

JUDSON UNIVERSITY
DRUG-FREE SCHOOLS AND COLLEGES REGULATIONS BIENNIAL REVIEW
ACADEMIC YEARS 2016-2017 & 2017-2018

Submitted by:
Alcohol and Drug Policy Committee

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Drug-Free Workplace and Drug-Free Schools and Communities Act Statement

As a recipient of federal aid and federal grants, Judson University must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free workplace. The possession, use, consumption, sale, dispensing, distribution or manufacture of alcohol or controlled substances is prohibited on University property, while conducting University business or as a part of University activities.

Employees who violate this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, unpaid suspension from employment, loss of the privilege of operating a Judson University vehicle, and/or termination of employment and referral for prosecution.

Employees are prohibited from working, and from operating any Judson University-owned vehicle or equipment, while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating University vehicles or equipment at any time when their ability to do so might be impaired by the medication. In addition, no passenger in a University vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle.

In furtherance of its commitment to a safe workplace and a safe learning environment, with a workforce free of alcohol or drugs that may impair judgment and job performance and result in injury to self or others, the University reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances, on the basis of reasonable suspicion.

Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation occurring in the workplace. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Office of Human Resources.

In accordance with the Drug-Free Schools and Communities Act of 1989, the University will distribute annually to employees information on applicable legal sanctions and health risks associated with the unlawful possession or distribution of alcohol or illegal drugs, and a description of drug and alcohol treatment programs available to members of the University community. The most recent Annual Notice to Employees is available online at <http://www.judsonu.edu/campussafety/>

INTRODUCTION

In accordance with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86], the following compliance report is submitted to review the policies, programs, assessment strategies, reports, findings, and recommendations for the 2016-2017 & 2017-2018 academic years. The purpose of this review is to evaluate institutional effectiveness in curtailing the trend of unlawful and harmful use of drugs and alcohol by students at Judson University.

BIENNIAL REVIEW PROCESS

Biennially, the Drug and Alcohol Abuse Prevention Committee reviews policy as well as educational and intervention programs and statistical information regarding alcohol and drug policy violations to ensure fulfillment of the University mission and educational goals as well as compliance with the spirit of the Drug-Free Schools and Campuses Regulations.

For this 2018 report covering academic years 2016-2017 & 2017-2018, the biennial review process began May 7 and concluded July 31.

Copies of biennial review reports are maintained by the Office of Campus Safety and are available online at the Campus Safety webpage. To request a copy of this report, please contact the Executive Director of Campus Safety. Copies of biennial review reports are maintained for three years.

The following offices contributed to this report:

- Office of Campus Safety
- Office of Student Life
- Office of Human Resources
- The Wellness Center
- The Athletics Department

ANNUAL POLICY NOTIFICATION PROCESS

Annually, Judson University provides copies of its policies regarding drug and alcohol use to students, staff and faculty through various means.

Students receive a copy of the Student Handbook at the beginning of each semester via email which contains code of conduct information regarding drug and alcohol abuse as well as a statement of non-disciplinary policy. The Student Handbook is also available electronically to students year-round on MyJudson and all new students sign an agreement stating they understand how to locate this document. Students also sign a Lifestyle Statement in agreement with Judson's policies on alcohol and illegal drugs (see Appendix F). Relevant excerpts of the *2017-2018 Student Handbook* related to drug and alcohol prevention are provided in the appendices section of this document as Appendix A. Page 31 of the *2017-2018 Student Handbook* defines a student as:

[...] any person registered for enrollment in any university course; or any person enrolled in a University course at the time of the alleged violation of this code; or any person on the University premises or University-related premises for any purpose related to registration for enrollment.

Judson University's Annual Security Report is provided to the entire campus electronically via email annually every September and is also available to the entire campus community year-round on MyJudson. This document contains statements regarding drug and alcohol abuse and prevention, and includes the Alcohol Policy and Substance Abuse Policy which is provided as Appendix B of this document.

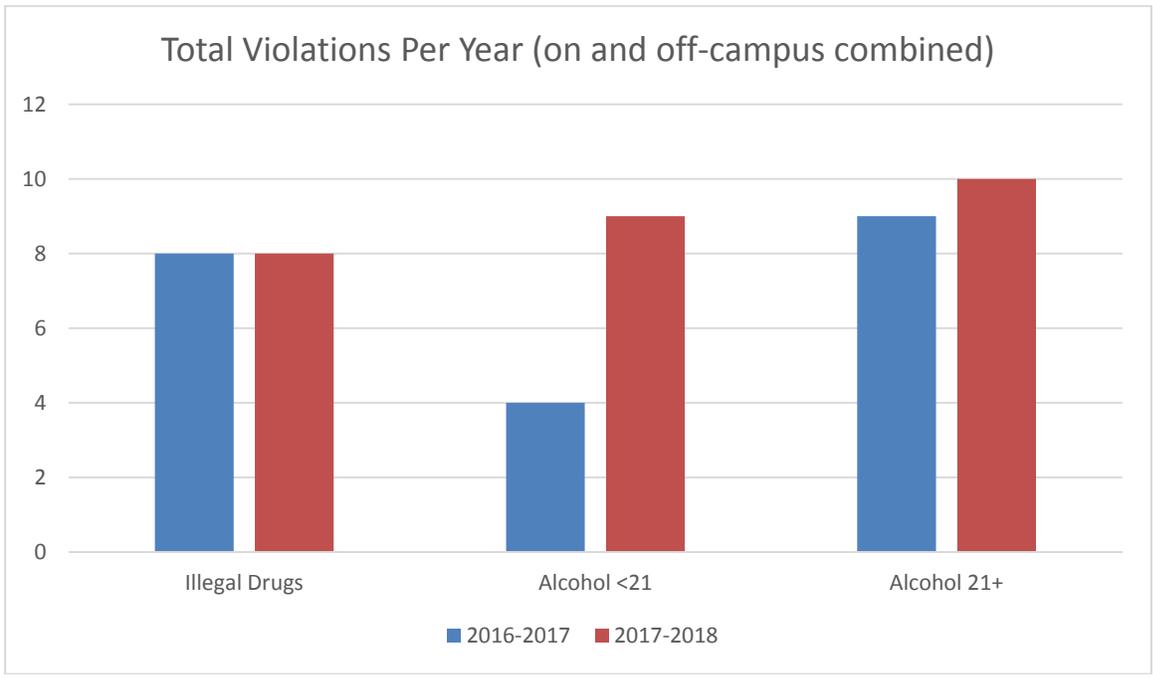
Staff employees of Judson University receive a hard copy of the Personnel Policy Manual containing a copy of the policy on illegal substances during their initial benefits meeting. Staff can also access this document electronically on the Employee Info page of MyJudson which is accessible to all employees. A copy of this policy can be found in the appendices section as Appendix C.

