

Drug-Free Schools and Communities Regulations  
(EDGAR Part 86)

# **Biennial Review Report**

*Academic Years 2018-2019 & 2019-2020*

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# Drug-Free Schools and Communities Regulations Biennial Review Report

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## **PART ONE: Review of Alcohol and Drug Prevention Programs**

### **Introduction to the Drug-Free Schools and Communities Act**

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The Drug-Free Schools and Communities Act (DFSCA) was amended in 1989 to include Institutions of Higher Education (IHE). In order to receive financial aid or other federal funding, DFSCA requires an IHE to certify that it has adopted and implemented an alcohol and other drug (AOD) prevention program in order to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The AOD prevention program must include, at minimum, the following:

1. Annual Distribution of a document to all students and employees that includes:
  - a. Standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
  - b. A description of the local, State, and Federal laws which provide sanctions against unlawful possession or distribution of illicit drugs and alcohol.
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - d. A description of the treatment resources available to students and employees.
  - e. A clear statement that the college or university will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law).
  - f. A description of those sanctions, up to and including expulsion, or termination of employment and referral for prosecution. A sanction may include the requirement that the offender complete an appropriate treatment program.
2. Completion of a Biennial review by the University of its Drug and Alcohol Program that includes the following objectives:
  - a. Evaluation of the effectiveness of AOD policies and programs.
  - b. Verification that the disciplinary sanctions described in the document are consistently enforced.
  - c. Recommendations for program and policy changes as needed.

A copy of the Biennial Review must remain on file and be available for inspection by the U.S. Department of Education. An electronic copy of this document is maintained on file by the Assistant Director of Counseling Services in the OSD Shared Drive.

## **Compliance with the Drug-Free Schools and Campuses Regulations**

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In order to maintain compliance, the 2020 Biennial Review of the Manchester University alcohol and other drug related policies and programs was conducted from August through December 2020. This review evaluated AOD policies and programming throughout the 2018-2019 and 2019-2020 academic years. The objectives of the review as identified by the U.S. Department of Education include:

- Determining the effectiveness of AOD programming
- Implementing any needed changes to AOD programming
- Ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently

The Biennial Review is completed by the Assistant Director of Counseling Services at Manchester University and reviewed with the assistance of Student Life Leadership, University Safety, Residential Life, Student Conduct, Athletics, Human Resources, and Health and Sports Medicine. The completed report is kept on file at Manchester University in the office of the Assistant Director of Counseling Services in the event the university is audited by the Higher Education Center for Alcohol and Other Drug Prevention, a designee of the U.S. Department of Education. Institutions of higher education are not required to submit the certification or report to the U.S. Department of Education. Requests may be made to the Counseling Services office to access current or historical Biennial Review Reports.

## **Annual Policy Notification Process**

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In accordance with the Drug-Free Schools and Communities Regulations, Manchester University provides for annual notification of the AOD policy to all students and employees, as well as any incoming students and new employees. All currently enrolled students, including those enrolled in just one credit hour or those enrolled for continuing education credits, along with all current employees receive notification via email to their university email address. This notification is sent to all students following the Census date and to all employees during the first week of September of every year. The policy is also made available to anyone who accesses any Manchester University webpage. Incoming students receive the policy in their admissions packet from the Admissions office while new employees receive notice as part of their on-boarding process through Human Resources. A copy of the policy is included in [Appendix A](#).

## **Alcohol and Other Drug (AOD) Program Goals**

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Manchester University is committed to ensuring, to the best of its ability, that its students, staff, and faculty are aware of the dangers of abuse of alcohol and other drugs, have appropriate information and resources to ameliorate such abuse, and are provided with appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances on campus and at other venues that involve university community members. As is the case for many universities and colleges across the United States, AOD efforts directed to MU students focus on harm reduction, recognizing the reality of AOD abuse among late adolescents and young adults in this country. At the same time, MU fully supports those who choose to remain abstinent from the use of alcohol or other drugs, and it seeks to provide a broad array of activities that are alcohol- and drug-free. More generally, the university is dedicated to attempting to change the culture of AOD abuse that is so common among American university students.

Manchester University employs a diverse menu of strategies and programs to address AOD abuse among its students, staff, and faculty. While continuing to employ evidence-based strategies as outlined in the National Institute on Alcohol Abuse and Alcoholism (NIAAA) 3-in-1 framework, The NIAAA's Alcohol Intervention Matrix (AIM), and "A Typology for Campus-Based Alcohol Programs: Moving toward Environmental Strategies" (Dejong, and Langford: J. Stud. Alcohol. Supp 14, 140-147, 2002), the university also attempts to "push the envelope" by devising, implementing, and evaluating new and innovative approaches to preventing, ameliorating, or treating AOD abuse.

Manchester University uses a variety of data sources to better understand AOD abuse issues involving its students, including the Indiana College Substance Use Survey (ICSUS) sponsored by the Indiana Collegiate Action Network (ICAN), 360-Proof's Personalized Feedback Inventory (and previously AlcoholWise and eCHECKUPTOGO), and internal student surveys in addition to other national datasets and studies related to college students. This data is used to direct and target programming efforts.



### ***Policy and Regulations***

See [Appendix B](#) for a complete listing of handbooks and policy manuals which are referenced throughout this section.

#### **The Conduct Review System**

Manchester University was formerly and up until 2019 utilizing the conduct system that had been in place for the past several years and the conduct review process was outlined in the student handbook [The Source](#). The Conduct Review System was a developmental and accountability system designed to emphasize citizenship responsibilities and privileges, assist in solving problems and conflicts, and advance the best interests of all members within the University community. The Conduct Review System represented the campus community in the exercise of disciplinary processes, seeking to determine the most constructive and positive response to conduct violations. The powers of the Conduct Review System were exercised within the broad framework of University process procedures and those policies set forth by the trustees and the president of the University. While the dean for student experience had been assigned overall responsibility for the system, the day-to-day operation of the conduct system had been delegated to a director of residential life. The major components of the Conduct Review System were:

**Student Conduct Review Board.** The Student Conduct Review Board was composed of 10 students, who were advised by the conduct system coordinator, or designee, as assigned by the director of residential life. For purposes of hearing cases, the Conduct Board was divided into two sections, each comprised of five students.

**Hall Directors.** Hall directors were assigned responsibility for exercising powers of the Conduct Review System, as assigned by the director of residential life.

**Administrative Hearing.** Typically, in cases that were more serious in nature, the director of residential life and/or dean of student experience and/or designee met with students involved and adjudicated the case.

**University Hearing Panel.** A University Hearing Panel was composed of three full-time members of the University staff and faculty. The University Hearing Panel heard cases when the Student Conduct Review Board was inactive or when the content of the behavior was such that it was prudent for faculty/staff to hear the complaint. Panels were appointed to hear a specific case by the director of residential life and/or dean of student experience.

**Standard of Proof in Conduct Cases.** The University Conduct System uses a preponderance of the evidence standard when determining responsibility in student conduct cases. A preponderance of the evidence means that the evidence shows that it is more likely than not that the accused individual violated a University Policy. In the context of a hearing, the accused individual will be found responsible for alleged policy violation if the administrator or hearing panel conducting a hearing, concludes that a violation of university policies more likely than not occurred based upon careful review of all evidence presented.

Note: Notices of conduct hearings will be communicated by email, and students are expected to regularly check their email.

## The MU Standard and Restorative Justice

The MU Standard and a description of the Restorative Justice Model and process are located in the student handbook titled [The Source](#).

MU began to implement changes in the current conduct model to incorporate a restorative justice approach while improving student experience. The following are changes implemented during the academic year 2019-2020:

- Publication and utilization of the Conduct Sanctioning Chart was removed at the request of administration. The chart is utilized as a tool for Restorative Justice Team Members to review as a reference of historical range for policy violations.
- Incorporation of student participation during the pathway development portion of the hearing, allowing for responsibility in repairing harm to self and community and agreement on outcomes. Applies to both hearing levels.
- Administrative Hearing Level fines suspended. Fines only utilized for University Hearing Panel and No Show/No Communication (\$25.00).
- Utilization of virtual hearings (Zoom or Teams) added March of 2020.

**Philosophy:** Manchester University expects students to show such respect for order, morality, personal integrity, and the rights of others as is identified of good citizens both within and outside the University. Failure to do this may be sufficient cause for removal from the University.

**The MU Standard:** The MU Standard is an aspirational statement of Manchester's ideal of moral and civic community. Manchester translates the core values into aspirational learning goals for all Spartans: Integrity, Faith, Learning, Diversity, Community, and Service. Students will respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity and expression, or socioeconomic status. Students will uphold the integrity of the university as a community of scholars in which free speech is available to all and intellectual honesty is demanded of all. Students will comply with University policies, state, and federal law. For the purposes of clarity, students should be aware and are subject to restorative justice at Manchester University for acts of misconduct including but not limited to:

- Violation of University policy
- Violation of a specific University directive
- Violation of an applicable state or federal law
- Physical assault
- Theft of property or services
- Vandalism/Destruction of property
- Threats (verbal or electronic)
- Hazing
- Hate crimes
- Alcohol- and drug-related violations, including driving under the influence
- Intentional or reckless property damage
- Seeking a University benefit to which a student is not entitled
- Falsifying a document
- Impersonating another

- Computer violations
- Knowingly or recklessly exposing others to significant danger
- Upholding the University values and mission

**Outcomes for Violating the MU Standard:** Manchester University assesses the violation of each standard in order to develop outcomes with each student to help repair harm for the individual in the community. Outcomes range from a formal warning, counseling, and community service to suspension or expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense, and any precedent in similar cases is considered when determining outcomes and repairing harm.

**Restorative Justice Process:** Manchester University believes in the infinite worth of each individual and the improvement of the human condition. Restorative Justice (“RJ”) allows for a fair process with engagement, explanation, and expectation of clarity, which allows growth in mindset, and maturity of a student while providing them with opportunity to learn from mistakes. It will encourage students to take responsibility by holding them accountable for their actions including repairing harm. Finally, it will enable the restoration of an individual in the community. The restorative justice approach supports each member of the community while they repair harm. At times, it becomes necessary for the University to intervene. In the event that an individual or group of community members chooses to violate University standards, values, or behavioral expectations, they can expect to participate in a restorative justice process. This process may include one of the following possibilities:

**1:1** In minor behavioral violation situations, the Restorative Justice Coordinator or Student Life designee(s) may meet with the individual(s) involved and attempt to resolve the situation. This may result in an agreement, a mediation, a referral for counseling, or a creative sanction. The University Hearing Panel is composed of three (3) full-time members of University Staff and Faculty.

**The University Hearing Panel (UHP)** will hear cases when the content of the behavior is such that it is prudent for faculty/staff to hear the complaint. Panels are appointed to hear specific cases by the Restorative Justice Coordinator or Student Life designee(s). Platforms: Manchester University reserves the right to hold hearings on Microsoft Teams, Web EX, Zoom or other selected video platforms.

**Standard of Proof:** Manchester University uses a preponderance of the evidence standard when determining responsibility in MU Standard violations. A preponderance of the evidence means that the evidence shows that it is more likely than not that the accused individual violated a University standard. The accused individual will be found responsible for alleged standard violation if the 1:1 or UHP concludes that a violation more likely than not occurred based upon careful review of all evidence presented. Note: Student(s) are notified by email and students are expected to regularly check their email.

**Pathways to Repairing Harm:** Upon the determination of a violation, each student participates in the development of a Memorandum of Understanding (MOU) with steps to repair harm for the individual in the community. Pathways may include but are not limited to assessment, counseling, community service, mediation, education development, and suspension/expulsion. Pathways are

developed with each hearing body. Each pathway is developed to ensure an understanding of the impact of violating the MU Standard and the willingness of an individual to accept responsibility for actions. Each MOU is monitored by the Restorative Justice Coordinator for compliance; non-compliance will result in student account holds.

**Note:** Should the behavior of a student be deemed counter to the education process, and/or harmful or dangerous to other students/ faculty/staff, the University reserves the right to remove that student from particular settings related University (i.e. the institution, a class, a team, or a residence or social participation) pending the outcome of the disciplinary process.

**Appeal:** Students who have been found to be in violation of University standards have the opportunity to appeal the finding under the following circumstances:

- New unexamined evidence or considerations are presented.
- The student believes that there was undue bias present in their earlier hearing/review.
- The student believes that the outcome of the hearing/review was too severe in relationship to the violation.

Appeals to hearings/reviews must be submitted to the Vice President of Student Life within seventy-two (72) hours of the hearing/review. Appeals are to be in writing and are to note which of the circumstances listed above the student wishes to have considered. Appeals will be addressed by the Vice President of Student Life and/or their designee. The Vice President of Student Life may call an Appeal Board to review the appeal. The Appeal Board would be comprised of faculty, staff, and when appropriate, students. The Vice President of Student Life or the Appeal Board can refer the case back to the University Hearing Panel for reconsideration with comment or they may make a final decision and no other appeal exists.

### **University Statement on Alcohol and Other Drugs**

The University maintains a statement regarding the choice to use alcohol and other drugs and the potential implications for students based on those choices. It is located in *The Source* and is as follows:

*While the position to use or not use alcohol and other drugs is a matter of personal choice, the position of an institution to prohibit such possession and use and to enforce that decision is a right of the institution. Manchester University believes that use of alcohol and other drugs is detrimental to the educational environment and objectives of the University, and is, therefore, prohibited. Manchester University is committed to providing a drug-free environment. It is widely recognized by health professionals that alcoholic beverages, tobacco and other drugs have a profound effect on the health and behavior, both social and personal, of users. On a college campus, alcohol and other drugs invariably interfere with the student's academic work. And a student's behavior while under the influence can lead to interpersonal conflicts, violations of civil law, and actions endangering health, life, safety and property. NOTE: If a student's health, academic performance, or continuation at the University appears to be jeopardized by use/ abuse of alcohol or other drugs, the University may require an assessment, with the results being made a matter of confidential record. Continued abuse of alcohol or other drugs could result in the University requiring treatment as a condition of enrollment.*

## **Alcohol Policies for Students as noted in *The Source***

Policy 14. Alcoholic Beverages Clarification: The University reserves the right to use a breathalyzer to determine if alcohol has been consumed. Clarification: Consumption of alcoholic beverages off campus that influences behavior on campus is subject to disciplinary action under this policy.

