance abuse professional 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 Executive Director of Athletics.

A 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 and will be removed from the random selection pool of student-athletes. 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 further drug and/or alcohol testing as part of the reentry evaluation.

Failing to complete the treatment recommended by the counselor, having a second positive drug test result for *any* banned substance after entering the Safe Harbor Program that is determined to be a result of new drug use, or having a positive result on a reentry drug or alcohol test will be deemed a second offense under this Policy (*e.g.*, the initial positive drug test result plus the second/new positive drug test result).

If the student-athlete regains his or her eligibility to participate in intercollegiate athletics, he or she may be required to undergo unannounced follow-up tests at the discretion of the Executive Director for Athletics or his or her designee in consultation with the counselor.

A positive drug or alcohol test result at any time *after* satisfactorily completing the Safe Harbor Program will count as the first positive drug or alcohol test result.

B. Good Samaritan Protocol

The Good Samaritan protocol can be found at D.18.1, Alcohol and Other Drugs, Policies and Procedures Manual and in the Student Code of Conduct (D. 18.0).

XIV. Grievance Procedures

A. Confirmation of Positive Finding.

If a student-athlete is notified of a positive alcohol or drug finding under the Program, then the student may request that the laboratory perform confirmation testing on the student-athlete's specimen B if applicable. The university will bear the cost of the specimen B testing. The student-athlete may choose to be present at the opening of specimen B at the laboratory, or may be represented by a surrogate at the retesting. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings shall be final. If specimen B results are negative, the drug test will be considered negative.

B. Appeal Procedure.

Student athletes who test positive for alcohol, drugs or any banned substance may appeal. The appeal must be in writing to the Executive Director for Athletics and within seven (7) calendar days of written notice of the finding and sanction.

Notably, all positive drug tests results are conducted by an independent laboratory and may be tested under two different test methods to ensure accuracy. Accordingly positive tests are presumptively valid.

Upon receipt of a notice of appeal, the Executive Director of Athletics will forward the request for a hearing to the Appeals and Reinstatement Committee. The Appeals and Reinstatement Committee may include the Team Physician, the Faculty Athletic Representative, a substance abuse counselor, a coach from a sport other than the sport for which the student-athlete participates, and a sport administrator appointed by the Executive Director of Athletics, and any other member of the RIT community appointed by the Senior Vice President of Student Affairs. Appeals shall be scheduled and heard within seven (7) business days of a notice of appeal, unless the student-athlete requests an extension of time upon good cause shown.

The student-athlete may have an advocate of their choice selected from the list of trained advocates provided by the Center for Student Conduct and Conflict Resolution (*see* RIT Advocacy Program) present at the hearing to provide quiet counsel, but only the student-athlete may address the Appeals and Reinstatement Committee. During the appeal the student-athlete may present evidence, question any testimony or documents presented, as well as to review the results of the drug test.

The Appeals and Reinstatement Committee is authorized to affirm, modify or reverse a sanction based on the testimony presented at a hearing. The decision of the Appeals and Reinstatement Committee shall be final and will be communicated in writing to the student-athlete within three (3) business days of conclusion of the hearing.

While a student-athlete is in the process of appealing, he or she shall be temporarily suspended from competition, but may participate in practice and conditioning activities pursuant to the terms of this Policy, pending a final outcome by the Appeals and Reinstatement Committee.

C. Request for Reinstatement Following Sanction

At the end of a one-year period of suspension (after a first positive drug test result or after a second alcohol or drug related offense) and following satisfactory completion of an appropriate treatment and aftercare program, the student-athlete may apply for reinstatement to the intercollegiate athletic department. Reinstatement shall not be considered automatic and shall be addressed on a case-by-case basis.

The request for reinstatement shall be in writing and made to the Executive Director of Athletics and should state the grounds on which the student-athlete believes he/she should be reinstated. The Executive Director of Athletics will forward the request for reinstatement to the Appeals and Reinstatement Committee. The committee shall review the request for reinstatement and make a determination within ten (10) business days of receiving the request.