Faculty receive a hard copy of the Faculty Manual upon hire which also contains the policy information related to illegal substances and alcohol. Faculty can also access this document electronically on the Faculty Info page of MyJudson. A copy of this policy can be found in the appendices section as Appendix D.

ALCOHOL AND OTHER DRUG PREVALENCE AND TREND DATA

2016-2017 Disciplinary Violations		
	On-campus	Off-campus
Illegal Drugs	5	3
Alcohol under 21	4	0
Alcohol 21 and over	9	0

2017-2018 Disciplinary Violations		
	On-campus	Off-campus
Illegal Drugs	2	6
Alcohol under 21	5	4
Alcohol 21 and over	9	1



ALCOHOL AND OTHER DRUG PREVALENCE AND TREND DATA (continued)

In Spring 2017 Judson University surveyed its students regarding alcohol use using the Campus Climate Survey developed by Neil Best. 83 students participated in the survey and 50 answered the following questions related to alcohol use.

People drink alcohol in bars, with meals, in restaurants, at sporting events, at home while watching TV, and in many other places. Since you enrolled at Judson, how often did you usually have any kind of drink containing alcohol? By a drink we mean half an ounce of alcohol which would be a 12 ounce can or glass of beer or cooler, a 5-ounce glass of wine, or a drink containing 1 shot of liquor?

- Percentage of ALL students who disclosed drinking behavior: 39.1%
- Percentage of all UNDERAGE students who disclosed drinking behavior: 21.1%

Since you enrolled at Judson, how often did you have 5 or more (males) or 4 or more (females) drinks containing any kind of alcohol within a 2-hour period?

- Percentage of ALL students who disclosed binge drinking behavior in the past year: 19.3%
- Percentage of all UNDERAGE students who disclosed binge drinking behavior in the past year: 12.5%

Since you enrolled at Judson, how many alcoholic drinks did you have on a typical day when you consumed alcohol?

- Average number of drinks consumed in a typical day for ALL students who reported drinking behavior = 2.19 drinks
 - Because the data are skewed by a few people reporting a high number of drinks on a typical day, the median is a better statistic than the average for capturing the typical Judson student. The median average number of drinks consumed on a typical day for ALL students is 1 drink (with the highest number being 19-24 drinks).
- Average number of drinks consumed in a typical day for UNDERAGE students who reported drinking behavior = 1.97 drinks.
 - Median average number of drinks for UNDERAGE students = 1 drink (with the highest number being 3 to 4 drinks).

Since you enrolled at Judson, what is the maximum number of drinks containing alcohol that you drank within a 24 hour period?

- Average maximum number of drinks in a 24-hour period for ALL students who reported drinking behavior = 4.26 drinks.
 - The median maximum number of drinks in a day for ALL students = 3 drinks
- Average maximum number of drinks in a day for UNDERAGE students who reported drinking behavior = 4 drinks.
 - The median maximum number of drinks in a day for UNDERAGE students = 4 drinks.

ALCOHOL AND OTHER DRUG SWOT/C ANALYSIS

Strengths

Judson University has licensed counselors and pastoral counselors on staff that can provide counseling to both students and employees regarding substance abuse and substance misuse issues. These Judson counselors can also provide referrals to local substance abuse treatment programs and coordinate care with local substance abuse treatment programs for students and employees as needed. Judson University also currently has one of their licensed counselors (John Kramer) working toward their CADC (Certification in Alcohol and Drug Counseling). This counselor is expected to achieve full CADC status within the next 12 months.

We are also beginning a relationship with a local substance abuse treatment facility (Renz Center) and a Wellness Center counselor (John Kramer) will be participating in the Coalition for a Safe and Healthy Elgin (CSHE) with the mission to promote safe and healthy communities free of violence and substance abuse through education, prevention, and action. The Wellness Center is also in the process of coordinating with the Renz Center to hopefully begin Operation Snowball events on campus. Operation Snowball is a student-led and staff/faculty-supported drug and alcohol abuse prevention program that provides accurate information about drugs and alcohol and provides a support network and healthy coping strategies to students. If we are able to partner with the JSO, we are hoping to have our first Operation Snowball event this fall. (We need to figure out some financial resources to help fund this beginning alcohol and drug abuse prevention event and hopefully continue these events several times throughout the school year led by students and staff/faculty working together.)