Policy 14a. Known Presence: If a student is present when others violate an alcohol policy.

Consideration: It is a violation of this policy unless the student avoids involvement by notification of University Officials.

Conduct Pathways Range:

Community Restitution, Educational assignment (Research, Presentation, Safe Colleges Training, Awareness campaign), Creative Option

Policy 14b. Possession/Consumption: Possession, consumption, sale, or transfer of alcoholic beverages, their containers, or alcohol paraphernalia (including but not limited to cartons, bottle caps, labels, etc.) on University property or in University-owned vehicles. Note: While involved in any University-related activity away from campus, students are expected to exhibit behavior related to alcohol use that is legally, socially and culturally responsible. Clarification: Possession, consumption or distribution of beverages labeled “nonalcoholic” (such as, but not limited to, O’Douls and Sharps) will be viewed as a violation of this policy.

Conduct Pathways Range:

Alcohol Abuse Assessment, Community Restitution, Educational assignment (Research, Presentation, Safe Colleges Training, Awareness campaign), Mentoring, Removal from Dormitory, Parent letter Home.

Policy 14c. Minor in Possession/Consumption: It is a violation of Indiana State law and this policy for a person under the age of 21 to consume and/or be in possession of alcohol or alcohol paraphernalia (including but not limited to cartons, bottle caps, labels, etc.) on University property or in University owned vehicles. For more information, and for the full text of the Indiana code, check the following website: [www.in.gov/legislative/ic/code/title7.1/ar5/ch7.html](http://www.in.gov/legislative/ic/code/title7.1/ar5/ch7.html) Policy 14d. Distribution to Minors: It is illegal to provide alcohol to a person under the age of 21, and/or to induce the minor to consume/possess alcohol.

Conduct Pathways Range:

Alcohol Abuse Assessment, Community Restitution, Educational assignment (Research, Presentation, Safe Colleges Training, Awareness campaign), Mentoring, Removal from Dormitory, Parent letter Home.

Policy 14e. Public Intoxication: It is a violation of State of Indiana law for a person to be in a public place or a place of public resort in a state of intoxication caused by the person’s use of alcohol or a controlled substance. Clarification: “Intoxicated” means under the influence of alcohol or other drugs so that there is an impaired condition of thought and action and the loss of normal control of a person’s faculties. In the absence of detection devices, such as breathalyzer, etc., observation of behavior by those bringing the charges will be considered grounds for charges.

Conduct Pathways Range:

Alcohol Abuse Assessment, Community Restitution, Educational assignment (Research, Presentation, Safe Colleges Training, Awareness campaign), Creative Options

## **Drug Policies for Students as noted in *The Source***

Policy 15. Drugs Policy

Policy 15a. Known Presence: If a student is present when others violate a drug policy. Consideration: It is a violation of this policy, unless the student avoids involvement by contacting University Officials.

Policy 15b. Drugs: The use or possession of any narcotic, hallucinogen, or other drug, except as permitted by law. Clarification: This ban includes the use on campus of any simulated substance.

Policy 15c. Drug Paraphernalia: The use or possession of any drug paraphernalia, except as permitted by law. Clarification: Bongs, hookahs, and other similar devices are not permitted.

Policy 15d. Dealing drugs: The manufacture, sale, delivery, or transfer of any narcotic, hallucinogen, or other drug, or financing the above, except as permitted by law.

Policy 15e. Dealing drug paraphernalia: The manufacture, sale, delivery or transfer of any drug paraphernalia, or financing the above, except as permitted by law. Clarification: Because of the wide range of differing opinions regarding the accuracy and reliability of drug tests, they are not taken into consideration at conduct hearings.

Policy 15f. Public Intoxication: It is a violation of State of Indiana law for a person to be in a public place or a place of public resort in a state of intoxication caused by the person's use of alcohol or a controlled substance.

Conduct Pathways Range:

Substance Abuse Assessment, Community Restitution, Educational assignment (research, presentation, Safe Colleges Assigned Learning, Awareness campaign), Apology Letters/Meetings Mentoring, Creative Options, (2<sup>nd</sup> level offenses) Removal from Dormitory, Suspension.

**Substance Abuse Policy for Student Employees as noted in the [Student Employee Handbook](#)**

The University has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to their co-workers and to Manchester University students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance-impairing substances (including illegal drugs or prescription drugs herein called "controlled substances" and their metabolites, and alcohol).

Any employee of Manchester University who improperly uses controlled substances or alcohol while working or while conducting business on behalf of the University, or who attempts to work while under the influence of same, potentially endangers themselves as well as coworkers. Possession, manufacture, distribution, dispensation or sale, use, consumption or being under the influence of controlled substances while on the University campus (including parking lots) or while on University business is strictly prohibited. Possession of prescription drugs without a valid prescription for such drug is also prohibited. Working while intoxicated or under the influence of illegal drugs or prescription drugs without a valid prescription is prohibited.

All employees must abide by the terms of the substance abuse statement and are required to notify the vice president for human resources of any drug- or alcohol-related conviction(s) no later than five days after such a conviction. Prescription drugs also may affect performance and behavior. Accordingly, they must be used only in the manner, combinations and quantities in which they are prescribed, and only by the individual for whom they are prescribed. Any employee using prescription drugs that may affect their job performance or behavior must discuss their job requirements with the prescribing physician, and, if advised by the physician, discuss the matter with their supervisor and the Office of Human Resources.

Violation of this policy will result in corrective action, up to and including discharge, and may result in legal prosecution. Legal prosecution for the use, possession and/or distribution of controlled substances can result in fines, probation and/or imprisonment.

#### Testing for Controlled Substances and/or Alcohol

Reasonable Suspicion: The University reserves the right to require an employee to undergo an immediate alcohol and/or drug test when/where reasonable suspicion exists that the employee is under the influence of alcohol or controlled substances when reporting to work or when acting within the scope and course of employment. Reasonable suspicion includes, but is not limited to, the observation of an on-duty employee behaving in a manner that suggests the employee is under the influence of alcohol or a controlled substance.

#### Searches

When there is reasonable suspicion that an employee is in violation of the Substance Abuse Policy, the University, at its discretion, may conduct a search of the employee's office and onsite property. Such property includes, but is not limited to, University-owned vehicles, desks, containers, files or lockers. Discovery of controlled substances in violation of this policy, or a 41 refusal to allow a search, will subject the employee to corrective action up to and including discharge.

#### **Substance Abuse Policy for Employees as noted in the [Employee Handbook](#)**

The University has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to their co-workers and to Manchester University students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance impairing substances (including illegal drugs or prescription drugs herein called "controlled substances" and their metabolites, and alcohol).

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When there is reasonable suspicion that an employee is in violation of the Substance Abuse Policy, the University, at its discretion, may conduct a search of the employee's office and onsite property. Such property includes, but is not limited to, University-owned vehicles, desks, containers, files or lockers. Discovery of controlled substances in violation of this policy, or a refusal to allow a search, will subject the employee to corrective action up to and including discharge.

## Employee Assistance for Substance Abuse

**Voluntary Referral:** The University recognizes alcohol and drug dependency as major health and behavior problems and is prepared to offer assistance if requested. Any employee who suspects they have developed an addiction to, dependence upon, or a problem with alcohol or drugs (legal or illegal) is encouraged to seek assistance through their immediate supervisor, the Office of Human Resources or the Employee Assistance Plan. In-patient and out-patient programs are available, with insurance benefits in many instances. Requests for assistance will be treated confidentially.

**Mandatory Referrals:** Any member of the leadership team who recognizes or suspects that an employee may need professional help for substance abuse may confidentially refer the employee to the Office of Human Resources or the Employee Assistance Plan.

**Terms of Assistance:** Mandatory referrals to substance abuse treatment will not jeopardize an employee's position as long as the treatment plan agreed upon by the University and employee is followed. Any employee who is abusing drugs or alcohol may request out-patient treatment or, upon request, may be granted a personal leave of absence to undertake inpatient rehabilitation treatment.

The employee will be permitted to return to work from in-patient treatment only after completion of the rehabilitation program is certified.

The University reserves the right to require random drug and/or alcohol testing for an appropriate length of time following return to work. It is the employee's responsibility to comply and cooperate with the prescribed treatment. Refusal to accept diagnosis or treatment, or leaving a rehabilitation program before being released will be handled as any other situation that adversely affects job performance. Employees returning to work from mandatory referral will return only under the terms of a Last Chance Agreement satisfactory to the University.



## Alcohol Permit Policy

This Alcohol Permit Policy governs the planning, serving and consumption of alcoholic beverages on the campuses of Manchester University. This policy may be amended or superseded at any time by the University. Manchester University does not permit alcohol on its campuses except as otherwise approved and allowed under this policy.

Manchester University is committed to preventing alcohol abuse and bringing alcohol awareness to all members of the University community and our guests. Serving alcohol should not be the focal point of any event, but instead should complement the event and add to the atmosphere of the celebration.

The service and consumption of alcoholic beverages is regulated by the laws and policies of the State of Indiana, the City of North Manchester, Allen County Ind., and Manchester University.

When alcohol is served or consumed at campus events, guests and alcohol providers must be in compliance with these laws and policies. The possession, service and consumption of alcoholic beverages on the Manchester University campuses are subject to the following policies and procedures.

### Approval Process

Any service of alcohol on either MU campus must have prior approval of the President or the appropriate Vice President. Approval can be obtained by completing the [Alcohol Permit Application](#). After the request is approved, the completed application must be sent to Conference Services at least 30 days prior to the event. Each event must be scheduled with conference and dining services according to their scheduling timetables.

### Types of Events

The University prohibits alcohol in classroom buildings on the N. Manchester campus, classrooms on the Fort Wayne campus, residence halls, University-owned or leased apartments and houses governed by residence life regulations, uncontrolled outside areas (e.g., parking lots or lawns), or at functions at which attendees will primarily consist of Manchester University students, or persons under age 21.

For the most part, alcoholic beverages may be served only at closed events. A closed event, for the purpose of this policy, is defined as an event that is by invitation only and not open to the general public or the University community at large. Closed events may be either University-sponsored or private gatherings for which University facilities are used, such as wedding receptions and banquets.

University-sponsored events at which alcohol is served should be consistent with the proper image and mission of the institution. For the purpose of this policy, a University-sponsored event is defined as an event organized by a University office or department, or an alumni group organized with the assistance of the Office of Alumni Relations. One exception to the closed event policy is Homecoming. Other events at which the service of alcoholic beverages may be considered include, but are not limited to, traditional events such as Alumni Days, donor receptions and dinners, building dedications, community outreach events, and other special events supporting the University.

In all cases, attendees may not bring alcoholic beverages to an event (such as for tailgate parties), nor may they remove alcoholic beverages from events. Invitations for Manchester University sponsored events will not state that alcoholic beverages will be served.

### Venues

As is noted above, the University prohibits alcohol in classroom buildings on the N. Manchester campus, classrooms on the Fort Wayne campus, residence halls, University-owned housing governed by residence life regulations, uncontrolled outside areas, or at functions at which attendees will primarily consist of Manchester University students, or persons under the age of 21.

The service of alcoholic beverages is restricted to the following University venues:

- North Manchester Campus
  - Tall Oaks
  - Jo Young Switzer Center
  - Cordier Auditorium Lobby
  - Wilbur's Cafe
- Fort Wayne Campus
  - Atrium
  - Art Gallery
  - Conference rooms
  - Student Lounge
- Other venues may be considered through the application process.

### Types of Alcohol Allowed

With the exception of Tall Oaks, alcoholic beverages for purposes of this policy shall be defined as: beers, ales, wines, ciders and similar libations. Alcoholic beverages in excess of a 10 percent alcohol (by volume) are strictly prohibited at Manchester University. Alcoholic beverages served at Tall Oaks include beer, wine, and liquor or any combination of the three. Within these limitations, the type of alcohol served at an event will be determined by the individual(s) or organization(s) sponsoring the event.

It is the responsibility of the event sponsor and the approved vendor to ensure that no person under 21 years of age is served alcohol. Anyone visibly intoxicated, behaving improperly or disrupting the event, as determined by University officials, will not be served alcoholic beverages and must immediately leave the premises upon request of event staff.

### Alcohol Providers

Because Manchester University does not possess a State of Indiana liquor license and cannot sell alcoholic beverages, alcohol must be provided and served by a licensed and insured third-party provider that:

- Is approved to serve alcohol by the State of Indiana
- Carries the necessary insurance for worker's compensation and liquor legal liability
- Appears on the University-approved list (available from the Chief Business Officer)
- Possesses documentation that they have completed Training for Intervention Procedures (TIPS)

### Cash Sales

Cash sales to individual guests must be provided by the approved alcohol provider.

### Food and Non-Alcoholic Beverages

Food and non-alcoholic beverages must be available at all times that alcoholic beverages are served.

## Times of Service

Alcoholic beverages may be served only at events occurring during the following times:

- Between noon and 1 p.m. or after 4:30 p.m. on weekdays
- After noon on Saturdays, Sundays and/or holidays
- Alcoholic beverages may not be served for more than four (4) hours at any event
- At events lasting more than one hour, service of alcoholic beverages must conclude at least 30 minutes before the end of the event.

## Liability/Indemnity/Insurance

Non-MU entities hosting events at which alcoholic beverages are to be served must sign a liability waiver and indemnification agreement and provide proof of general liability insurance in an amount no less than one million US dollars (\$1,000,000). Vendors providing/dispensing alcoholic beverages must provide proof of general liability insurance that expressly includes liquor liability coverage, in an amount no less than one million US dollars (\$1,000,000). These certificates must be submitted to the Office of Conference Services at least one week before the event takes place.