The decision of the Appeals and Reinstatement Committee shall be final.

XV. Resources for Athletes in Need of Assistance

If any student-athlete is in need of assistance or support for a substance abuse problem, there are resources available on campus and within the community for counseling and education about use, misuse, and abuse of alcohol and other drugs. These resources include:

On Campus Resources:

RIT Public Safety (24 hours a day, 7 days a week)

(585) 475-2853 (V) or (585) 475-6654 (TTY)

<http://finweb.rit.edu/publicsafety/>

RIT Alcohol & Substance Abuse Counselor (Confidential)

(585) 475-3963

kmpshc@rit.edu

For NTID students: RIT Substance & Alcohol Intervention Services

(585) 475-4963 (V) and (585) 475-4963 (TTY)

<http://www.rit.edu/ntid/saisd>

RIT Student Counseling Center (Confidential)

(585) 475-2261 (V) or (585) 475-6897 (TTY)

<http://www.rit.edu/studentaffairs/counseling/>

RIT Student Health Center (Confidential)

(585) 475-2255 (V)

<https://www.rit.edu/studentaffairs/studenthealth/>

Off Campus Resources (Greater Rochester Area & National):

Greater Rochester NY Alcohol Anonymous

1000 Elmwood Avenue, Greenhouse, Rochester NY 14620

(585) 232-6720

www.rochester-nn-aa.org

AL-Anon Family Groups (AFG) of Greater Rochester Institute of Technology

805 Blossom Road, Rochester, NY 14610

(585) 288-0540

www.aisrochester.org

Alcohol Anonymous & Narcotics Anonymous Meetings (Interpreted for Deaf)

For information, Contact (585) 475-4963

Alcoholism & Substance Abuse Providers of New York State (ASAP)

1 Columbia Place, Albany, NY 12207

(518) 426-3122

www.asapnys.org

XVI. Review of Policy:

A committee appointed by the Senior Vice President of Student Affairs shall review policy biannually.

Revised:

July 2015

Appendix III

C15.2 FACULTY/STAFF ALCOHOL AND DRUG POLICY

Application: This policy applies to all employees.

RIT, in compliance with the Federal Drug Free Workplace Act of 1988, is committed to providing a safe and healthy environment free from drug and alcohol abuse.

ALCOHOL USE

Reporting to work inebriated or becoming inebriated while at work is prohibited. This prohibition applies at RIT-sponsored activities and during the supervision of students at off-campus activities. The manufacture, distribution, dispensing, possession, or use of alcohol in violation of local, state or federal law is prohibited at RIT.

DRUG USE

The manufacture, distribution, dispensing, possession, or use of a controlled substance in violation of local, state or federal law is prohibited at RIT. An investigation will be made and appropriate actions taken for violations occurring within RIT environs or at RIT sanctioned events.

Employees using legal medications should inform their supervisor or department head if the effects of the medication could interfere with their ability to perform the job in a safe and efficient manner. In this case, the supervisor or department head should attempt if necessary to provide a safer working environment for the affected employees until the use of the medication is no longer required.

DEFINITIONS:

The following definitions comply with the Federal Drug Free Workplace Act of 1988.

Alcoholic Beverage - Any beverage defined as "alcoholic" by the New York State Alcoholic Beverage Control Law.

Controlled Substances - Any item or substance, natural or synthetic, defined as a controlled substance by Schedules I-V of the New York State Public Health Law, Section 3306.

Marijuana - Any item or substance defined as cannabis or a derivative thereof by the New York State Public Health Law, Section 3302.

Precursors to Controlled Substance - Unlawful possession of chemical elements with the intent to manufacture controlled substances, as defined in the New York State Penal Law, Article 220.60.

Drug Related Paraphernalia - Possession, sale, or use of items and instruments used in the manufacture, packaging, or administration of controlled substances, as defined in the New York State Penal Law, Articles 220.45; 220.50; 220.55.

PROCEDURES

An employee whose performance on the job reasonably suggests that the employee is in violation of this policy should be informed of the university policy by his/her supervisor or department head.