The Wellness Center has also been training students to become peer mentor/counselors to help students recognize the signs of mental health issues and fellow students and referred these fellow students to the Wellness Center. Eve Ahrens, Wellness Center counselor, has been leading the Student Support Network and training students to be peer leaders/peer counselors specifically in the area of mental health issues for the last two years. Eve will be "retiring" from this role and our new counselors, John Kramer and Maria Rim will be taking over this role as Eve takes on a new focus in the Wellness Center.

The Judson University Campus Safety Department has a working relationship with local law enforcement agencies and has been able to bring out drug-detection canine units on two occasions to conduct dormitory walkthroughs. This is believed to be high-impact with regard to sending the message that drug use will not be tolerated. Judson Campus Safety also provides drug and alcohol awareness training to students and staff in the Residence Life department each August.

Weaknesses

We do not have funding in place to support the alcohol and drug prevention programming that the Wellness Center would like to begin (Operation Snowball), but we are exploring options.

Our existing survey data regarding drug and alcohol use is limited and does not allow a direct comparison to other institutions using the CORE survey. This survey will be expanded beginning 2018-2019.

Opportunities

- Judson University has an opportunity to partner with Renz substance abuse treatment center in Elgin for Operation Snowball.
- We also have an opportunity for one of our Wellness Center counselors to become a member of the Coalition for a Safe and Healthy Elgin (CSHE).
- We also have the opportunity to get our psychology honor students (Psi Chi) and other student campus leaders involved in a student-led substance abuse prevention programs (Operation Snowball).
- Judson University Wellness Center will explore grant opportunities available to support programming related to drug and alcohol use prevention.

Challenges

- Finding funding for substance abuse prevention program on campus (Operation Snowball).
- Recruiting students that will be committed to taking on leadership roles in alcohol and drug prevention on campus.

Threats

- Misinformation students have already obtained from unreliable sources about drug and alcohol use.
- Pre-existing culture and behaviors among some of students that promotes or tolerates drug and alcohol use.
- Parents of some of the students who are misusing/abusing alcohol and drugs themselves which confuses and misleads students regarding the acceptability of drug and alcohol use.
- Legal issues including proposed state bills that would legalize marijuana for recreational use in Illinois.

RECOMMENDATIONS FOR NEXT BIENNIUM

- The Committee recommends that Judson University increase drug and alcohol abuse prevention programming.
- The Committee recommends that Judson University adopt an online training program for all employees.
- The Committee recommends that Judson University adopt the CORE survey measuring attitudes toward drug and alcohol use.
- The Committee recommends adding faculty representation to the Committee and review process.

GOALS AND OBJECTIVES FOR NEXT BIENNIUM

- Implementation of an online alcohol and drug abuse prevention training program for employees of Judson University by Fall 2018. This project has been assigned to the Office of Campus Safety.
- Development of an educational program for student drug and alcohol offenders to be implemented Fall 2018. This project has been assigned to the Wellness Center.

- Drug and alcohol prevalence survey administration for 2018-2019 and 2019-2020 academic years.

APPENDIX A – 2017-2018 Student Handbook Policy Statements

In the 2016-2017 and 2017-2018 *Student Handbook*, code of conduct statements regarding illegal substances and alcohol are codified on page 30 (items 3-5):

3. The use of hallucinogenic drugs and substances (including marijuana) or narcotics not authorized by a physician is forbidden. Under no circumstances is the use, possession, or distribution of the above allowed on or away from campus.
4. The use of tobacco products is prohibited on campus, in campus-approved housing or at University-related activities. Tobacco products may not be stored in Judson Housing facilities.
5. The use of alcoholic beverages and/or simulated alcoholic beverages is not allowed on campus, in campus-approved housing, in privately owned vehicles located on campus, or at University-related activities

In the 2017-2018 *Student Handbook*, sanctions for use and distribution of illegal substances and alcohol are codified on pages 35 and 37:

5.20

A student who is found guilty for the first time of any of the following acts shall be subject to the MAXIMUM SANCTION OF SUSPENSION or a lesser sanction authorized by this Code. A student who is found guilty of any of the following acts for a second or third time shall be subject to the maximum sanction of dismissal or expulsion respectively.

5.21 Illegal Substances

This includes the possession or use of any non-prescription drugs such as barbiturates, hallucinogens, marijuana, cocaine, and heroin. This also includes the inappropriate use of prescription drugs or the possession, use, and distribution of drug paraphernalia such as pipes, bongs, and grinders.

The university reserves the right to request drug testing of our students. If a student tests positive to the drug test, the university may suspend that student. If the student returns to the university following suspension, he/she may be required to submit to random drug testing.

5.22 Alcoholic Beverages

This includes possession or use of alcohol in any form on the University campus, in University-owned facilities, in approved off-campus housing or commuter housing, in privately owned vehicles located on campus, and/or while participating in activities sponsored by the University. In addition, creating a disturbance on campus because of possession or use of alcohol and contributing to the use of alcohol by other University students by providing the substance and/or place for consumption is also prohibited.