## Security

It is the responsibility of the event sponsor to ensure that University Safety is notified of any events on the North Manchester campus at which alcohol will be served. For Fort Wayne campus events, Parkview Health System Security must be notified. Sponsors of an event for which 40 or more people are expected to attend, and for which alcoholic beverages will be served, must hire appropriate security personnel. In all cases, the Director of University Safety must approve the individuals who are hired to provide security.

## **Tobacco-Free Campus Policies**

Manchester University declared its campuses to be tobacco-free effective July 1, 2012. Policies for students and employees were developed to ensure understanding and compliance with this mandate. The responsibility for carrying out these policies is placed upon all members of the University community. Each member of the community is responsible to inform visitors and guests of this policy.

Information regarding tobacco cessation assistance is available at the Center for Health and Sports Medicine and the Office of Human Resources.

## Student Policy from *The Source*

**Policy 16. Tobacco-Free Campus Policy:** Manchester University is dedicated to providing and promoting a healthy and productive environment for its students, faculty, staff, and guests. This Tobacco-Free Campus Policy is consistent with that goal.

The use of tobacco products is prohibited on all Manchester University campuses at all times. Tobacco use includes any lighted tobacco products and/or any oral tobacco products. The prohibited areas within each of the campuses include all buildings, facilities, indoor and outdoor spaces, and grounds owned or leased by the University. This policy also applies to parking lots, sports venues, University vehicles and private vehicles parked on University property. For purposes of this policy only, the North Manchester campus is further defined to include the streets, sidewalks, and tree lawns within the campus, as well as all properties

adjacent to the campus. Persistent violators of this policy will be addressed as a conduct issue for students.

Clarification: Bongs, Vapes, hookahs, and other similar devices are not permitted.

### Employee Policy from the Employee Handbook

Manchester University is dedicated to providing and promoting a healthy and productive environment for its students, faculty, staff and guests. This Tobacco-Free Campus Policy is consistent with that goal.

The use of tobacco and nicotine products imposes a serious burden upon the health of the user and its secondhand effects upon others in the vicinity. It also constitutes a fire hazard. The use of tobacco products and their paraphernalia (including but not limited to pipes, hookahs, bongs, electronic cigarettes and other vaping related items) in any form is prohibited on all Manchester University campuses or at any official off-campus MU activities. Tobacco use includes any electronic or lit tobacco products and/or any oral tobacco products.

The prohibited areas within each of the campuses include all buildings, facilities, and grounds owned or leased by the University on or off campus. This policy also applies to parking lots, sports venues, university vehicles and private vehicles parked on university property. For purposes of this policy only, the North Manchester campus is further defined to include the streets, sidewalks and tree lawns within the campus, as well as all properties adjacent to the campus. Habitual violators of this policy will be documented and/or addressed as a conduct complaint for students (or referred to Human Resources for faculty and staff).

### Campus Policy as available from the Center for Health and Sports Medicine

This version of the Tobacco-Free Campus policy is available here:

<https://www.manchester.edu/student-life/health-and-sports-medicine/tobacco-free-campus-policy>

**Effective July 1, 2012, all Manchester University campuses are tobacco-free.**

Manchester University is dedicated to providing and promoting a healthy and productive environment for its students, faculty, staff, and guests. This Tobacco-Free Campus Policy is consistent with that goal.

The use of tobacco products is prohibited on all Manchester University campuses at all times. Tobacco use includes any lighted tobacco products and/or any oral tobacco products. The prohibited areas within each of the campuses include all buildings, facilities, indoor and outdoor spaces, and grounds owned or leased by the University. This policy also applies to parking lots, sports venues, University vehicles and private vehicles parked on University property. For purposes of this policy only, the North Manchester campus is further defined to include the streets, sidewalks, and tree lawns within the campus, as well as all properties adjacent to the campus.

The responsibility for carrying out this policy is placed upon all members of the University community. Each member of the community is responsible to inform visitors and guests of this policy.

All community members and guests will be treated with dignity and respect. Persistent violators, however, should be reported to their supervisors (faculty, staff, or contractors) or to the Office of Residential Life (Student Development). Violations of this policy will be addressed as an employment performance issue for employees and as a conduct issue for students.

Information regarding tobacco cessation assistance is available at Health Services and the Office of Human Resources.

**Thank you for respecting our tobacco-free campus!**

[Indiana's Tobacco Quitline](#): 1-800-QUIT NOW

Wabash County Tobacco Free Coalition: 260-274-2920

### **Medical Amnesty Policy**

The Medical Amnesty Policy and process are housed with the Center for Health and Sports Medicine and available here: <https://www.manchester.edu/student-life/health-and-sports-medicine/medical-amnesty-policy?q1=>. Student health and safety are of primary concern at Manchester University. As such, in cases of serious intoxication and/or alcohol poisoning the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to his/her own level of intoxication which reasonably appears to create serious and immediate risk to the individual, the Manchester University conduct system may not pursue disciplinary sanctions against the student for violations of the Alcohol or Drug Policy of the Code of Conduct. Additionally, those students who assist in obtaining medical attention may also not receive disciplinary sanctions for violations of the Alcohol Policy of the Code of Conduct.

To request Medical Amnesty consideration, an application MUST be completed and submitted online to the Division of Student Life within three working days of the offense.

When Medical Amnesty is applied, the intoxicated student (and possibly the student who called for medical assistance) will be required to meet with the Vice President for Student Life or designee, who may issue educational requirements which may include, but are not limited to: alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern and response. Failure to complete educational assignments or treatment recommendations issued under this policy typically will result in disciplinary action. The student will be responsible for any costs associated with alcohol/drug education interventions.

Medical Amnesty does not preclude disciplinary sanctions due to any other violation(s) of the Code of Conduct (not related to the Alcohol or Drug Policy). Likewise, Medical Amnesty does not prevent action by North Manchester police or other law enforcement personnel. *The Indiana Lifeline law does protect someone under the age of 21 who has been drinking and calls for medical assistance for someone who is under the influence of alcohol or another substance. The caller will need to remain with the person in need of medical attention and cooperate with the police/medical authorities upon arrival.*

If the student is involved in any subsequent (i.e. repeat) alcohol and/or drug abuse incidents and applies for Medical Amnesty, the situation will be evaluated by the Division of Student Life. The availability of Medical Amnesty for students with repetitive violations will be determined on a case by case basis. Typically, repetitive violations will be handled through the regular conduct process and will be considered for sanctioning purposes if a student does not demonstrate a commitment to the steps

recommended by the staff and/or health care professional(s) and is involved in repetitive alcohol and/or drug abuse incidents.

Medical Amnesty may be applied for the MU student who actively assists by initiating and seeking medical assistance and/or medical treatment on behalf of themselves, another student, or a friend

Actively assisting requires that an individual:

- Call North Manchester Police (260-982-8555 or 911) or seek another individual qualified to assess the student's condition such as a Resident Assistant (RA), Hall Director (HD), or University Safety
- Monitor the intoxicated student's condition until help arrives.

The following are *not* covered by the Medical Amnesty Policy:

- Students waiting, but not actively involved in seeking medical assistance or actively monitoring the student in need until the police or other authority arrive
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the Alcohol/Drugs Policy
- Possession with the intent to distribute drugs.

## ***Prevention and Education Programs***

### **Spartan CHOICES**

At Manchester University, we understand the challenges and decisions that our students and student-athletes alike face on a daily basis. The Spartan CHOICES program was created out of a grant from the National Collegiate Athletic Association (NCAA) in 2009. Since then, with the support of local grant funding from Against Alcohol, Controlled substances, and Tobacco In Our Neighborhoods (AACTION) along with Indiana Collegiate Action Network (ICAN), we have been able to maintain programming that was initially implemented to promote education and leadership. These programs allow for educational campaigns and offer late night programming in a safe and drug-free atmosphere. Programs are targeted to the larger student body rather than to student-athletes in particular and are geared toward harm reduction and safe, responsible consumption. In addition, CHOICES programs aim to increase collaboration between campus athletics departments and other campus organizations involved in overall wellness campaigns. Spartan CHOICES is committed to providing opportunities to make positive choices related to alcohol and other substances.

During the course of this Review period, Spartan CHOICES sponsored programs such as Mind, Body, Spirit Nights; the Fall Hall Crawl in collaboration with the Residence Hall Association; Safe Sacks for Spring Break in collaboration with Health Services; and the Nearly Naked Nearly Mile in collaboration with Residential Life and the Center for Service Opportunities. Spartan CHOICES also participated in the Involvement Fair, a Health Campaign with a focus on education and awareness of alcohol and other drug use titled Don't Be It sponsored by a Public Relations class, and the annual Health Fair.

During the 2018-2019 Academic Year, 16 events were offered serving approximately 1,018 students (this number includes students who attended more than one event).

During the 2019-2020 Academic Year, nine events were offered prior to the start of the coronavirus pandemic which resulted in students returning home to complete the semester through remote learning. Those nine events served approximately 761 students (this number includes students who attended more than one event).

### Counseling Services

Alcohol and Other Drug Abuse Education Program/VIA: Each year Manchester University offers an alcohol and other drug education/awareness/prevention convocation toward the beginning of the fall semester. This program is open to the entire student body with an invitation to the broader North Manchester community, specifically encompassing local high schools. The goal is to offer the program early in the semester to provide students with the information needed as they make decisions about alcohol and other drugs while attending college.

The University works closely with coaches, faculty, and staff to strongly encourage attendance at the alcohol program to assure getting the message to the maximum number of students possible.

In 2018, Manchester University hosted Julia Garcia who presented her “Sex, Drugs, Alcohol, and Everything In Between” program which was attended by 466 students (some coaches, faculty, staff, and community members also attended in addition to the 466 students). Julia’s program explored the “TRU” college life – what happens in the aftermath of the partying, fun, and hookups. In 2019, Monti Washington came to campus and presented his “Life After Drugs” program to an audience of 575 students (coaches, faculty, staff, and community members also attended in addition to the 575 students). Monti’s program helped students gain the problem-solving skills needed to become successful inside and outside the classroom.

Alcohol and Other Drug (AOD) Committee: The AOD Committee was first established in 2006 after first applying for (and not receiving) the NCAA CHOICES grant. The University sought to have a common message on campus regarding drug and alcohol use and prevention of abuse. In addition, the goal was to assure that the efforts for prevention were broader than one particular department. The committee currently has representation from Student Life and Athletics. The following specific areas are represented: Counseling Services, Student Life Leadership, the Center for Health and Sports Medicine, Restorative Justice staff, University Safety, and an athletic liaison. The chair of this committee is the Assistant Director of Counseling Services.

The committee meets quarterly during the academic year and discusses drug and alcohol issues such as: current trends, specific concerns at Manchester University, and effective intervention to assure the safety and success of Manchester University students, as well as maintains responsibility for the Biennial Review.

Grants: Manchester University actively seeks out grant funding to support drug and alcohol abuse prevention, education, intervention, and treatment efforts. The following were sources of grant funding during the Review period:

- Against Alcohol, Controlled substances, and Tobacco In Our Neighborhoods (AACTION)
  - 2018-2019: Awarded \$4,700 toward prevention and education efforts
  - 2019-2020: Awarded \$4,875 toward prevention and education efforts

- Indiana Collegiate Action Network (ICAN)
  - 2018-2019: Awarded \$6,398 toward prevention and education efforts
  - 2019-2020: Awarded \$6,590.56 toward prevention and education efforts

MU Voices for Positive Choices: This student panel provides information to all incoming students about the variety of choices they will face at the University, including those choices related to alcohol and other drugs, how to respond to those choices, potential consequences of such choices, and to convey University and community rules/expectations. This is attended by all incoming first year and transfer students.

Wellness Wednesdays: Wellness Wednesdays were established in the Spring of 2020, after students moved to remote learning as a result of COVID-19 and evolved in collaboration with Religious Life following a presentation on Inner Peace during Peace Week. What began as a way for the university community to stay connected and to engage in some intentional focus on self-care and centering during a time of upheaval, uncertainty, and possible isolation transformed into structured opportunities for contemplation, reflection, introspection, and centering. At a minimum, we hope to provide those who attend with the opportunity to pause during the course of their day, to intentionally break from whatever they may be experiencing and perhaps catch their breath. Ideally we are introducing participants to new strategies for attending to themselves that they may choose to continue outside of the structure of a Wellness Wednesday.

Workshops/Training/Class Presentations by Request: University counselors are occasionally asked to present in a workshop, training, or academic classroom. Many revolve around alcohol or other drugs and mental health. While the topic can vary, these opportunities seek to address the need of the entity requesting them and increase awareness of Counseling Services across the University.

### **#Don'tBelt Campaign**

In the Spring of 2019, Manchester University's Advanced Public Relations class created and implemented a health campaign called #Don'tBelt intended to educate the Manchester community about misconceptions surrounding alcohol use. As the class members researched the biggest health concerns for college students, alcohol misuse and abuse was at the top of the list. They found that if these concerns remain unchecked, those problems often continued later in life.

The event included activities intended to teach proper portion sizes and ways to understand how much money is spent on alcohol.

This event was part of the [Values, Ideas and the Arts](#) program at Manchester University.

### **Residential Life**

Hall Director/Professional Staff Training: Similar to Resident Assistants, Hall Directors/Professional Staff on Duty (HD/Pro Staff) are trained regarding proper response and documentation involving alcohol and other drugs. Pro Staff last participated in a controlled burn of NarcScent in the fall of 2018 conducted by University Safety. They are also provided with a manual located [here](#) which outlines their responsibilities related to encountering concerns regarding alcohol and other drugs.



Resident Assistant Training: As part of their required training, Resident Assistants (RA) are provided with information to assist them in recognizing and addressing symptoms of alcohol use, abuse, and need for medical intervention such as with alcohol poisoning. Information is provided regarding college and community consequences for violation of University rules and/or community laws, along with the Indiana Lifeline Law and Manchester University's Medical Amnesty policy. Information regarding available University and community services is also provided. RAs last participated in a controlled burn of NarcScent with University Safety in the fall of 2018. RAs are also provided with a manual located [here](#) which outlines their responsibilities as it relates to encountering concerns related to alcohol or other drugs in the course of their duties.