The supervisor or department head should then follow the guidelines below:

- If it appears that the employee may need medical attention as a result of the apparent condition, an ambulance (x3333 or TTYx6654) should be called.
- If the employee appears to be unable to function normally or perform his/her work, the employee should stop work activities immediately.
- The department head or supervisor should contact the Department of Human Resources.
- The employee may be suspended for the remainder of the work day while an investigation is conducted, or disciplinary action may be taken, up to and including termination. Employees holding a Commercial Driver's License, and who perform a safety sensitive function will be required to submit to a drug test immediately.

Before making a decision that may have an impact on the employee's pay or status in his/her position, the supervisor or department head should thoroughly investigate the conditions surrounding the employee's perceived inebriation or drug induced condition.

Supervisors or department heads who knowingly allow anyone under their supervision to violate this policy and/or work while inebriated or under the influence of illegal drugs will also be subject to disciplinary action.

If criminal charges are brought and an employee is convicted of a criminal drug statute for a violation occurring in the workplace, the following steps must be taken in order to be in compliance with the Federal Drug Free Workplace Act of 1988:

- The convicted employee must notify his/her supervisor within five (5) working days.
- The director of Human Resources and the principal investigator must be notified within (10) ten working days of the conviction.
- If the employee is paid from a federal grant or contract, proper notice will be provided to the appropriate contracting agency.

Employees who believe that these procedures have been unfairly or improperly implemented in their regard are referred to the Faculty Grievance Procedure (E24.0) or the Staff Grievance Procedure (E30.0).

RIT COUNSELING, ASSISTANCE AND AWARENESS PROGRAMS

Specific actions will be taken to work with any employee for violations occurring in the workplace. In addition to (or in lieu of) disciplinary action, the supervisor or department head may require participation in one of the programs listed below:

- The Employee Assistance Program through the Health Association of Rochester provides assistance and referral to employees and their families in handling problems such as alcoholism and chemical dependency that may cause poor work performance or absenteeism.
- Substance and Alcohol Intervention Services for the Deaf (SAISD) provides counseling and assistance for the deaf.

Responsible Office:

Department of Human Resources

Effective Date:

Approved 5/13/98 to replace Policy C15.0

Policy History:

Edited August, 2010

Appendix IV

C16.0 TOBACCO-RESTRICTED UNIVERSITY POLICY

I. Scope

This policy applies to all students, faculty, staff, administrators, vendors, and visitors while on RIT-managed properties located in the United States (hereafter referred to as *university-managed properties*).

II. Policy Statement

The university is committed to facilitating a healthy working, learning, and living environment. To prevent harm to members of the RIT community and to be consistent with university wellness initiatives, smoking and use of tobacco products are restricted to designated tobacco areas on all university-managed properties. The restrictions include, but are not limited to:

- Buildings
- Parking lots, athletic fields/tracks, bleachers/grandstands, outdoor paths, fields, and roads
- Partially-enclosed areas such as covered and uncovered walkways, breezeways, outdoor dining areas, bus stop shelters, loading docks, building entrances, exterior stairways, and landing
- Vehicles owned and leased by RIT or its affiliated organizations.

III. Definitions

Tobacco Products. Tobacco products are defined as combustible items (including but not limited to cigarettes, cigars, and pipes) and non-combustible items (including but not limited to chewing tobacco and e-cigarettes).

University-Managed Properties. University-managed properties are defined as properties owned, operated, leased, occupied, or controlled by RIT that are located in the United States.

IV. Exceptions

RIT has five apartment complexes with 1,000 apartment and townhouses. The five complexes include: Colony Manor, Perkins Green, Racquet Club, Riverknoll and the University Commons. Tobacco use in these complexes is prohibited within 25 feet of any apartment or townhouse building.

Smoking or use of tobacco products is permitted by participants in a research project involving tobacco products. Any sponsored or unsponsored research involving smoking is subject to the approval of the [IRB](#) (Institutional Review Board) or the [IACUC](#) (Institute Animal Care and Use Committee) as appropriate.