The Director of Campus Safety, with approval granted by the Associate Dean of Students, may use an alco-test to determine alcohol use. A positive alco-test will serve as evidence of possession and consumption. Refusal to take an alco-test when accused of alcohol use and denying such use will be construed to be evidence of guilt

5.39

A student found guilty of any of the following acts may be subject to the MAXIMUM SANCTION OF EXPULSION or a lesser sanction authorized by this code.

5.40 Sale of Illegal Substances

This includes the sale of non-prescription drugs, barbiturates, hallucinogens, marijuana, steroids, and amphetamines, including every other substance not chemically distinguishable from them, except as authorized by law

In the *2017-2018 Student Handbook*, the University's Statement of Non-Disciplinary Policy and Off-Campus Expectations and Incidents Involving Judson Students.

Section Eight: Statement of Non-Disciplinary Policy

Students struggling with difficult personal lifestyle choices which are not in keeping with the expectations and guidelines established by the University-including but not limited to: alcohol or drug dependency, sexual identity or expression or addictions, -who choose to seek help through the Student Life Office will not automatically be punished and will receive the full cooperation, counsel and support of its staff as needed.

If the behaviors are criminal in nature, certain legal responsibilities may be placed upon the University, in which case students might be culpable, but the University will work in conjunction with willing students to insure appropriate resolution and restitution. Students must be aware that consequences for their action may still be a part of the cooperation, counsel and support of the Student Life staff.

Off-Campus Expectations and Incidents Involving Judson Students

Judson University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its students. It may become necessary for the University to take appropriate action as a result of student incidents off-campus that are contrary to the University's mission or that affect the ability of students to function well in the University community, at University sponsored events, and/or in educational settings.

In the event of complaints from the community, citizens, or agencies, the University will cooperate fully with local authorities in performance of their duties.

Authority for deciding what off campus incidents may affect on-campus environment is vested in the Associate Dean of Students, at which time he/she may charge the student with a violation, wait until an investigation is done, or choose not to pursue charges in the University discipline system. Students involved in criminal or civil proceedings could also be charged in the Judson University Judicial Code.

APPENDIX B – Annual Security Report Policy Statements (for 2016-2017 and 2017-2018)

Alcohol Policy

The use of alcoholic beverages and/or simulated alcoholic beverages is not allowed on campus, in campus-approved housing, or at University-related activities. This includes possession or use of alcohol in any form (beer, wine, liquor, etc.) or simulated alcoholic beverages (“near beer”) on the University campus, in University-owned facilities, in approved or non-approved off-campus housing or commuter housing, and/or while participating in activities sponsored by the University (field trips, organized tours, athletic events, internships, etc.). In addition, creating a disturbance on campus (even the smell of alcohol on the breath) because of possession or use of alcohol or simulated alcoholic beverages; and contributing to the use of alcohol by other University students by providing the substance and/or place for consumption is also prohibited. The Director of Campus Safety, with reasonable suspicion, may authorize a Portable Breath Test (PBT) to determine alcohol use. An alcohol content reading will serve as evidence of possession and consumption. Refusal to take a PBT when accused of alcohol use and denying such use will be construed to be evidence of guilt.

Substance Abuse Policy

The use of hallucinogenic drugs and substances (including marijuana) or narcotics not authorized by a physician is forbidden. Under no circumstances is the use, possession, or distribution of the above allowed on or away from campus. This includes the possession or use of non-prescription drugs, barbiturates, hallucinogens, marijuana, steroids, and amphetamines, including every other substance not chemically distinguishable from them, except as authorized by law. The university reserves the right to request drug testing of its students. If a student tests positive to the drug test, the university may suspend that student. If the student returns to the University following suspension, he/she may be required to submit to random drug testing.

The Wellness Center has brochures and information available on drug awareness, treatment, and abuse. Students with a history of drug usage/abuse are referred to a Christian counselor.

Appointments to see a counselor on campus can be arranged through the Student Life Office or by contacting the Wellness Center at extension 2464.

APPENDIX C – Staff Personnel Policy Manual Drug and Alcohol Policy Statements (2017-2018)

The following statement appears on pages 21 and 22 of the *Staff Personnel Policy Manual* as it appeared on MyJudson on 5/21/2018:

3.04 A Drug-Free Workplace

The Judson University catalog states, "Tobacco is not to be used on the campus and alcoholic beverages and illegal drugs are absolutely prohibited." Employees of the university are also expected to abide in spirit and deed with these regulations while on campus or off campus. The Federal Government requires Judson University to certify annually that it has provided a drug-free workplace in order for Judson students to be eligible for Federal Funds. In addition to the statements in the paragraph above, and in full cooperation with the Drug-Free Act of 1988 and its regulations as published in the January 31, 1989 Federal Register, therefore, Judson University affirms the following policy statement:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the campus of Judson University. Any employee violating this policy will be subject to discharge.

The following excerpt is from page 34 of the *Staff Personnel Policy Manual* as it appeared on MyJudson on 5/21/2018.

3.17 Policy Regarding the Use and Scheduling of Campus Facilities

Effective July 1, 2000 the following provisions govern the use of campus facilities of all types, both indoor and outdoor, by all individuals and groups: 1. The use of tobacco products, alcoholic beverages, and illegal drugs anywhere on the grounds or within any of the Judson University buildings is prohibited. Social dancing on the campus of Judson University is not permitted. Also prohibited are any behaviors which are not in accord with biblical principles or local, state or federal laws.