### Center for Health and Sports Medicine

College Health TV: The Center for Health and Sports Medicine began providing access to College Health TV, a streaming service that offers a variety of health education videos relevant to college students, in the fall of 2020. Students can readily access educational videos about alcohol and other drugs for free through this service.

Mental Health First Aid (MHFA): MHFA is an internationally recognized, evidence-based training through the National Council on Behavioral Health that highlights the signs and symptoms of various mental illnesses. Through this 8-hour training, participants learn how to recognize concerning behavior, how to safely approach someone, and connect them to appropriate professional support. Included in this curriculum is a section on substance use. During the 2018-2019 academic year, all athletic coaches were provided with this training and during the 2019-2020 academic year, all RAs, Pro Staff, and University Safety staff were trained.

Toilet Talk: The Center for Health and Sports Medicine sponsors *Toilet Talk*, a monthly publication located in bathroom stalls around campus. Eighty percent of the publication contains health promotion and education and occasionally covers topics related to alcohol and other drugs.

### University Safety

Annual Training: University Safety receives annual refresher training on signs and symptoms of alcohol intoxication, appropriate medical care for intoxicated students, BAC levels, training regarding Manchester University's alcohol guidelines and proper procedure for referral.

Controlled Burns of NarcScent: University Safety occasionally offers a controlled burn of NarcScent, a synthetic marijuana substance, for training purposes. In the fall of 2018, all Resident Assistants, Professional Staff/Hall Directors, and Student Orientation Leaders participated in this training.

Impairment Goggles: University Safety owns and loans out for a variety of purposes a pair of alcohol impairment goggles.

Intoxicated Student Guidelines: The Intoxicated Student Guidelines provide for a concentrated effort and joint response to all drug and alcohol cases, where a student's well-being is in question. On duty personnel, including the Hall Director/Pro Staff on Duty and University Safety officers, respond to, assess and evaluate the condition of the student. The University Nurse is consulted as needed, per policy. If needed, off campus EMS personnel are summoned.

Motivational Interviewing Training: Motivational Interviewing is a collaborative, goal-oriented style of communication with particular attention to the language of change. It is designed to strengthen personal motivation for and commitment to a specific goal by eliciting and exploring the person’s own reasons for change within an atmosphere of acceptance and compassion (Miller & Rollnick, 2012). Two University Safety staff completed the Basic Motivational Interviewing training through [Allen County Community Corrections](#) in February 2020. Three other staff were scheduled to complete the training in May; however, the coronavirus pandemic delayed that training indefinitely.

Portable Breath Test (PBT) Training: University Safety provides annual training for Pro Staff on the use of Portable Breath Tests which are administered when encountering students believed to be under the influence of alcohol.

### Human Resources

New Employee Orientation: All new employees at Manchester University participate in an onboarding process through Human Resources, which includes new employee orientation. During orientation, new employees are introduced to many policies including the Substance Abuse Policy and the Tobacco-Free Campus Policy. Personal conduct, including complying with all federal, state and local laws regarding the distribution, possession, and consumption of alcoholic beverages, is discussed.

### Athletics

#### Athletics Alcohol and Other Drug Violations and Penalty Structure:

##### **Offenses**

- Participating in an intercollegiate athletic activity under the influence either recognized by self-admittance or informed observation.
- During the academic year, any campus alcohol/drug policy conviction (excluding knowing presence) or off campus conviction while under the influence of alcohol or drug(s).

##### **Penalties**

	In Season	Off Season
1 <sup>st</sup> Offense	15 hours community service Refer to educational session	15 hours community service Refer to educational session
2 <sup>nd</sup> Offense	Lose 15% of athletic contests Refer to counseling services	30 hours community service Refer to counseling services
3 <sup>rd</sup> Offense	Dismissal from athletic contests for one calendar year and show proper rehabilitation has been performed to alcohol & drug committee before re-instatement.	

These are only minimum penalties. The alcohol & drug committee has the option of increasing penalties as they deem necessary. The committee is comprised of the Head Athletic Trainer, Athletic Director and Head Coach of the involved sport. The committee will review each case individually and determine penalties.

Involvement in the educational sessions may be voluntary and without athletic penalty if the student-athlete voluntarily refers him/herself to the program before an offense occurs. If an individual is mandated to the educational sessions by both the student development department and athletic department, the student-athlete will only attend the educational session once.

Either the student development department or alcohol & drug committee must authorize all community service. This community service must be done on campus and signed off by the supervisor before turned in to meet the community service obligation.

If the student-athlete is not “in-season” or does not have enough games to fulfill the penalty during the present season, then the penalty(s) will carry over to the student-athlete’s next competitive season. If a two sport student athlete, the individual will continue to serve their penalty in their second sport.

All known offenses must be and will be reported to the Head Athletic Trainer from the student-athlete, coach, security, city police or student development throughout the year for tracking purposes. Offenses will be reset to zero 365 days after the most recent offense.

Student-Athlete Drug Testing: The intent of these policies is to prevent the use of prohibited substances by student-athletes to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations governing drug use, and to identify student-athletes who are improperly using drugs and assist them before they harm themselves or others. All student-athletes identified on the NCAA official squad list and all intercollegiate teams will be subject to unannounced drug testing or by reasonable suspicion. All student-athletes will be required to execute a waiver consenting to such testing. Testing may occur at any time during the regular academic year. The head coach, the head athletic trainer, the sport supervising athletic trainer, director of counseling services, and the director of athletics will be informed of any positive drug test. If the sample is positive, the following steps will be followed:

A. The student-athlete can admit to the use of a prohibited substance and face consequences of Manchester University and the student-athletes specific team rules

OR

B. The student-athlete will have the right to appeal the positive sample by taking a same-day test at the Manchester Clinic with the student-athlete responsible for the cost of the second drug test if it is positive. The student-athlete will be taken to the Clinic immediately by the head athletic trainer and the specific sport(s) supervising athletic trainer. If the second test is positive the student-athlete will meet with the director of athletics and the head coach of the respective sport(s) to discuss positive test consequences of Manchester University and the student-athletes’ specific team rules.

Manchester University has a specific athletic alcohol and other drugs policy which can be carried out in the event of a positive test.

Apart from the University’s policy on alcohol and other drugs, the coaching staff of each intercollegiate sport may have their own training rules and requirements which include prohibitions concerning the

use of alcohol and other drugs. Individual team rules and sanctions may be more comprehensive and/or restrictive than those listed in the University's policy.

If the drug test is confirmed to be positive, at least one meeting with counseling services is required. In addition, the student-athlete must follow the recommendations from counseling services. Counseling Services will release the proposed recommendations to the head coach, head athletic trainer, the director of athletics and the sport supervising athletic trainer. Student-athletes who fail to comply with counseling services recommendations may be considered ineligible to participate in athletics at Manchester University.

During the 2018-2019 academic year, four student-athletes were referred to Counseling Services as a result of positive drug tests while there were no referrals during the 2019-2020 academic year.

### **Summary of Alcohol and Other Drug Program Effectiveness and Areas of Improvement**

#### Effectiveness:

Spartan CHOICES programming is generally well-attended and provides for a natural avenue of disseminating educational information to the student body. Funding to maintain and support this necessary programming will continue to be sought

The utilization of the 360 Proof Personalized Feedback Inventory and the Indiana College Substance Use Survey aid our understanding of alcohol and other drug concerns on campus and inform education, prevention, and programming efforts. These tools will continue to be used and will assist us in gathering information and examining trends over time. Both programs are budget-neutral for the University.

Manchester University is fortunate to have a staff person certified to provide Mental Health First Aid training. We will continue to utilize this resource and may look to establish a schedule for training various departments on campus, such as athletics, residential life, etc.

#### Areas of Improvement:

The Intoxicated Student Guidelines need to be thoroughly reviewed and updated prior to the next Biennial Review. Student Health Assistants are no longer used in the capacity as outlined in this document.

Counseling Services will work to better leverage their electronic medical records system (Titanium Schedule) to collect and aggregate data relevant to alcohol and other drugs. This could include incorporating electronic outcome measures/metrics such as the PHQ-9 and GAD-7 in order to better track data.

As the area of Student Life has experienced turnover in key staff, it will be important during the next review period to examine training staff receive regarding alcohol and other drugs to determine if there are additional needs or modifications that would improve this process.

The Medical Amnesty Policy is due for review and revision. The application needs updated language and the Review team believes it could potentially benefit from a simplified process.

There are currently three versions of the Tobacco-Free Campus Policy. These should be consolidated into one unified policy.

Due to some structural and process changes, incoming students no longer receive information regarding alcohol and other drugs prior to or upon entry into the University. We will work with the Admissions team to identify options for introducing this information to prospective and incoming students, along with their parents.

Explore collaborations across campuses to better leverage resources. This could include utilizing faculty from the Pharmacy program to conduct trainings or accessing training/educational resources from their partners or affiliates.

Explore the possibility of including educational information in International Student Orientation and First Year Experience (FYE) courses.

## ***Intervention, Treatment, and Recovery***

### **Counseling Services**

Counseling: Counseling Services offers individual, couples, and group counseling in a confidential environment. Substance use or abuse issues can be assessed and treated on a short-term basis. Substance use that requires longer term treatment will be referred out for on-going therapy. Information is available to students, faculty and staff regarding local AA meetings and Al-Anon meetings.

Crisis Intervention/Triage: If a student is experiencing a crisis, they can contact Counseling Services by phone, email, or by coming directly to the office during business hours. Students may also be brought to the office by a staff or faculty member during business hours. In the event of an urgent need after hours, students may contact University Safety. They can also seek assistance from the RA on duty or Pro Staff on Duty.

Individual Substance Evaluation and 3<sup>rd</sup> Millennium Sanction Course: As part of the conduct and Restorative Justice process, students found in violation of university policies regarding alcohol and/or other drugs may be referred to Counseling Services. Students at any time may also self-refer to counseling services to receive counseling and/or a referral to community counseling services to address drug and/or alcohol services. Students will then meet individually with a member of the counseling staff for a structured interview. A contract is signed which explains expectations and consequences if expectations are not fulfilled. The student also talks about the situation which generated the referral and is instructed how to access and complete an online course. This course is purchased through 3rd Millennium Classrooms and was created for college students and recommended through NASPA. Students will either complete Under the Influence for alcohol violations or Marijuana 101 for other drug violations. After completion of the online course and a selection of Personal Reflection questions, the student meets again with the staff person to process reactions to the course and responses to the questions. Motivational interviewing is utilized to engage the student.

During the 2018-2019 academic year, 23 students were referred to and completed the Individual Substance Evaluation process with Counseling Services. A total of 34 students were referred during the 2019-2020 academic year, with 22 completing the requirements.

## **Methods of Data Compilation**

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### **Conduct Violations**

Data regarding conduct violations was aggregated by the Director of Student Conduct within the Restorative Justice System. The Restorative Justice System works in collaboration with University Safety and Residential Life to ensure proper procedure and timely referral for any conduct violations. The Director of Student Conduct provides appropriate training for faculty and staff who hear cases to ensure congruence and fairness.

In order to create and maintain a positive community, central principles or characteristics of that environment must be described. University policies help to describe the campus community we are seeking. They offer a rationale for community guidelines, identify the limits of acceptable behavior, and call community members to be accountable to each other. There are three principles which form the framework of the policy statement: respect for others, safety and security, and community expectations. As responsible members of the community, students, staff, and faculty are expected to support and practice these principles, and the specific policies based on them, and to hold others accountable as well.

These policies apply on University property, including University-owned vehicles, Koinonia Environmental and Retreat Center, and to all students, faculty and staff, as well as guests of the University. Normally, *The Source* policies apply only when school is in session. If school is not in session, but an individual is on University-owned property when an incident occurs, policies will still apply. While the policies are designed to respond to behavior on campus, students' behavior off campus is a concern to the University. The University will take action when behavior has a direct impact on the University environment or on the reputation of the University, or when the behavior is of such gravity that the University would be remiss not to do so.

### **University Safety Incident Reports**

In 2012, the University purchased the Report Exec software program from Competitive Edge Software Inc. Through the tracking capabilities of this software, University Safety is able to identify potential problem areas on campus, and to provide greater patrols and awareness education. This system also allows University Safety to query specific data regarding alcohol and other drug violations for ease of reporting.

### **[360 Proof Personal Feedback Inventory \(PFI\)](#)**

Manchester University utilizes the 360 Proof PFI, a candid online instrument designed for students to consider the personal impact of alcohol use and the strategies to reduce alcohol-related harms. This instrument is distributed electronically to all enrolled first year students during their fall semester and serves as an education and prevention measure. It is provided at no cost through the NCAA Division III and the NASPA Small Colleges and Universities Division.

### **[Indiana College Substance Use Survey \(ICSUS\)](#)**

Manchester University participates in the Indiana College Substance Use Survey.

The Indiana College Substance Use Survey has been serving Indiana institutions of higher education since 2009. Funded by the Indiana Division of Mental Health and Addiction (DMHA), the survey collects data on the prevalence of substance use and other risk behaviors among Indiana college students. The survey was developed by the Indiana Collegiate Action Network (ICAN) and the Indiana Prevention

Resource Center (IPRC), with input from Indiana institutions of higher education and the Indiana State Epidemiology and Outcomes Workgroup. The survey assesses substance use and consequences, variables associated with use (availability, peer attitudes and norms, and age of first use), mental health, and gambling behaviors. (<https://iprc.iu.edu/indiana-college-survey/substance-use-survey>)

The survey had previously been delivered electronically in the spring of even-numbered years; however, ICAN moved this to odd-numbered years in 2019. Manchester University had also previously administered the survey to all undergraduate, graduate, and professional students on both the North Manchester and Fort Wayne campuses; however, opted to deliver separate surveys to the North Manchester campus and Fort Wayne campus beginning in 2019 in order to more accurately discern usage, trends, and needs for each respective campus. Due to this change in population represented between years, it is hard to draw too many conclusions from any change in data.