Responsible Offices:

Student Wellness, Division of Student Affairs

Department of Human Resources - Employee Wellness, Division of Finance & Administration

Effective Date:

Policy History:

Issued Personnel Policy 6.14 issued June 1, 1984

Revised October 2003

Edited August 2010

Revision approved May 7, 2014 by Institute Council (replaces policy formerly titled Smoking)

Appendix V

A. Programs for Students

**WADE Annual Report
2015-2016**

WADE had a great year in terms of programming and team spirit. We were able to pull together several large scale programs, as well as contribute to smaller programs as sponsors. We also focused on our professional development as a committee, knowing that the best way to educate students comes from well-informed efforts.

Committee Members (full list of names below):

- § Staff: 16
- § Students: 2
- § Faculty: 0

List programs, workshops trainings:

Program	Totals student attendants for each	Budget
<p>October National Collegiate Alcohol Awareness Week (all listed below separately) This event was a week’s worth of programming and education regarding alcohol use, including: SHIrTFACED t-shirt tabling Safe Halloween Event BAC: What did you Blow? (Wellness Wednesday)</p>	<p>SHIrTFACED: Safe Halloween Event: 500 Wellness Wednesday: 5</p>	<p>\$1,621</p>
<p>SHIrTFACED event This program asks students to write impact of alcohol they have experienced or a friend has experienced on four different color shirts (white shirt = positive experience, yellow shirt = legal/college consequences, red shirt = physical injury, black shirt = death). These shirts are then displayed in SDC and Campus Center</p>	<p>50 (up from last year)</p>	<p>50</p>

<p>Safe Halloween Event This program takes place in the breezeway between Campus Center and Clark Gym and provides giveaways, information regarding alcohol and safe drinking, and safe spring break information. Handouts include NY state Stop DWI materials, Good Samaritan Protocol information, condoms, RITA ambulance, and other helpful information</p>	<p>00+</p>	<p>See budget above</p>
<p>Safe Patty's Day This program takes place in the breezeway between Campus Center and Clark Gym and provides giveaways, information regarding alcohol and safe drinking, and safe spring break information. Handouts include NY state Stop DWI materials, Good Samaritan Protocol information, condoms, RITA ambulance, and other helpful information</p>	<p>00</p>	<p>\$669</p>
<p>Marketing Campaigns Good Samaritan magnets Good Samaritan hand warmers Check Yourself Before You Wreck Yourself t-shirts</p>		
<p>Dance in the Dark This program is a late-night alternative program where students can dance and enjoy themselves. Students partake in the Pour activity, where they can learn about standardized drinks. This is a collaborative effort, with other offices participating including Residence Life, Public Safety, FMS, CAB, Photo House, RHA, and others</p>	<p>00-700</p>	<p>\$6,000 (and ≈\$2,000 from other offices)</p>

Committee Member list:

B. Programs partnered by the Center for Residence Life

Date	Event Title	Location	Description	Attendee
9/2/2016	North Area Alcohol Education Game Night	Ritchie's Game Room	Pair alcohol education with games, Mario Kart driving simulation, b.a.c. calculator, jeopardy and pizza.	31
9/9/2016	South Area Alcohol Education Game Night	Ritchie's Game Room	Pair alcohol education with games, Mario Kart driving simulation, b.a.c. calculator, jeopardy and pizza.	32
9/23/2016	Mario Kart - Drunk Goggles	E-House - Vax	Simulate the effects of alcohol with drunk goggles while racing each other throughout the Mushroom Kingdom.	36
9/27/2016	Sol 3 and 9: Game night in Ritchie's	Ritchie's	A program hosted by RAs Caroline and Noah of Sol, they will be providing alcohol awareness, with the beer goggles and brochures. While exposing the awareness, they will play games and answer questions the residents have.	10
10/4/2016	Sol 9 (South) Family Feud	Sol 9 Lounge	Come on up to the 9th Floor of Sol to enjoy a fun game of Family Feud Pizza will be provided as well as prizes for the winning team!Family feud topics will cover college life as well as well-being topics such as alcohol awareness	15
10/14/2016	A Talk with Public Safety	Fish B1 Lounge	Officer Jake Griffin from Public Safety will come and talk to the floor about drug and alcohol awareness.	7
10/20/2016	NRH 6: Alcohol Safety	NRH 6	This event will support student wellbeing by helping them to understand alcohol safety, what a drink really is, and how to make healthy choices.The event will use 'The Pour' to demonstrate drink portion sizes and drunk goggles to demonstrate the importance of not driving while intoxicated.	17
10/22/2016	Sol 2 and 7: Don't Get Super Smashed, Bro!	Sol Heumann	Sol 2 and Sol 7 residents join your RA's Simone and Rachel in a fun Super Smash Brothers tournament. The tournament will be in the Sol 7 lounge on Saturday, October 22nd at 12PM. We will be discussing alcohol awareness in a fun and	65