APPENDIX D – Faculty Policy Regarding Drug and Alcohol Use (2017-2018)

Lifestyle Standards

Judson University is a Christian institution which stands in the long succession of Christian orthodoxy. The institution maintains its commitment to an evangelical perspective and requires all who affiliate with the University community to live within the guidelines of the Faith Identity Statement and Community Standards. The student population of the University looks to employees for spiritual guidance and example. Therefore, certain behaviors are considered to be inappropriate for an employee.

In contrast to the fruit of the Spirit, Scripture condemns those acts and attitudes which reflect our sinful nature. It is the position of the University that certain behaviors, and the promotion of such behaviors, are expressly prohibited in the Scripture and therefore are unacceptable in the Judson University community. These behaviors include: theft (including plagiarism), lying, dishonesty, gossip, slander, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, premarital sexual intimacy) drunkenness, immodesty of dress and occult practices. While not explicitly mentioned in Scripture, the University believes that the following represents violations of Biblical principles and also are unacceptable: abortion and pornography. Also, members of the community are to abstain from the use of tobacco or alcoholic beverages at any campus related event, or when representing Judson University, and they are also required to abstain from the use of non-prescribed controlled substances and the abuse of alcohol and prescribed controlled substances.

Dismissal for Cause

Dismissal is a severance action by which the University, for cause, ends its employment relationship with academic faculty (which can include tenured faculty or any other faculty members dismissed during the terms of their contracts). As detailed below, faculty members may be dismissed by the President in cases of incompetence, neglect of duty, insubordination, immorality, incapacity and unprofessional conduct.

The University reserves the right to address performance or conduct concerns using remediation or progressive discipline strategies, which may include, but are not limited to: performance plans, professional development activities, reprimands, letters of warning, compensation adjustments, removal of administrative appointments, adjustment of teaching or administrative assignments, suspensions, and other sanctions or remediation techniques appropriate to the situation. Depending upon the circumstance, however, remediation or progressive discipline may be inappropriate or unnecessary and dismissal proceedings may be instituted in lieu of remediation or progressive discipline.

Dismissal proceedings may be instituted where a faculty member displays performance or conduct issues that (a) bear directly and substantially upon the faculty member's ability to continue performing his or her academic duties; or (b) undermine the University's reputation or ability to fulfill its educational and religious mission. Specifically, the grounds for dismissal thus include:

Incompetence and neglect of duty refer to the repeated or serious failure to fulfill the responsibilities of a faculty member as described in the Faculty Handbook, set forth in

the individual contract, or directed by the CAO. In other words, these terms refer to job-related performance falling below an acceptable standard.

Incompetence implies lack of required skills or abilities. It may be initiated by decreasing student evaluation ratings or complaints by students. It can also be reflected by poor teaching, but may include problems such as gross inefficiency or the inability to maintain appropriate working relationships with students and/or colleagues. Attempts to correct the area(s) of concern would have indicated that the possibility of remediation appears unlikely.

Neglect of duty implies substandard performance by a competent person, and may be either willful or unintentional. Examples include failure to prepare for class, canceling classes without good reason, or neglect of advising or committee responsibilities. Typically, faculty members will receive an opportunity to correct deficiencies, as long as those deficiencies do not pose an immediate and significant risk of harm to students or colleagues.

Insubordination refers to flagrant, repeated disregard of reasonable directives, when such defiance causes harm within the campus community, or compromises the reputation, accreditation status or financial stability of the University. In extreme cases, a single occurrence may represent cause for dismissal.

Immorality or moral turpitude encompasses conduct that offends the moral standards of the University, is inconsistent with moral rectitude, or evokes condemnation by the academic community. Immorality typically involves conduct so egregious or extreme that a single instance would be sufficient for dismissal. Moral turpitude includes but is not limited to having amorous relationships with students (other than one's spouse), pre-marital sexual relations, extra-marital sexual relations, homosexual behavior, or serious violations of criminal law, sexual harassment, or University policies.

Unprofessional conduct includes a range of behaviors including, but not limited to, discrimination, retaliation, sexual or other harassment, violation of law or university policy, a pattern of malicious gossip, non-collegial or disruptive behavior, violations of research protocols under federal statutes or regulations, falsification of data, plagiarism, and abuse of confidentiality.

Procedures for Dismissal for Cause

Upon learning of a situation involving a potentially dismissible offense, the CAO will meet with the faculty member, inform him/her of the concerns, and attempt to resolve the matter in a private and confidential manner.

If the matter remains unresolved, and following any appropriate investigation or fact-finding process, the CAO will notify the FEC of the University's concerns in writing and in a timely manner. A copy of this communication shall be provided to the faculty member at issue.

The FEC will review the situation and provide a preliminary, written recommendation to the CAO within 10 working days of notification. The faculty member will be permitted to submit a written summary of position to the FEC within 5 days of receiving a copy of the CAO's notification, and the FEC shall make its recommendation based upon review of

the CAO's notification and the faculty member's response, if any. If, upon review of the FEC's recommendation, the CAO decides to proceed with recommending dismissal, the CAO shall forward to the President his/her written recommendation, along with the FEC recommendation and faculty member submission. A copy of the materials submitted to the President shall also be provided to the faculty member.

If the President concurs with the CAO's recommendation for dismissal, then the President shall send written notification of intent to dismiss to the faculty member. During that same communication, the faculty member shall be informed of his or her right to a review hearing by the Faculty Grievance Committee. If the faculty member does not exercise his or her right to a committee hearing, the dismissal shall become final on the day after the appeal period expires, or at some time thereafter as determined by the President.