**Prevalence Rates**

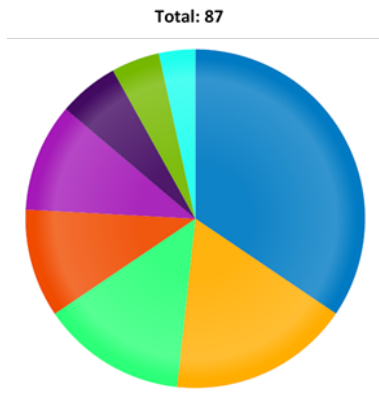
**University Safety Incident Reports**

Below are statistics provided by University Safety regarding alcohol and other drug violations encountered by University Safety Staff during FY19 and FY20. The graphics break the violations down by offense type.

**Violations of law as reported to Clery**

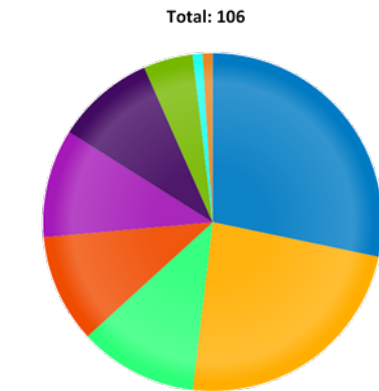
	FY19	FY20
<b>ALCOHOL VIOLATIONS</b>	36	73
<b>DRUG VIOLATIONS</b>	15	11

**Total violations (legal and campus policy) as encountered by University Safety**



**2018-2019**

30 • 34.5% • RES. LIFE : THE SOURCE : 14C MINOR IN POSSESSION/CONSUMPTION
15 • 17.2% • RES. LIFE : THE SOURCE : 14B POSSESSION/CONSUMPTION
12 • 13.8% • SAFETY : THE SOURCE : 15B DRUGS
9 • 10.3% • SAFETY : THE SOURCE : 14C MINOR IN POSSESSION / CONSUMPTION
9 • 10.3% • SAFETY : THE SOURCE : 15C DRUG PARAPHERNALIA
5 • 5.7% • RES. LIFE : THE SOURCE : 14A KNOWN PRESENCE
4 • 4.6% • SAFETY : THE SOURCE : 14A KNOWN PRESENCE
3 • 3.4% • SAFETY : THE SOURCE : 14B POSSESSION / CONSUMPTION



**2019-2020**

30 • 28.3% • SAFETY : THE SOURCE : 14C MINOR IN POSSESSION / CONSUMPTION
25 • 23.6% • SAFETY : THE SOURCE : 14B POSSESSION / CONSUMPTION
12 • 11.3% • SAFETY : THE SOURCE : 14A KNOWN PRESENCE
11 • 10.4% • SAFETY : THE SOURCE : 15C DRUG PARAPHERNALIA
11 • 10.4% • SAFETY : THE SOURCE : 14D DISTRIBUTION TO MINORS
10 • 9.4% • SAFETY : THE SOURCE : 15B DRUGS
5 • 4.7% • RES. LIFE : THE SOURCE : 14C MINOR IN POSSESSION/CONSUMPTION
1 • 0.9% • RES. LIFE : THE SOURCE : 15B DRUGS
1 • 0.9% • SAFETY : THE SOURCE : 15A KNOWN PRESENCE

**Restorative Justice Summary**

The tables below represent Conduct violations for the past two academic years. These numbers were provided by the Restorative Justice System (RJS). It is important to note these are only violations that made it into the conduct system. Not every incident reported to RJS is sent through the conduct process. Also, not every incident reported by University Safety makes it into the conduct system and vice versa.

Code of Conduct Charges		
Code Violation	2018-2019	2019-2020



Policy 14a Alcohol Known Presence	6	2
Policy 14b Possession/Consumption	17	7
Policy 14c Minor in Possession/Consumption	31	27
Policy 14d Alcohol-Distribution to Minors	0	5
Policy 14e Alcohol Public Intoxication	0	0
Policy 15a Drugs Known Presence	0	0
Policy 15b Drugs	7	7
Policy 15c Drug Paraphernalia	7	9
Policy 15d Dealing Drugs	0	0
Policy 15e Drug Paraphernalia	0	0
Policy 16 Tobacco-Free Campus Policy	8	8

We have seen decreases in alcohol violations related to Known Presence, Possession and Consumption, and Minor in Possession/Consumption, but saw an increase in Distribution to Minors. Violations for Drugs remained steady while we saw an increase in Drug Paraphernalia. The areas of increase demonstrate opportunities for increased education, prevention, and programming efforts.

Due to COVID-19 and necessary changes to the Restorative Justice process during the period of remote learning, RJS had opportunity to survey a sample of students who encountered their process through conduct violations. Included in the survey were the questions, “How can we improve the restorative justice model? What feedback do you have?” Ten out of 52 students offered the following responses:

It was well worth it

Didn't just see them as a problem like everyone else has, because no one knows what they are struggling from.

Its good, I think that the time should keep working hard and improving.

I feel like better communication would be a good help. Especially with current conditions and the view people have if the campus safety establishing themselves and being more approachable would be nice.

I think that they way that everything was handled and processed was great. I really don't think that anything needs to change.

I think that it is perfect just the way it is. You guys try and understand the students perspective, so that you can better guide them in their futures.

I think everything with the justice model is working alright. We dont have to pay feed cause its understandinf of situtions and the even ask you what you think you deserve and I really like that.

The only improvement I would say is to give a little more time to complete the hours. With working and school it was hard to work around when most of day was already consumed. Other than that, I thought the punishment was fair and made me learn my lesson.

I feel like things were handled well, but wish there would have been more privacy in the office about hearings and students. There were many students uninformed that knew about the hearing. Otherwise everything was faster and more efficient than I thought it would be.

n/a

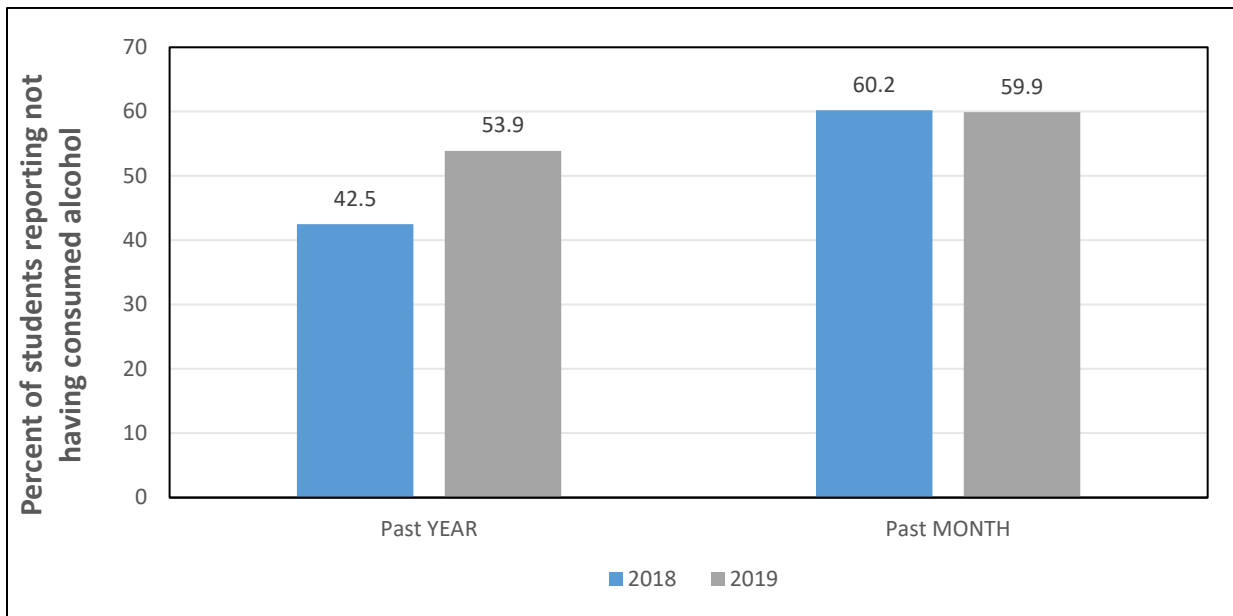
### 360 Proof Comparisons: 2018 & 2019

First year students are encouraged to complete the 360 Proof PFI during the fall semester each year. The full reports for the 2018-2019 and 2019-2020 academic years are available in [Appendix C](#).

For the fall of 2018, 417 students were invited to participate, with 113 students responding, for a response rate of 27.1%. For the fall of 2019, 374 students were invited to participate, with 152 students responding, for a response rate of 40.6%. The following data was gathered from each report:

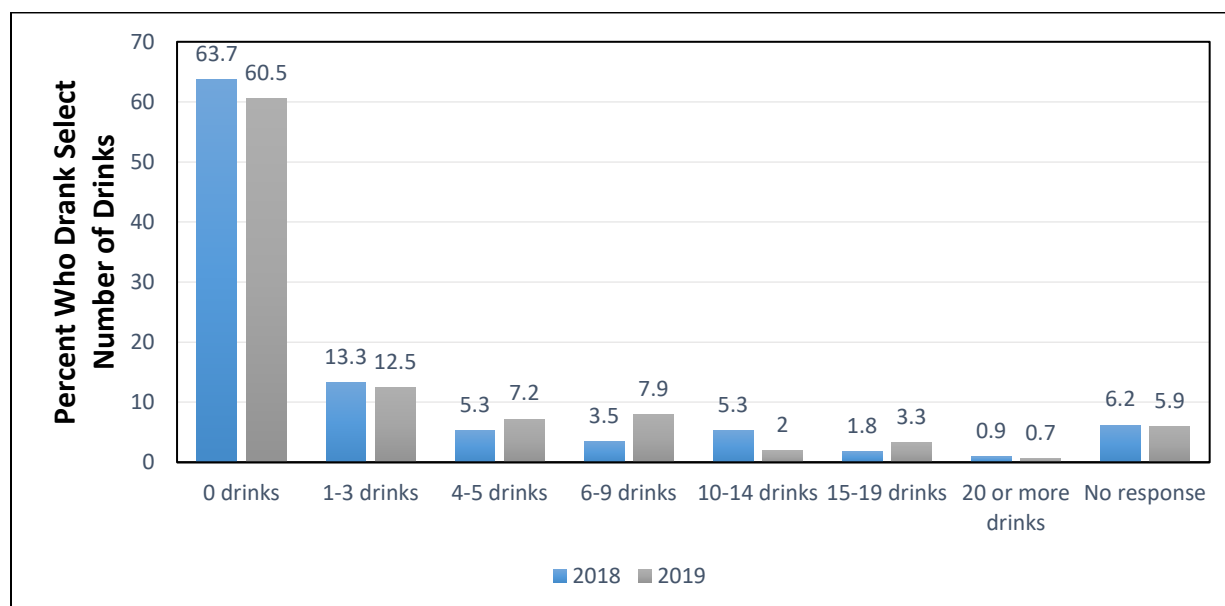
#### Reported alcohol consumption

Percentage of Students Reporting Having Not Consumed Alcohol during a Select Time Period, by Year



This data suggests the overwhelming majority of first year students have not consumed alcohol within the past year and particularly not within the past month. These statistics can assist with normalizing the choice not to drink among students.

Percentage of Students Reporting Select Number of Drinks Consumed Per Week, by Year



According to this data, the large majority of students, 77% in 2018 and 73% in 2019, elect to have 3 or fewer drinks per week. Again, this data can assist in normalizing harm reduction strategies such as avoiding binge drinking.

### Consequences of drinking

Percentage of Students Who Reported Experiencing Select Consequences as a Result of Drinking Alcohol

Consequences	2018	2019
I have felt very sick to my stomach or thrown up after drinking	19.5	21.1
I had a hangover (headache, sick stomach) the morning after I had been drinking	25.7	23.7
I have said or done embarrassing things while drinking	22.1	16.4
While drinking I have done impulsive things I later regretted	10.6	9.9
I had less energy or felt tired because of my drinking	10.6	13.8
I have taken foolish risks when I have been drinking	17.7	14.5
I have driven a car when I knew I had too much to drink to drive safely	4.4	1.3
I have not been able to remember large stretches of time while drinking heavily	13.3	7.2
I have ended up drinking on nights when I had planned not to drink	9.7	11.8
I have become very rude, obnoxious, or insulting after drinking	5.3	3.3
Drinking has created problems between myself and my boyfriend/girlfriend/spouse, parents, or other near relatives	4.4	1.3
I have woken up in an unexpected place after heavy drinking	5.3	2.6
I have been overweight because of drinking	0.0	0.0
My drinking has gotten me into sexual situations I later regretted	4.4	2.0
I have passed out from drinking	8.0	5.3
The quality of my work or school work has suffered because of my drinking	0.0	1.3
I have felt badly about myself because of my drinking	3.5	3.9
I have often found it difficult to limit how much I drink	5.3	3.3
I have not gone to work or missed classes at school because of drinking, a hangover, or illness caused by drinking	6.2	5.9

I have found that I needed larger amounts of alcohol to feel any effect, or that I could no longer get drunk on the amount that used to get me drunk	8.0	7.9
I have felt like I needed a drink after I'd gotten up (that is, before breakfast)	2.7	0.7
I have spent too much time drinking	0.9	1.3
My physical appearance has been harmed by my drinking	0.0	0.0
I have neglected my obligations to family, work, or school because of drinking	1.8	1.3

### Protective behavioral strategies

Percentage of Students Who Reported Utilizing Select Protective Behavioral Strategies When Drinking

Protective Behavioral Strategies	2018	2019
Drink slowly, rather than gulp or chug	89.4	81.6
Make sure that you go home with a friend	95.6	87.5
Know where your drink has been at all times	94.7	90.8
Determine not to exceed a set number of drinks	86.7	84.2
Avoid mixing different types of alcohol	86.7	80.3
Avoid trying to “keep up” or “out-drink” others	89.4	79.6
Use a designated driver	92.0	78.3
Leave the bar/party at a predetermined time	85.0	82.9
Drink water while drinking alcohol	87.6	80.9
Drink shots of liquor	44.2	47.4
Alternate alcoholic and non-alcoholic drinks	79.6	76.3
Stop drinking at a predetermined time	85.0	81.6
Avoid drinking games	85.0	90.1
Have a friend let you know when you have had enough to drink	85.0	78.9
Put extra ice in your drink	72.6	67.8

### ICSUS Comparisons: 2018 & 2019

The ICSUS Survey was conducted in back-to-back years during this Review period in order to maintain alignment with ICAN’s updated distribution cycle. The full reports are available in [Appendix D](#).