			entertaining way as a precursor to an exciting tournament among Sol residents for a chance to win a grand prize. Free pizza and soda will be provided. If you aren't a pro player but would like some casual fun RA Simone will be providing an additional TV with additional games for your entertainment, so don't feel excluded, come hang out and have fun!	
10/23/2016	Think before you Drink	NRH 1250	A few of the RAs from Fish B/C will be hosting an informative, but fun and interactive event regarding alcohol consumption and it's effects. We will be employing the drunk goggles and putting on a series of games to demonstrate the loss of motor control that occurs as you become more and more intoxicated. There will also be educational tips and tricks that coincide this event and hopefully each resident comes out of the activities well informed of RIT's alcohol and other drugs policy, as well as safe drinking knowledge.	18
11/12/2016	Ellingson 2 Alcohol Awareness	Ritchies	Join Ellingson 2 in Ritchies to discover how much a shot is in a solo cup. Also learn how drinking can affect your driving with drunk goggles and mario kart. Enjoy the games and learn some important facts about drinking in the meantime.	9
11/17/2016	NRH 2: Thirsty Thursday (Alcohol Education)	NRH	NRH 2 will be making smoothies, and with the assistance of The Pour, we will be teaching residents about becoming aware of the amount of alcohol present in the drinks they consume. This event will contribute to Student Success because residents will learn how to recognize how much is "too much" to drink.	20
12/3/2016	Sol 5- Alcohol Awareness at Ritchie's	RITCHIES	This event is for sol 5 floor in RITCHIES for Well-Being program where we will discuss and use goggles for Mario kart for alcohol awareness.	9
2/1/2017	Tipsy Bowling- Peterson 2	Peterson 2 Open Lounge	RA's Josh and Brianna will host an event where residents will have the opportunity to mini-bowl on floor while wearing drunk goggles. "Bowling" food like pizza and rootbeer floats will be provided as residents experience the feeling of being inebriated while also learning the risks of alcohol. After this program residents will experience the challenges and risks intoxication brings while participating in bowling with drunk goggles. BAC charts will also be posted.	22
2/8/2017	Mocktails and Murals	The River Room at Crossroads	The graduate RAs of University Commons will be hosting a night of mocktails (non-alcoholic cocktails) and murals. Residents are invited to come to the River Room at Crossroads and paint a	23