If the faculty member exercises his/her right to a hearing by the Faculty Grievance Committee, that committee will meet and send a report to the President. After considering the report of the Grievance Committee, the President shall make the final decision and notify the faculty member in writing whether or not dismissal action shall be taken. If the President concludes that dismissal is warranted, the President's written notification shall include an explanation for the decision and state the effective date of dismissal.

The President may, if circumstances justify, suspend a faculty member with pay due to the pendency of a dismissal action. Any faculty member engaging in misconduct or threatening behavior during a pending dismissal proceeding may, however, be suspended without pay.

APPENDIX E – Drug and Alcohol Abuse Prevention Policy (approved 6/21/2018)

Foreword

The Judson University President and Leadership Team have approved the Judson University Drug and Alcohol Abuse Prevention Policy for the campus community. This policy will be applied within the framework of the University mission and strategic plan and in compliance with “The Drug Free Schools and Communities Act Amendments of 1989” (20 U.S.C. § 1011i; 34 C.F.R. §86.1et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990).

The purpose of this policy (the “Policy”) is to provide:

- Clear standards of conduct and firm and consistent enforcement practices regarding drugs and alcohol in accordance with state and federal laws
- Sanctions the university will impose for violations of its standards of conduct
- Information related to prevention programs for students and employees
- Available counseling and treatment programs

This Alcohol and Drug Use Policy will apply to all students, faculty and staff on the Judson University campus, extension campuses and extension programs.

I. Policy Statement

The Judson University Drug and Alcohol Abuse Prevention Policy, like other standards of conduct applicable to the University community, is intended to further the educational mission of Judson University. Faculty, staff and students are expected to foster an environment that promotes the acquisition of knowledge, nurtures the growth of the individual and assures the safety and well-being of every member of the University community.

The unlawful manufacture, sale, distribution, possession or use of any illicit drug or substance, or misuse or abuse of legal drugs, including over-the-counter medications, is not allowed on campus. In addition, creating a disturbance on campus because of possession or use of alcohol is also prohibited.

The use, including sale, distribution, possession, and consumption of alcoholic beverages on University property is strictly prohibited. In addition, creating a disturbance on campus because of possession or use of alcohol is also prohibited.

Regarding tobacco, while the University allows persons over the age of 18 to use tobacco products responsibly off-campus in accordance with the law, the use of tobacco products, including vaporizer devices, while on campus is prohibited. Additionally, the possession of tobacco products is prohibited within dormitories and other campus buildings.

II. Definitions

- **Alcoholic beverage:** for the purpose of this Policy, includes any beverage having alcoholic content.
- **Behavioral emergency:** behavior that is so unusual, bizarre, threatening or dangerous that it alarms the person or another person and/or requires intervention.
- **Reasonable suspicion:** A reasonable belief based on facts and circumstances that a violation has been committed. Examples of reasonable suspicion could include the odor of alcohol or marijuana on a person or in their dorm room, a report from a credible source of an illicit drug or alcohol violation, possession of alcohol or drug paraphernalia, or physical signs and symptoms of alcohol or illicit drug use. Reasonable suspicion could be used as justification in searching a dorm room or other property or requiring a person

to submit to alcohol or drug testing.

III. Standards of Conduct

- A. All University faculty, staff and students are expected to comply with applicable local, state and federal laws and all University policies pertaining to the possession, use or sale of alcohol and drugs. Judson University follows local and federal laws prohibiting the unlawful manufacture, distribution, sale, possession, advertisement or use of illicit drugs and alcohol by any person on property owned or controlled by Judson University or as part of any on-campus or off-campus University activity. These laws carry penalties for violations, including monetary fines, forfeiture, and imprisonment.
- B. University faculty and staff are expected to remain unimpaired by drugs or alcohol while working or when participating in any on-campus or off-campus University activity.
- C. Possession and/or consumption of alcoholic beverages and intoxication of any person, regardless of age, on the Judson University campus or as part of any on-campus or off-campus University activity is strictly prohibited.
- D. Faculty, staff and students are responsible for conduct of their guests on the Judson University campus or as part of any on-campus or off-campus University activity.
- E. Faculty, staff and students are responsible for notifying Campus Safety for any person known to be experiencing a health or behavioral emergency resulting from the consumption of alcoholic beverages or the use of illicit drugs.

IV. Prohibitions

The University prohibits the following on Judson University's campuses, buildings used for academic or other official purposes, or as part of any on-campus or off-campus University activity:

- A. Pertaining to alcohol
 - 1. Possessing, distributing (any form of exchange, gift, transfer, or sale), or consuming alcoholic beverages
 - 2. Driving under the influence of alcohol
 - 3. Intoxication of any person (intoxication defined as a blood alcohol content in excess of 0.08)
 - 4. Possession of containers that previously contained alcoholic beverages
 - 5. It shall not be considered an automatic policy violation for a person over the age of 21 to possess in his or her vehicle an unopened container of alcohol, if the person removes the alcohol from campus within a reasonable amount of time after being asked to do so by Campus Safety, their supervisor, or other representative of the institution.
- B. Pertaining to illicit drugs
 - 1. Possessing, distributing (any form of exchange, gift, transfer, or sale), or consuming illicit drugs
 - 2. Driving while impaired

3. Possession of paraphernalia including any item typically used to process, inhale, vaporize, smoke, ingest, inject, or mask the use of drugs, regardless of whether the item has been used for illegal purposes
- C. Note that the possession and/or consumption of medical marijuana on campus grounds is also prohibited
 - D. Employees using prescribed or over-the-counter medication are prohibited from operating University vehicles or equipment at any time when their ability to do so might be impaired by the medication. In addition, no passenger in a University vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle.