From the Spring 2018 survey, 1,572 students were invited to participate with 420 students completing the survey for a response rate of 26.7 percent. From the Spring 2019 survey, 1,072 students were invited to participate with 242 students completing the survey for a response rate of 22.6 percent. The following data is from each survey:

### Overall usage of all substances

Table 3. Percentage of Students Reporting Use of Select Substances in the Past Month, by Select Demographic Characteristics, 2018

Substance	All Students		Gender		Age	
	Manchester	Indiana	Male	Female	Under 21	21 or older
Alcohol	64.5	62.9	67.3	62.7	47.8	77.9
Marijuana	19.5	21.4	22.7	17.8	21.4	18.0
Cigarettes	8.9	13.4	9.4	8.7	8.1	9.6
Electronic vapor products	20.2	20.0	26.7	16.6	24.1	17.0
Cigars	9.2	6.5	15.3	5.7	10.2	8.4

Smoking tobacco with hookah/water pipe	7.2	5.4	7.3	7.2	5.3	8.7
Chewing/smokeless tobacco	3.6	3.6	8.7	0.8	4.3	3.1
Prescription stimulants not prescribed to you	5.3	4.8	8.0	3.8	5.3	5.2
Prescription painkillers not prescribed to you	2.4	1.7	3.3	1.9	2.7	2.2
Prescription sedatives not prescribed to you	1.2	2.0	2.0	0.8	1.1	1.3
Hallucinogens	2.4	2.4	4.7	1.1	3.2	1.7
Cocaine	0.5	2.7	0.7	0.4	0.0	0.9
Inhalants	0.5	0.5	1.3	0.0	0.5	0.4
Heroin	0.0	0.2	0.0	0.0	0.0	0.0
Methamphetamine	0.0	0.3	0.0	0.0	0.0	0.0
Other illegal drugs	0.5	0.5	0.7	0.4	0.5	0.4

Table 3. Percentage of Students Reporting Use of Select Substances in the Past Month, by Select Demographic Characteristics, 2019

Substance	All Students		Gender		Age	
	Manchester	Indiana	Male	Female	Under 21	21 or older
Alcohol	53.5	60.6	52.3	54.3	41.2	70.1
Marijuana	12.1	19.7	7.5	14.0	11.3	13.1
Cigarettes	3.4	10.4	4.4	3.1	3.8	3.0
Electronic vaping devices	16.8	23.9	19.1	16.0	16.7	17.0
Cigars	3.0	5.3	2.9	3.0	3.0	3.0
Smoking tobacco with hookah/water pipe	4.3	4.5	2.9	4.9	6.0	2.0
Chewing/smokeless tobacco	0.9	3.1	1.5	0.6	0.8	1.0
Prescription stimulants not prescribed to you	0.9	3.5	0.0	1.2	0.0	2.0
Prescription painkillers not prescribed to you	1.3	1.2	1.5	1.2	0.8	2.0
Prescription sedatives not prescribed to you	0.4	1.3	0.0	0.6	0.0	1.0
Hallucinogens	1.7	2.6	1.5	1.8	1.5	2.0
Cocaine	0.4	1.6	1.5	0.0	0.8	0.0
Inhalants	0.0	0.6	0.0	0.0	0.0	0.0
Heroin	0.4	0.1	0.0	0.6	0.0	1.0
Methamphetamine	0.0	0.2	0.0	0.0	0.0	0.0
Other illegal drugs	0.0	0.5	0.0	0.0	0.0	0.0

### Binge drinking

Binge drinking was defined in the Indiana College Substance Use Survey as four or more drinks in a row for females and five or more drinks in a row for males. This gender-specific standard follows the definition established by the National Institute on Alcohol Abuse and Alcoholism.

Table 6. Percentage of Students Reporting Binge Drinking in the Past Two Weeks, by Select Demographic Characteristics, 2018

All Students	Gender	Age
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Manchester	Indiana	Male	Female	Under 21	21 or older
35.9	34.5	45.1	31.0	23.8	46.1

Note. Binge drinking was defined as consuming 4 or more drinks in a row for females and 5 or more drinks in a row for males.

Figure 1. Percentage of Students Who Binge Drank Select Number of Times in the Past Two Weeks, By Gender, 2018.

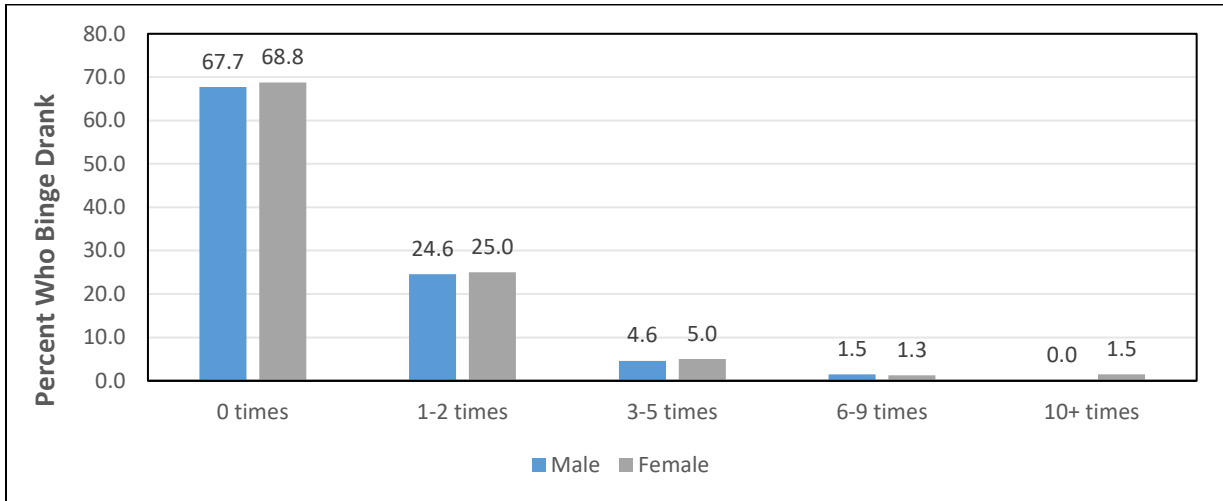
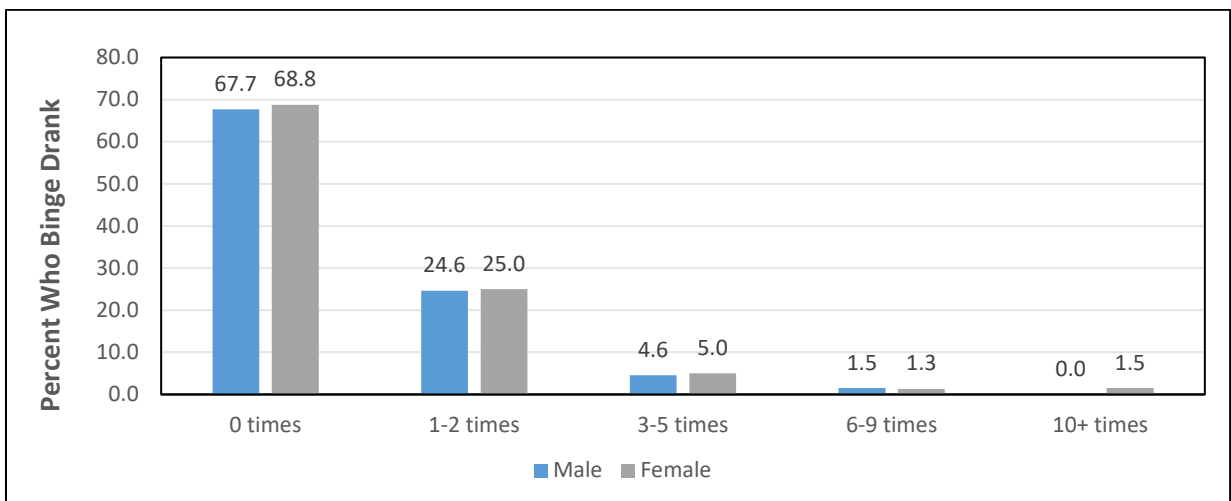


Table 6. Percentage of Students Reporting Binge Drinking in the Past Two Weeks, by Select Demographic Characteristics, 2019

All Students	Gender		Age		
Manchester	Indiana	Male	Female	Under 21	21 or older
31.4	31.9	32.3	31.3	23.3	42.3

Note. Binge drinking was defined as consuming 4 or more drinks in a row for females and 5 or more drinks in a row for males.

Figure 1. Percentage of Students Who Binge Drank Select Number of Times in the Past Two Weeks, By Gender, 2019



## Reasons for drinking

Table 9. Percentage of Students Who Indicated Select Reasons for Drinking Alcohol in the Past Year, by Select Demographic Characteristics, 2018

Reason	All Students		Gender		Age	
	Manchester	Indiana	Male	Female	Under 21	21 or older
To have a good time with friends	89.8	85.4	92.0	88.5	88.2	90.8
To relax	64.0	56.4	62.5	64.6	56.7	68.7
To experiment	28.0	25.4	25.0	29.7	33.9	24.1
Because of boredom	25.9	17.6	32.4	22.5	31.5	22.2
To get away from my problems	19.6	14.6	14.4	22.5	18.9	20.1
Because of anger/frustration	18.5	12.3	13.5	21.3	15.2	20.6
To get through the day	7.2	4.7	9.1	6.2	8.7	6.2
Because I'm hooked	1.9	2.0	1.8	1.9	1.6	2.1

Note: Out of students who reported ever drinking alcohol (n = 338).

Table 9. Percentage of Students Who Indicated Select Reasons for Drinking Alcohol in the Past Year, by Select Demographic Characteristics, 2019

Reason	All Students		Gender		Age	
	Manchester	Indiana	Male	Female	Under 21	21 or older
To have a good time with friends	83.9	84.7	91.3	81.1	80.5	87.4
To relax	51.4	55.5	44.4	53.5	40.9	62.4
To experiment	36.2	27.2	28.3	39.4	45.5	26.7
Because of boredom	17.2	18.5	19.6	15.7	17.0	17.4
To get away from my problems	11.5	14.3	2.2	14.2	12.5	10.5
Because of anger/frustration	8.1	11.1	4.3	8.7	9.1	7.1
To get through the day	4.0	4.5	4.3	3.1	4.5	3.5
Because I'm hooked	1.1	2.2	0.0	1.6	2.3	0.0

Note: Out of students who reported ever drinking alcohol (n = 181).

## Consequences of drinking

Table 11. Percentage of Students Who Reported Experiencing Select Consequences in the Past Year as a Result of Drinking Alcohol, by Select Demographic Characteristics, 2018

Consequences	All Students		Gender		Age	
	Manchester	Indiana	Male	Female	Under 21	21 or older
Had a hangover	61.3	55.6	67.9	58.0	56.7	64.2
Forgot where you were or what you did (blacked out)	29.3	27.0	40.5	23.4	31.7	27.7
Felt bad or guilty about your drinking	20.2	25.5	21.6	19.5	21.6	19.3
Did something you later regretted	25.6	25.5	29.5	23.7	20.5	29.0

Engaged in unprotected sexual intercourse (i.e., without a condom)	23.0	16.9	24.1	22.5	19.7	25.1
Missed class or an assignment	13.4	13.8	17.9	11.0	9.4	15.9
Driven a car while under the influence	9.9	8.8	11.6	9.1	10.2	9.7
Been hurt or injured because of drinking	9.0	10.4	10.7	8.1	7.1	10.3
Created problems between you and your friends or family members	13.0	10.0	12.5	13.4	11.0	14.4
Had friends or family members worry or complain about your drinking	10.9	10.2	11.6	10.5	12.6	9.7
Been in trouble with police, residence hall, or other college authorities	2.2	4.0	3.6	1.4	2.4	2.1
Gotten into physical fights when drinking	4.0	3.9	6.3	2.9	3.1	4.6
Gotten into trouble at work or college because of drinking	3.7	3.1	2.7	4.3	2.4	4.6
Been ticketed	1.9	2.0	2.7	1.4	0.8	2.6
Been arrested for drunk driving	0.0	0.6	0.0	0.0	0.0	0.0

Note. Out of students who reported ever drinking alcohol (n = 338).

Table 11. Percentage of Students Who Reported Experiencing Select Consequences in the Past Year as a Result of Drinking Alcohol, by Select Demographic Characteristics, 2019

Consequences	All Students		Gender		Age	
	Manchester	Indiana	Male	Female	Under 21	21 or older
Had a hangover	43.9	54.1	54.3	39.7	37.9	50.0
Forgot where you were or what you did (blacked out)	18.4	24.2	23.9	16.5	15.9	20.9
Felt bad or guilty about your drinking	17.8	24.1	13.0	19.7	14.8	20.9
Did something you later regretted	15.2	22.8	13.0	16.1	11.5	19.0
Engaged in unprotected sexual intercourse (i.e., without a condom)	12.1	15.2	6.5	14.2	13.6	10.5
Missed class or an assignment	6.4	11.4	8.7	5.6	2.3	10.6
Driven a car while under the influence	3.4	8.1	0.0	4.7	5.7	1.2
Been hurt or injured because of drinking	4.0	9.0	4.3	3.9	3.4	4.7
Created problems between you and your friends or family members	4.6	9.3	4.3	4.7	3.4	5.8



Had friends or family members worry or complain about your drinking	4.0	9.6	2.2	4.7	4.5	3.5
Been in trouble with police, residence hall, or other college authorities	4.6	3.4	2.2	5.5	4.5	4.7
Gotten into physical fights when drinking	1.7	3.6	2.2	1.6	2.3	1.2
Gotten into trouble at work or college because of drinking	2.9	2.7	0.0	3.9	3.4	2.3
Been ticketed	1.1	1.1	0.0	1.6	0.0	2.3
Been arrested for drunk driving	0.6	0.5	0.0	0.8	0.0	1.2

*Note.* Out of students who reported ever drinking alcohol (n = **181**).