			mural, drink some sparkling juice and socialize with other residents. We will also be providing some self-care tips and resources on campus for maintaining your mental, emotional and physical health when stressed.	
2/11/2017	Painting With A Twist	NRH 1250	Â Painting with a twist will be a crafting event with alcohol education. Residents will be able paint, drink sparkling cider or hot cocoa and learn more about the effects of alcohol on the human body.	8
2/19/2017	Gibson 3B and 1B: Mario Kart Drunk Driving	Gibson 3B Lounge	The residents of Gibson 3B and 1B will learn about the dangers of drunk driving and how alcohol affects our senses through playing games, like playing Mario Kart, and activities, like trying to walk in a straight line, while wearing beer goggles from the center for student health.	7
2/19/2017	Wheelin' Around Wellness!	Sol Heumann Hall - Floors 3,6, and 8	Come join Sol Heumann residence hall floors 3, 6, and 8 for a cart program promoting alcohol awareness, sexual awareness, and available resources on campus to make sure they're receiving the support and resources necessary for success. We will be handing out goodie bags filled with condoms, snacks, and wellness awareness pamphlets!	100
2/24/2017	Gleason 3 Interactive Pizza	Gleason Floor 3	Members of Gleason 3 will enjoy free pizza for the price of interacting with their RA and learning facts about alcohol consumption	12
3/1/2017	The Pour Alcohol Awareness Res Hall A Event	Res Hall A 2nd Floor	Karen Pelc will be presenting on our floor about Alcohol Awareness. Stop by for Root Beer floats after!	15
3/3/2017	Get Lucky	Global Village 403	Residents are welcome to come learn about alcohol and consent! We will be playing a variety of games and activities while educating residents on the important of alcohol awareness and consent.	10
3/4/2017	Alcohol Mythbusters	University Commons/Sa Isarita's	Under the direction of Ashley Meyer, Wanya Jefferson, Brandi Mapson, and Hayley Johnson will host a Community Creator event that fosters alcohol awareness via education and "myth busting." Prizes will be awarded to apartment area residents who guess answers to our alcohol-related questions correctly. We will be stationed at Salsarita's so as to catch residents on their way to lunch.	39
3/9/2017	Late Night Breakfast	Center Wide Event	Annual Residence Life event, this year with a Safe Spring Break theme with representative from	752

			campus resources, and carnival games to help educate students.	
3/7/2017	Riverknoll Know Before You Go	Riverknoll Apartments	An event geared to provide residents with quick safety facts as we head into the Spring Break.	4
3/8/2017	Wellness Wednesday	NRH 1250	Resident's of NRH are welcome to come learn about alcohol safety, nutritional, mental and physical wellness. There will be activities such as a drunk goggle obstacle course, making fruit kabobs, physical challenges, and mental health activities.	26
3/24/2017	Good Samaritan Cart Program	Ellingson 10	Me and Hannah on Ellingson 10, will go door to door on the entire floor to ask residents about their knowledge of the Good Samaritan Program. We will have a pop quiz ready to ask and if they are unaware or not entirely sure of the program, we will teach them and have a discussion about the program. We will provide food and handouts from Public Safety and Wellness Center as we go door to door and ask. This will be under the collaboration theme. The goal is to educate and update our residents of the Good Samaritan Policy as the spring and summer months are close by.	14
3/30/2017	Gibson, Fish, Res Hall B, Ritchies Alcohol Awareness	Ritchie's Game Room	RA's Stephen Cerbone, Charles Hem, and Jo Qiao will be hosting an alcohol awareness night in Ritchie's Game Room. Activities will include beer goggles with different games and discussions on alcohol serving sizes.	15
3/31/2017	The Great Murder Mystery	Gleason A055	Residents will participate in a role-playing party-game with a narrative that puts emphasis on partying safety.	13
4/1/2017	Sol 3 and 9 Trivia Night	Sol Activity Room	Join Sol floor 3 and 9 for a trivia night and board games in the Sol activity room. Trivia topics will vary from academics to pop culture, to music, and of course educational topics such as alcohol awareness, best safe sex practices, and resources on campus to help you succeed as a student! This program will also include free food served (healthy salad bowl mixes!), with the focus of the questions being tailored to questions most first-year students have.	7
4/4/2017	Drunk Mario Kart Tournament	RITchies	Alcohol-impaired crashes account for over 1/3 of all traffic-related deaths in the United States. We will have a Mario Kart tournament while wearing impairment goggles to illustrate the dangers of driving under the influence. There will also be education about legal impairment, other dangers	20

			of unsafe alcohol use, and how to responsibly and safely consume alcohol.	
4/30/2017	NRH2: Dizzy Twister	nrh2	Residents participate in an alcohol education program through playing a game of Twister with drunk goggles on! (Wellness)	15

Appendix VI.