V. Substance Abuse Testing

- A. Selected university positions may require substance abuse testing initially before a final offer of employment can be made. This testing may involve obtaining samples of saliva and/or urine.

Information regarding employee substance abuse testing will be maintained by Human Resources and kept confidential with the following exceptions: If an individual refuses to participate in drug abuse testing or fails it, Human Resources will categorize the individual as “not eligible for hire”. The individual may not reapply for employment for Judson University for one year. Positions that require pre-employment substance abuse testing:

- a. Campus Safety employees
 - b. Residence Life staff
 - c. Athletics coaches
 - d. Any positions that operate University-owned vehicles or with responsibility for transporting other employees or students
- B. Judson University may repeat substance abuse testing of any individual who was required to complete pre-employment testing if there is reasonable suspicion that the person has abused a substance, and shall order substance abuse testing of any employee immediately after any motor vehicle collision that occurred where the employee was the driver of a vehicle owned or rented by Judson University.
 - C. Students may be selected by Student Life for substance abuse testing due to reasonable suspicion of drug use.
 - D. The Department of Campus Safety EMS has the authority to administer a Breathalyzer alcohol test of any employee or student suspected of being under the influence of alcohol. Results of any Breathalyzer test of a student or employee will be made available to the Vice President having authority over the tested individual, and to Human Resources if the individual is an employee of Judson University. Refusal to take a Breathalyzer test will be considered evidence of alcohol consumption.

VI. Disciplinary Sanctions

- A. Any person who violates this Policy or applicable laws while on Judson University's campus property or while participating in a University activity will be subject to disciplinary sanctions, removal from property and/or arrest and referral for criminal prosecution.
- B. Additional sanctions beyond what is specified in this Policy may apply to persons who are involved in other activities (for example loss of student leadership positions or scholarships).
- C. Pertaining to traditional student alcohol or illicit drug violations:
 - 1. First violation – Discipline Action Plan meeting with Dean of Student Life, participation in Wellness Center educational presentation, assignment to mentor as appropriate, follow-up substance abuse testing, and work hours:
 - i. For alcohol violations by students under 21: 15 work hours
 - ii. For dry campus alcohol violations by students 21 and over: 10 work hours
 - iii. For alcohol violations involving students who provide alcohol or host a location for alcohol consumption to students under age 21: 20 work hours
 - iv. For illicit drug or other substance abuse: 20 work hours
 - 2. Second violation – Discipline meeting with Dean of Student Life, participation in no less than three counseling sessions with Wellness Center (cost assumed by student), follow-up substance abuse testing, and work hours:
 - i. For alcohol violations by students under 21: 15 work hours
 - ii. For dry campus alcohol violations by students 21 and over: 10 work hours
 - iii. For alcohol violations involving students who provide alcohol or host a location for alcohol consumption to students under age 21: 20 work hours
 - iv. For illicit drug or other substance abuse: 20 work hours
 - 3. Third or subsequent violations – Discipline meeting with Dean of Student Life, completion of Renz Center substance abuse evaluation with results made available to Judson University Student Life and Wellness Center staff, participation in no less than six counseling sessions with Wellness Center (cost assumed by student), and work hours:
 - i. For alcohol violations by students under 21: 15 work hours
 - ii. For dry campus alcohol violations by students 21 and over: 10 work hours
 - iii. For alcohol violations involving students who provide alcohol or host a location for alcohol consumption to students under age 21: 20 work hours
 - iv. For illicit drug or other substance abuse: 20 work hours
- D. Pertaining to non-traditional students committing alcohol or illicit drug violations, if a non-traditional student commits an alcohol or illicit drug use violation, he or she will be

immediately removed from campus and suspended pending a follow-up meeting with the department or division chair and a representative from Campus Safety. The purpose of this meeting is to determine disciplinary sanctions for the violation which would range from suspension up to dismissal from the program. Additional measures could include requiring the student to participate in substance abuse treatment and follow-up drug testing.

- E. In situations where the Dean of Student Life or Director of Campus Safety believes a student's behavior poses a threat to their own or another person's physical safety or health, he or she may refer the situation to the Behavior Assessment Team who may recommend additional measures to protect the safety of the student and campus community which could include removal of the student from the campus pending treatment in an approved program.
- F. Students who operate a motor vehicle on campus while intoxicated or impaired due to alcohol or other substance abuse, or who attempt to operate a motor vehicle while in this state, may have their parking permit revoked by Campus Safety to protect the safety of the campus community.
- G. For violations related to distributing (any form of exchange, gift, transfer, or sale) illicit drugs or other controlled substances, the sanction may increase to the maximum penalty of expulsion.
- H. Campus Safety will notify law enforcement to turn over any discovered illicit substances that are seized or otherwise recovered.
- I. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance may be ineligible for federal student aid for specific periods, ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.
- J. As Judson University is a member of the NCCAA (National Christian College Athletic Association), we have adopted the Code of Conduct for athletes as stated in the NCCAA Official Handbook, dated July 2017, Article VII, Section II. Athletes of participating institutions must refrain from practices such as the use and promotion/possession of illegal drugs, marijuana, alcoholic beverages, simulated alcoholic products, and tobacco/nicotine products. Failure in this type of behavior may result in immediate suspension of an individual or institution from participation.
- K. Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation occurring in the workplace. Employees found to be in violation of this Policy or applicable law will be subject to University disciplinary procedures up to and including dismissal from employment. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Office of Human Resources.