## **Procedures for Subsequent Biennial Reviews**

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All Biennial Reviews are coordinated by the Assistant Director of Counseling Services, who has historically been the main campus contact and committee chair for the review and report. This process occurs every two years, with the next Biennial Review and Report being conducted in fall 2022.

The Biennial Review committee consists of the members that are listed in the next section. This group contains involvement from many campus entities critical to this process including Counseling Services, Student Life Leadership, Conduct Review staff, University Safety, Human Resources, and an athletic liaison. This committee has generally included the Director of the CARE Initiative, with a focus on the prevention of sexual violence, intimate partner violence, and stalking, though this position is currently vacant.

Each review period, the following occurs:

- 1) The Biennial Review committee chair (Assistant Director of Counseling Services) will initiate the review by notifying all previous committee members in late summer that the time has come for another review. The committee list will be updated accordingly to account for any past committee members that may have transitioned out of the university. Additionally, should there be additional committee members that it is felt should be added to the committee, these names will be included in all correspondence.
- 2) The committee chair will setup a face-to-face meeting of the Biennial Review committee. Ahead of this meeting, the previous Biennial Review along with the current iteration of the Alcohol and Drug Prevention Policy, will be sent out electronically. Committee members will be asked to review both documents and make notes to bring to the meeting.
- 3) As part of the on-going review of program and policy effectiveness, Counseling Services will continue to gather and review assessment data from programs, campus-wide surveys, Restorative Justice data, University Safety documented violations, counseling intake data, and annual end of the year departmental assessment reports. This process will be on-going in between Biennial Reviews.
- 4) Prior to the meeting, the committee chair will assemble an inventory of all current alcohol and drug prevention programs that are being done on-campus for students, faculty, and staff. In addition, assessment data (as mentioned in Step 3) will be compiled for review by the committee. This yearly data will assist in measuring the effectiveness of the programs done on-campus from year to year. Additionally, annual recommendations from the Alcohol and Other Drug Prevention Committee (chaired by the Assistant Director of Counseling Services) will be included. The committee chair will also continuously track recommendations from previous Biennial Reviews to ensure they are being addressed.
- 5) At the committee meeting, the chair will give an overview of the entire process and its objectives and present the major findings from the research done above. Based on the inventory, assessment data, and previous year recommendations from both the Biennial Review Committee and Alcohol and Other Drug Prevention Committee, the committee will then be tasked with providing new recommendations to the Alcohol and Drug Prevention policy and drug and alcohol prevention programs on-campus. These recommendations will be discussed and noted. Any additional recommendations provided by the committee or received electronically after will also be included.

- 6) The committee chair will then draft the new Biennial Review as well as make changes to the Alcohol and Drug Prevention policy based on recommendations from the committee. These documents will then be sent to all committee members.
- 7) Through a series of face-to-face or virtual committee meetings, members must approve of the final documents. Any and all concerns must be brought at this time. Should changes need to occur at this time, the Biennial Review and/or Alcohol and Drug Prevention Policy will be corrected and approval given electronically.
- 8) After final approval by the committee, the approved Biennial Review Report and Alcohol and Drug Prevention Policy will be forwarded to the Vice President for Student Life. Additionally, the Director of Human Resources will be made aware of any changes to the Alcohol and Drug Prevention Policy so their regular notifications to students and employees can be updated accordingly

## **PART TWO: Review of the Alcohol and Drug Prevention Policy**

### **Members of the 2020 Biennial Review Committee**

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April White, MSW, LCSW, Assistant Director of Counseling Services

Erin Foreman, MS, LAT, ATC, Director of Sports Medicine, Associate Director of Athletics, Senior Woman Administrator, Associate Professor of Exercise Science and Athletic Training

Ali Goetcheus, Title IX Coordinator, Director of Student Conduct, Bias Incident Investigator

Tina Edwards, Director of University Safety, Lecturer of Sociology

Jane Webb, Assistant Director of Residential Life

Brandee Estes, Director of Human Resources

Christie Working, Administrative Assistant for the Center for Health and Sports Medicine

## **Policy Review Recommendations**

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The 2020 Biennial Review Committee had several suggestions regarding our policy. These recommendations are outlined below:

- Review, revise, and update the “Description of Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol,” utilizing information from the U.S. Drug Enforcement Agency’s website and fact sheets as well as from the National Institute on Drug Abuse (NIDA).
- Expand upon the resources offered within the campus community, with the broader community, and nationally and group them accordingly as well as by what pertains to students versus faculty and staff.
- Update the “Student Sanctions Related to Alcohol and Drugs” section to accurately reflect the new Restorative Justice model.
- Review the “Employee Assistance for Substance Abuse” section to ensure accuracy.

## **Procedures for Annual Policy Distribution**

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All Manchester University students, faculty, and staff will be sent information regarding the MU Drug and Alcohol Abuse Prevention Policy on an annual basis.

### **Student Notification**

All enrolled students will receive an email from the Vice President of Student Life office which will notify students of the MU Drug and Alcohol Abuse Prevention Policy. The complete policy will be attached to the student email as a PDF.

To ensure that all students will receive the annual notification, regardless of the timing of their first enrollment during the academic year, the following procedures will be employed:

#### **Fall and Spring Semesters and January Term**

Notification will be made following the start of each semester, with new students for January Term included in the spring semester notification.

#### **Summer Sessions**

Notification will be made to all students enrolled in Summer Sessions 1 and 2 following the start of those respective sessions.

### **Faculty and Staff Notification**

To ensure that all faculty and staff will receive the annual notification, regardless of the timing of their employment during the year, the following procedures will be employed:

#### **Annual Distribution of Drug and Alcohol Information to Employees**

Human Resources will distribute the MU Drug and Alcohol Abuse Prevention Policy and related information to all employees annually following the start of the fall semester. This communication will be in the form of an email with attached policy (PDF format) and a link to the most recent Biennial Review.

#### **On-going Distribution of Drug and Alcohol Information to New Employees**

Human Resources will distribute the MU Drug and Alcohol Abuse Prevention Policy and related information to all new employees monthly. This communication will be in the form of an email with attached policy (PDF format) and a link to the most recent Biennial Review.

## **Annual Notice – Vice President for Student Life**

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Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Manchester University is required to distribute drug and alcohol prevention information to all students.

This information must include:

- The standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol
- Local, state, and federal laws and sanctions related to illicit drugs and alcohol
- The health risks associated with the use of illicit drugs and alcohol
- Any drug and alcohol counseling, treatment, rehabilitation, or other programs available to students
- A statement notifying students that the University will impose sanctions for violations of applicable MU drug and alcohol standards of conduct up to and including expulsion from the University.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, you are receiving the MU Drug and Alcohol Abuse Prevention Policy in two formats.

For your convenience you can go directly to the following link to read the MU Drug and Alcohol Abuse Prevention Policy at

<https://chetnet.manchester.edu/dept/counseling/Shared%20Documents/Forms/AllItems.aspx>, or you can scroll down and read the policy in its entirety.

Abby Van Vlerah

Vice President for Student Life

\*A copy of the Drug and Alcohol Prevention Policy is included in this email correspondence\*

## **Annual Notice – Human Resources**

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Dear Manchester University Employee,

The U.S. Department of Education and Manchester University policies require that the following policy is distributed to each employee annually. All MU employees (faculty, staff and student workers) should read and follow the policy and guidelines outlined below.

Implementation of this policy is a joint responsibility of the Department of Human Resources, University Safety, and the Division of Student Life. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees.

In addition, the University is committed to monitoring and assessing the effectiveness of this policy and its programs. A biennial review of this policy will be undertaken to determine its effectiveness and implement changes to the policy and its programs if they are necessary and to ensure that its disciplinary standards are consistently enforced.

\*A copy of the Drug and Alcohol Prevention Policy is included in this email correspondence\*



## PART THREE: Appendices

### Appendix A: Drug and Alcohol Abuse Prevention Policy

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#### Drug and Alcohol Abuse Prevention Policy

The U.S. Department of Education requires that every institution adopt and implement a drug prevention program policy that is then distributed to College/University employees and students. The philosophy and the specific guidelines of Manchester University's drug prevention program policy are shared in the text that follows. You are encouraged to read these guidelines thoroughly.

##### Philosophy:

Since the primary objective of the University is to contribute to the growth of the students and to provide positive faculty and staff role models, Manchester works to maintain an environment free from conditions that may prove harmful. The behavior resulting from the abuse of drugs and alcohol can endanger both the individual user and others, and often limits one's full participation in and contribution to the total program of the University. As a result, the abuse of drugs and alcohol is incompatible with the educational process and inconsistent with the basic purpose of any academic community.

The main focus of this program is to provide both curricular and extracurricular education and prevention activities. The hope is that providing these activities will foster a campus environment in which drug and alcohol abuse are perceived as negative and undesirable.

#### I. Standards of Conduct

The use of alcohol and other drugs is detrimental to the educational environment and objectives of the University, and is therefore prohibited.

The possession of, distribution, cultivation or use by any student or employee of any controlled substances (drugs e.g. marijuana, cocaine, opiates, LSD, barbiturates, ecstasy, synthetic substances, etc.) in either the refined or crude form, except under the direction of a licensed physician, is prohibited on University owned or controlled properties and at functions sponsored by Manchester University off-campus.

#### II. Legal Sanctions Under Local, State, and Federal Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

**A. Local Sanctions for Possession and Distribution**—Local sanctions are consistent with Indiana law as listed as follows in II.B.

**B. State Sanctions for Possession and Distribution**— The following information concerns the criminal penalties that can be imposed by State statute for violations related to alcohol or drug possession, use or distribution. For more information, consult appropriate sections of the Indiana Criminal Code. Indiana Codes 7.1-5-1, 7.1-5-7, 9-30-5 and 9-30-6 regarding minor possession/consumption and public intoxication can be found in the *The Source*. All students are reminded that conviction under state laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of property and imprisonment. In addition, licenses to practice certain professions may be revoked and many employment opportunities may be barred. All persons should be aware that, in Indiana, any person under 21 who possesses alcohol, such person is at risk of arrest. Any person who is intoxicated in public risks arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed and lose the license to drive an automobile. Any selling of alcoholic beverages without a license is illegal. Possession or use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug violation and fines up to \$10,000 (Indiana), imprisonment up to 50 years (Indiana) and confiscation of property.

Note: Indiana has an OPEN CONTAINER LAW, which states that it is illegal to have open containers of alcoholic beverages in your vehicle while it is moving.

**C. Federal Sanctions for Possession and Distribution**—Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to twenty years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison; forfeiture of any conveyance used to transport or conceal a controlled substance; denial of federal benefits, such as student loans, for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to \$10,000.

### **III. Description of Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

**Note: All of the following will cause an altered mental state.**

**Alcohol** (\* see “Special Note on Alcohol”)

*Health Effects:* Causes depression, aggression, slurred speech, muscular incoordination. Frequent use can lead to cirrhosis of liver, pancreatitis, brain disorders, vitamin deficiencies, malnutrition, and addiction. Large doses can cause unconsciousness, alcohol poisoning and death.

*Symptoms:* Puffiness of face, redness of eyes, depression, disorientation, shallow respiration, nausea, dehydration.

*Duration:* 1-12 hours.

**Marijuana (pot, dope, grass, reefer, etc...)**

*Health Effects:* Can impair memory, perception and judgment. Lowers blood pressure, increases heart rate, and increases risk for a heart attack by four times greater within the first hour after smoking marijuana, compared to their general risk of heart attack when not smoking. Sometimes marijuana use can also produce anxiety, fear, distrust, or panic. THC impairs the body's immune system from fighting disease, which can cause a wide variety of health problems. Marijuana may inhibit the disease-preventing actions of key immune cells. Regular marijuana smokers can experience the same respiratory problems as tobacco smokers do; marijuana smoke contains carcinogens. THC increases the risk of developing bacterial infections and tumors.

*Symptoms:* Euphoria, relaxed inhibitions, disoriented behavior, staring off into space, hilarity without cause, time distortion, altered perceptions, bloodshot eyes, dry mouth and throat.

*Duration:* 2-4 hours.

**Barbiturates; Methaqualone** (Barbiturates are Seconal®, Nembutal®, Amytal®, and Tuinal®. Street names for barbiturates include “reds”, “red devils”, “yellow jackets”, blue heavens”, “Christmas trees” and “rainbows”.)

*Health Effects:* Can cause slurred speech, staggering gait, poor judgment, and slow uncertain reflexes. Large doses can cause unconsciousness and death.

*Symptoms:* Slurred speech, disorientation, and drunken behavior with no odor of alcohol. Sedation.

*Duration:* 1-16 hours.

**Cocaine (snow, stardust, blow, etc...)**

*Health Effects:* Causes dilated pupils, increased blood pressure, heart rate, breathing rate and body temperature. Can cause seizures, heart attacks and death.

*Symptoms:* Apathy, anxiety, sleeplessness, paranoia, hallucinations, craving for more cocaine. Weight loss. Constant sniffing.

*Duration:* ½ - 2 hours.

### **Crack Cocaine (rock, blotter, yam, bopper, etc...)**

*Health Effects:* More and stronger cocaine is getting to the brain quicker, increasing risks of cocaine use.

*Symptoms:* same as cocaine.

*Duration:* 5-10 minutes.