Alcohol at Events Policy

Policy Name: POLICY ON UNIVERSITY EVENTS WITH ALCOHOLIC BEVERAGES

Scope. All members of the RIT Community shall comply with this Policy. This Policy applies to all University Events, as defined below, where Alcoholic Beverages are served or consumed. Other university governance policies, such as the Faculty/Staff Alcohol and Drug Policy (C15.2), Alcohol and Other Drugs Policy (D18.1), and Vending Policy (C20.0) may also apply to University Events. In addition, other university administrative policies, such as the Controller's Office Policies for Selected Discretionary Expenditures and the registration process for student clubs and organizational events may require additional authorizations and registrations for University Events. Compliance with this policy shall be in addition to compliance with all other applicable policies. This Policy does not apply to RIT global locations.

I. POLICY STATEMENT

RIT is committed to actively supporting the health and wellness of all members of the RIT Community. In addition, RIT is committed to upholding local, state, and federal laws relating to the sale, distribution, and consumption of Alcoholic Beverages. This Policy seeks to support RIT's commitments by establishing guidelines for the legal and responsible use of Alcoholic Beverages at University Events.

II. DEFINITIONS

Terms not defined elsewhere in this Policy are defined below.

A. Alcoholic Beverages include, but are not limited to, alcohol, spirits, liquor, wine, beer, and any liquid containing or fortified with alcohol, spirits, liquor, wine, and beer.

B. Closed Event means a University Event that is limited to a particular university constituency by invitation only.

C. Open Event means a University Event that is not limited to a particular university constituency by invitation only.

D. RIT Community means any individual authorized to be on the RIT campus including administrators, faculty, staff, students and student organizations, alumni, and external organizations and individuals in their operations with RIT.

E. Specific University Purpose means one that advances the mission of the university, including the performance of job duties, and is consistent with its status as a New York not-for-profit

educational corporation. University Events paid for or financed by the university shall be deemed to be held for a Specific University Purpose.

F. University Entity or Representative means a group or individual that rents or uses university property, a campus organization, a university college, division, department or unit, or an individual acting within the scope of their employment, on behalf of the university, for members of the university community.

G. University Event means a gathering of fifty (50) or more individuals sponsored by a University Entity or Representative, on or off-campus, in property owned,

leased, or controlled by the university. A University Event must be held for a Specific University Purpose in order to be governed by this Policy. A gathering of less than fifty (50) individuals is not a University Event, as defined under this Policy, and, therefore, not governed by this Policy even if sponsored by a University Entity or Representative and held for a Specific University Purpose. A gathering that is not a University Event may be required to comply with other applicable governance and administrative policies.

H. University Official means an officer of the university as defined in the RIT By-Laws (B00.1) or their designee. Public Safety officers shall also be considered University Officials for purposes of this Policy.

III. GENERAL PROVISIONS

A. The service of Alcoholic Beverages is permitted at University Events only in accordance with the principles set forth in this Policy and applicable law.

B. All University Events with Alcoholic Beverages shall be sponsored and registered. Certain University Events with Alcoholic Beverages will also be required to obtain a valid state liquor permit or license in advance of the University Event. (See Section E below).

C. Sponsoring a University Event with Alcoholic Beverages

1) A University Event with Alcoholic Beverages shall be sponsored by a current RIT faculty, staff, or student, who is over the age of twenty-one (21), has managerial or financial authority for the University Event and whose approval is required for the University Event. For purposes of this policy, an RIT faculty, staff, or student has managerial authority for the University Event when they can unilaterally cancel, alter, or reschedule the University Event without further approvals. An RIT faculty, staff, or student has financial authority for the University Event when they have signatory authority to spend the funds required for the University Event without further approvals.

2) The sponsor shall ensure that the provisions of this Policy are enforced at the University Event.

3) The sponsor may, but is not required to, be present at the University Event. If the sponsor is not present at the University Event, they shall designate an individual attending the event as the person responsible for fulfilling the sponsor's obligations under this policy, and who otherwise satisfies the qualifications of a sponsoring individual under subsection 1.

4) University Events where behavior is deemed inappropriate due to the service of alcohol, may be terminated by the sponsor or a University Official at any time, with or without notice.

5) The service of Alcoholic Beverages at University Events may be suspended at the sole discretion of the sponsor or a University Official if it

is determined by the sponsor or a University Official that violations of this Policy are occurring or are likely to occur.

6) The sponsor or a University Official may determine within their sole discretion that RIT Public Safety Officers or security designees will be required and designated in advance of the University Event.

7) The sponsor's campus organization, university college, division, department or unit, shall be held monetarily responsible for any damage or additional cleaning charges assessed as a result of the University Event.

D. Registering a University Event with Alcoholic Beverages

1) A University Event with Alcoholic Beverages shall also be registered.

2) A University Event with Alcoholic Beverages sponsored by a student or student organization shall be registered utilizing the registration process for student clubs and organizational events.

3) A University Event with Alcoholic Beverages sponsored by a University Entity or Representative shall be registered utilizing the form available at (insert link to registration form to be developed).

E. Licensing a University Event with Alcoholic Beverages

1) All University Events where Alcoholic Beverages are available for purchase shall be sponsored, registered and shall also have the appropriate state alcohol permit or license in advance of the University Event.

a. Alcoholic Beverages are available for purchase if it is sold at the University Event.

2) All University Events where Alcoholic Beverages are available for other consideration shall be sponsored, registered and shall also have the appropriate state alcohol permit or license in advance of the University Event.

3) Alcoholic beverages are available for other consideration if it is:

a. part of the purchase of an admission ticket for the University Event, or

b. served as part of a purchased meal, or

c. provided in exchange for a donation or something of value.

4) All University Events with Alcoholic Beverages required to be licensed under the provisions of this Policy, shall be catered by either Brick City Catering or a third party catering company licensed to sell Alcoholic Beverages in the state where the University Event is being held.

a. If the University Event is catered by Brick City Catering, the sponsor shall work with Brick City Catering to obtain the appropriate state alcohol permit or license.

b. If the University Event is catered by a third party catering company, the sponsor shall ensure that the third party catering

company is licensed to sell Alcoholic Beverages and that the appropriate state alcohol permit or license is obtained for the catered University Event.

5) University Events held at locations already licensed to sell Alcoholic Beverages are not required to obtain an additional state alcohol permit or license, provided that the Alcoholic Beverages are purchased from the licensed location.

F. Alcoholic Beverages must be served by a properly trained individual at University Events on an individual basis (i.e. one drink per person basis) and only to those of legal drinking age. A properly trained individual is one that has successfully completed a skills based program designed to prevent intoxication and underage drinking.

1) Self-service of Alcoholic Beverages is prohibited.

2) Drink specials are prohibited.

3) An open bar may be allowed only at Closed Events.

4) An open bar is prohibited at Open Events.

G. University Events with Alcoholic Beverages may be restricted to those of legal drinking age.

1) If attendance at University Events with Alcoholic Beverages is allowed by those not of legal drinking age, the sponsor or a University Official shall put in place reasonable measures to prevent the consumption of Alcoholic Beverages by those not of legal drinking age.

2) Reasonable measures to prevent the consumption of Alcoholic Beverages by those not of legal drinking age shall include, but not be limited to:

a. the presentation of a valid government issued identification as proof of age, or

b. the creation of separate designated drinking areas, or

c. the identification by stamp, wristband, or other visible means of those not of legal drinking age.

H. University Events with Alcoholic Beverages shall advertise in accordance with applicable law and the provisions of this Policy.

1) The presence and availability of Alcoholic Beverages at the University Event shall not be emphasized in any advertisement.

2) No logos and/or brands of Alcoholic Beverages shall be used in any advertisement.

3) The prices of Alcoholic Beverages shall not be listed on any advertisement.

4) All advertisements shall state that a valid government issued identification showing proof of age is required to purchase alcohol.

I. University Events with Alcoholic Beverages shall also provide food and non-Alcoholic Beverages. Snack food such as chips and pretzels are not sufficient for compliance with this provision of this Policy.

4-12-17