### **Amphetamines (truck drivers, jelly bean, wake ups, lightning, etc...)**

*Health Effects:* increases heart rate, breathing rate, and blood pressure. High doses can cause tremors, loss of coordination and death from stroke or heart failure. Frequent use of large amounts can produce brain damage, ulcers and malnutrition.

*Symptoms:* Decreased appetite, dilated pupils, sleeplessness, agitation, and unusual increase in activity.

*Duration:* ½ - 2 hours.

### **PCP or Phencyclidine (angel dust, embalming fluid, killer weed, rocket fuel, super grass, etc...)**

*Health Effects:* Increased heart rate and blood pressure, large doses can cause convulsions, comas, heart and lung failure and ruptured brain vessels. Users may show long-term effects on memory, judgment, concentration and perception.

*Symptoms:* Sweating, dizziness, numbness, hallucination, confusion, agitation, violence and aggression or silence and withdrawn state.

*Duration:* variable.

### **Heroin (Smack, dragon, black tar, brown sugar, etc...)**

*Health Effects:* Repeated use can lead to infections of heart lining and valves, skin abscesses and congested lungs. Can lead to convulsions, coma and death.

*Symptoms:* watery eyes, runny nose, yawning, and loss of appetite, tremors, irritability, panic, chills, sweating, cramps, and nausea.

*Duration:* 12-24 hours.

### **Gas & Glue, Other Inhalants (huff, highball, air blast, chroming, etc...)**

*Health Effects:* Brain damage occurs when used over a long period of time. All these chemicals carry considerable risk, particularly of cardiac arrhythmia.

*Symptoms:* Very alert, keen senses, hallucinations, dizziness, scrambled words and disconnected sentences. Smells like whatever the substance is being used (i.e. gasoline).

*Duration:* variable

**Hallucinogens (PCP, LSD, acid, trips, magic mushrooms, shrooms, angle dust, peace pill, special K, etc...)**

*Health Effects:* Dilated pupils, nausea, increased blood pressure, hallucinations, stomach cramps, blackouts. Flashbacks, a recurrence of the drug effects, may be a problem for some.

*Symptoms:* Beady eyes, nervous, erratic behavior, crying, personality changes, “sees” smells, “hear” colors. Marked depersonalization.

*Duration:* 3-12 hours.

**MDMA (Methylenedioxyamphetamine)/Ecstasy (happy pill, hug drug, love drug, party pack, Scooby snacks, smartees, skittles, etc...)**

*Health Effects:* Increased heart rate and blood pressure, blurred vision, chills, sweating, drastic increases in body temperature. Believed to cause permanent brain damage.

*Symptoms:* confusion, depression, sleep problems, anxiety, paranoia, muscle tension, involuntary teeth clenching, nausea.

*Duration:* variable, up to days.

**K2/Spice (Bilss, Black Manba, Bombay Blue, Fake Weed, Genie, Spice, Zohai, etc...)**

**Health Effects:** Spice abusers who have been taken to Poison Control Centers report symptoms that include rapid heart rate, vomiting, agitation, confusion, and hallucinations. Spice can also raise blood pressure and cause reduced blood supply to the heart (myocardial ischemia), and in a few cases it has been associated with heart attacks. Regular users may experience withdrawal and addiction symptoms.

We still do not know all the ways Spice may affect human health or how toxic it may be, but one public health concern is that there may be harmful heavy metal residues in Spice mixtures. Without further analyses, it is difficult to determine whether this concern is justified.

**Symptoms:** Spice users report experiences similar to those produced by marijuana—elevated mood, relaxation, and altered perception—and in some cases the effects are even stronger than those of marijuana. Some users report psychotic effects like extreme anxiety, paranoia, and hallucinations.

**251-NBOME (2C-!- N-Bomb, and Smiles)**

**Health Effects:** 251-NBOMe is a very new substance, and little is known about its side effects, adverse reactions, long term damage, and/or addiction potential. Remember, research chemicals are experimental chemicals that are not approved for human consumption. This is because not enough data exists currently about their effects in humans. Although some people are willing to ingest research chemicals, it is not reasonable to assume that they are in any way safe to use recreationally.

**Deaths:** In June 2012, two teens in Grand Forks, North Dakota and East Grand Forks, Minnesota fatally overdosed on 251-NBOMe.

In October 2012, a 21-year-old man from Little Rock, Arkansas also died of an apparent overdose after taking a liquid drop of the drug nasally at a music festival.

**More information may be found on any of the substances listed above by visiting the U.S. Department of Justice Drug Enforcement Administration site at the following link**

<http://www.justice.gov/dea/druginfo/factsheets.shtml>

**A special note on alcohol:**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including partner and child abuse, and sexual assaults. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcoholism.

**IV. Description of Drug or Alcohol Counseling and/or Treatment Availability**

Through the University counseling services, health services, and appropriate local agencies, Manchester University will assist individuals needing drug or alcohol counseling and/or treatment. A high quality effort will be made to enhance the institution's capability for offering employees and students meaningful and helpful referral to treatment services when it becomes clear that neither campus prevention nor early intervention activities have met an individual's needs. Health and Counseling Services can provide other campus and community resources.

**Health and Counseling Services**

North Manchester Campus:

Calvin Ulrey, 1<sup>st</sup> floor

Contact Kelly Hippensteel to schedule appointments: (260) 982-5306

Fort Wayne Campus:

Office of Student Affairs, Suite 127, (260) 470-2703

**Off-Campus Resources**

Indiana Pharmacists Recovery Network (PRN) - <http://www.prnindiana.com/>  
[Parkview Behavioral Health Access Center – \(260\) 373-7500; \(800\) 284-8439](#)

**Employee Assistance for Substance Abuse**

## **Voluntary Referral**

The University recognizes alcohol and drug dependency as major health and behavior problems and is prepared to offer assistance if requested. Any employee who suspects he or she has developed an addiction to, dependence upon, or a problem with alcohol or drugs (legal or illegal) is encouraged to seek assistance through his or her immediate supervisor, the Office of Human Resources or the Employee Assistance Plan. In-patient and out-patient programs are available, with insurance benefits in many instances. Requests for assistance will be treated confidentially.

## **Mandatory Referrals**

Any member of the leadership team who recognizes or suspects that an employee may need professional help for substance abuse may confidentially refer the employee to the Office of Human Resources or the Employee Assistance Plan.

## **Terms of Assistance**

Mandatory referrals to substance abuse treatment will not jeopardize an employee's position as long as the University's expectations are met. Any employee who is abusing drugs or alcohol may request out-patient treatment or, upon request, be granted a personal leave of absence to undertake inpatient rehabilitation treatment. The employee will be permitted to return to work from in-patient treatment only after completion of the rehabilitation program is certified. The University reserves the right to require random drug and/or alcohol testing for an appropriate length of time following return to work. It is the employee's responsibility to comply and cooperate with the prescribed treatment. Refusal to accept diagnosis or treatment, or leaving a rehabilitation program before being released will be handled as any other situation that adversely affects job performance. Employees returning to work from mandatory referral will return only under the terms of a Last Chance Agreement satisfactory to the University.

## **V. Disciplinary Sanctions**

### **A. Employee Sanctions related to Alcohol and Drugs (Refer to the Substance Abuse Policy on page 53 of the Employee Handbook)**

The University has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to his/her co-workers and to Manchester University students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance-impairing substances (including illicit drugs, hallucinogens, herein called "Controlled Substances" and their metabolites, and alcohol). Any employee of Manchester University who uses Controlled Substances or improperly consumes alcohol while working or while conducting business on behalf of the University, or who attempts to work while under the influence of same, potentially endangers himself or herself as well as co-workers. For purposes of this policy, 54 Rev. 9/11 "under the influence" means the employee tested positive for Controlled Substances and/or has a blood-alcohol level at/or above 0.05. Possession, manufacture, distribution, dispensation or sale, use, consumption or being under the influence of Controlled Substances while on the University campus (including parking lots) or while on University business is strictly prohibited. Working while under the influence of alcohol is likewise prohibited. All employees are required to notify the director of human resources of any drug- or alcohol-related conviction(s) no later than five days after such a conviction. Prescription drugs also may affect performance and behavior. Accordingly, they must be used only in the manner, combinations and quantities in which they are prescribed, and only by the individual for whom they are prescribed. Any employee using prescription drugs that may affect his/her job performance or behavior must discuss his/her job requirements with the prescribing physician, and, if advised by the physician, discuss the matter with his/her supervisor. Violation of this policy will result in corrective action, up to and including discharge, and may result in legal prosecution.

### **Reasonable Suspicion**

The University reserves the right to require an employee to undergo an immediate alcohol and/or drug test when/where reasonable suspicion exists that the employee is under the influence of alcohol or Controlled Substances when reporting to work or when acting within the scope and course of employment. Reasonable Suspicion includes, but is not limited to, the following:

- observation by a supervisor, manager or other leader of an on-duty employee behaving in a manner that suggests the employee might be under the influence of alcohol or Controlled Substances;
- violations of safety rules or procedures that could potentially jeopardize the well-being of employees, students, or the public, or result in an accident;
- information from other observers regarding use or possession; or
- any work-related accident that requires first aid from a professional provider or results in property damage.

### **Random Testing**

The University also reserves the right to require random testing for a reasonable length of time as part of a last-chance agreement. Any employee who refuses a University request to submit, or fails to submit, to such testing will be subject to corrective action up to and including discharge. Testing will be conducted and test results will be maintained with concern for the personal privacy of the employee.

### **Searches**

When there is Reasonable Suspicion that an employee is in violation of the Substance Abuse Policy, the University, at its discretion, may request the employee to empty his or her pockets, and may conduct a search of the employee's on-site property. Such property includes, but is not limited to, University-owned vehicles, desks, containers, files or lockers. Also subject to search are any vehicles, packages, purses, briefcases, lunch boxes or other containers brought onto the campus (including parking lots) by employees. Discovery of controlled substances violative of this policy, or a refusal to allow a search, will subject the employee to corrective action up to and including discharge.

### **B. Student Sanctions Related to Alcohol and Drugs**

In order to assure that the University drug and alcohol policy is implemented and at the same time protects the rights of the individual, the following procedures will be employed. When reports reach the University Conduct Review System at the North Manchester or Fort Wayne Campus or the College of Pharmacy Honor Council, indicating possible alcohol/drug use by students, the individuals will be:

- Informed of the charges pending against them with violating policies set forth in the *The Source*
- Reminded of the drug policy of the University
- All cases will then be reviewed by a hearing body, as outlined in *The Source* at the North Manchester Campus and according to the College of Pharmacy Honor Code at the Fort Wayne Campus.
- Cases will be resolved according to the policies and procedures outlined in the Honor Code for the College of Pharmacy at the Fort Wayne Campus.

### **C. Sanctions Related to Controlled Substances (Drugs)**

Any student found responsible of possession of any narcotic, hallucinogen or other drug, except permitted by law, possession of any drug paraphernalia (e.g. bong, hookahs,...), possession with intent to deal a controlled substance or drug paraphernalia or a student found responsible of known presence of a controlled substance or drug paraphernalia will be subject to sanctions via the University Hearing Panel at the North Manchester Campus and the College of Pharmacy Honor Council at the Fort Wayne Campus, which may or may not include suspension or expulsion, dismissal from campus employment, monetary fines and community restitution. Students found in possession of controlled substances, even on University grounds, are still subject to all state and federal laws concerning the substance.

## **VI. Drug Program Evaluation**

The Student Development Associate Dean's team in North Manchester and the Office of Student Affairs in Fort Wayne, along with the Counseling Services staff and Campus Safety, will conduct an annual review of the drug program to determine its effectiveness, to implement appropriate changes, and to ensure that its disciplinary sanctions are consistently enforced.

## **VII. References**

AICUO Member Institutions Memorandum (Re: Drug-Free School and Communities Act Amendments of 1989), September 5, 1990, Larry H. Christman.

Drugs of Abuse, 1989 Edition. U.S. Department of Justice Drug Enforcement Administration; U.S. Government Printing Office; Washington, D.C. 20402

Federal Register, Part II, Department of Education; Drug-Free Schools and Campuses; Final Regulations; Vol. 55, No. 159, Thursday, August 16, 1990.

## **VIII. Resources**

[Partnership for Drug Free America](#)

[National Institute of Drug Abuse \(NIDA\)](#)

[National Council on Alcoholism & Drug Dependence](#)

*Last Revised on December 17, 2020*



## Appendix B: Handbooks and Manuals

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- The Source, undergraduate student handbook, housed with Student Conduct  
<https://www.manchester.edu/docs/default-source/default-document-library/thefsource.pdf>
- Employee Handbook, housed with Human Resources  
<https://chetnet.manchester.edu/dept/hr/Handbooks/Employee%20Handbook%2011-20.pdf>
- Student Employee Handbook, housed with Human Resources  
<https://chetnet.manchester.edu/dept/hr/Handbooks/Manchester%20Student%20Employee%20Handbook.pdf>
- Student Athlete Handbook, housed in University Athletics  
[https://d2o2figo6ddd0g.cloudfront.net/p/l/ubbkpc6ugrrr8j/2019-20 Student athlete Entire book.pdf](https://d2o2figo6ddd0g.cloudfront.net/p/l/ubbkpc6ugrrr8j/2019-20%20Student%20athlete%20Entire%20book.pdf)
- Manchester University Athletic Training Policies and Procedures Manual, housed in University Athletics  
<https://www.manchester.edu/docs/default-source/academics/by-major/exercise-science-and-athletic-training/manchestercollegeathletictrainingpoliciesandprocedures-2016-2017.pdf?sfvrsn=2>
- Medical Amnesty Policy  
<https://www.manchester.edu/student-life/health-and-sports-medicine/medical-amnesty-policy>

## Appendix C: 360 Proof PFI Reports

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- [2018-2019 Report](#)
- [2019-2020 Report](#)

## Appendix D: Indiana College Substance Use Survey Reports

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- [2018-2019 Report](#)
- [2019-2020 Report](#)