- L. The University is committed to referring members of the community for appropriate treatment and education through its student and employee assistance programs.

Judson University may provide amnesty from disciplinary sanctions to students and employees who request assistance dealing with an alcohol or substance abuse problem. Part of this process may include requiring the student or employee to participate in subsequent drug abuse screening.

VII. Health Risks:

Health Risks associated with the abuse of drugs or alcohol are numerous and can include mental and physical impairment. The abuse of drugs or alcohol can affect a person's academic, professional and personal life. Drug or alcohol use can create a health and safety risk for the user and other members of the University.

A. Alcohol

Alcohol consumption causes a number of changes in behavior and physiology. Even low quantities of alcohol significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving.

Continued alcohol abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle. Sudden cessation or withdrawal after chronic, long-term alcohol use may cause delirium tremens, a life-threatening complication that may increase risk of seizure.

B. Illicit Drugs

1. Cannabis, including marijuana and derivatives (resin, hashish oil) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy levels. Frequent users often have a lowered immune system, and an increased risk of lung cancer.
2. The use of hallucinogenic drugs including LSD, mescaline, and psilocybin causes hallucinations and illusions. Feelings of panic, confusion, suspicion, anxiety, and loss of control are common. Users may experience flashback events after use has stopped. Phencyclidine (PCP) affects the section of the brain that controls the intellect, and can block sensations of pain, resulting in violent episodes with self-inflicted injury.
3. The use of opioids such as heroin and opium can cause diminished pain and drowsiness as well as respiratory depression leading in some cases to respiratory arrest, a total cessation of breathing.
4. The use of stimulants such as amphetamines, methamphetamines, and cocaine can cause heart problems including dysrhythmias, chest pain, anxiety, paranoia, memory impairment, mood disorders, tremors, seizure, and in some cases death.

C. Prescription Drugs

Prescription drugs are FDA-approved drugs that must by federal law be dispensed under the direction and supervision of a physician. Prescription drugs may have effects on mood and the ability to safely operate vehicles or other heavy equipment. Abusing prescription drugs or combining alcohol or illicit substances with prescription drugs may result in a greater health risk including the possibility of respiratory depression, seizure, or heart arrhythmias.

VIII. Student and Employee Assistance Programs

The University provides the following services and resources for alcohol and/or drug-related problems.

- A. Wellness Center Counseling. The Wellness Center is located at the University Center.
- B. Referrals from the Wellness Center for substance abuse treatment programs, 12 step programs, and faith-based area programs.
- C. For full-time employees, Judson provides LifeWorks, an Employee Assistance Program through Metlife. Employees may access this free, confidential service 24/7 at 888-319-7819 for help with problems including addiction and recovery.

IX. Laws

The following list of local, state, and federal laws pertains to the unlawful possession or distribution of illicit drugs and alcohol.

A. Drugs

1. Illinois Controlled Substances Act 720 ILCS 570
2. Illinois Cannabis Control Act 720 ILCS 550
3. Compassionate Use of Medical Cannabis Pilot Program Act PA 089-0122
4. Illinois Vehicle Code 625 ILCS 5/11
5. Federal Controlled Substances Act 21 U.S.C. 801

B. Alcohol

1. Illinois Liquor Control Act
2. Driving Under the Influence

X. Judson University Alcohol and Drug Policy Committee

The following Committee members are responsible for the maintenance of Judson University's Alcohol and Drug Policy. The Policy is reviewed frequently and revisions to the Policy are made only after the Committee has approved them. Please contact any of the Committee members with comments, questions or concerns regarding Judson University's Alcohol and Drug Policy.

Committee Members:

- Nick Salzmann, Executive Director of Campus Safety
- Elliott Anderson, Dean of Students
- Carol DiDominicis, Counselor
- Chris Moment, Assistant Director of Athletics
- Wayne Pearson, Associate Vice President of Human Resources
- Patricia Gard, Payroll and Benefits Administrator

APPENDIX F – STUDENT LIFESTYLE STATEMENT (from 2017-2018 Student Handbook)

Lifestyle Statement

Judson University Lifestyle Expectations and Conduct Guidelines

LIFESTYLE EXPECTATIONS

Judson University is a Christ-centered, educational community. Communities function best when their members understand and abide by established standards of lifestyle and conduct, followed not by force of others, but out of each individual's willingness to take personal responsibility for him or herself, as well as for the well-being of the community.

As such, Judson University adheres to certain Biblical principles, as men and women in pursuit of both academic excellence and Christian ideals and values. Personal conduct should reflect this pursuit (2 Timothy 2:15; Colossians 3:12-17; 1 Corinthians 8:9-13; 1 Corinthians 10:23-33). Judson University has the responsibility of maintaining an environment conducive to learning and Christ-centered community living. Judson, therefore, reserves the right to discipline any student whose behavior is contrary to its purpose and standards.

CONDUCT GUIDELINES

Specific disciplinary consequences for the following behaviors are spelled out in the Judson University Judicial Code at the end of the Judson University Student Handbook. The Student Development Office expects students, as members of the Judson community, to take personal responsibility for the following areas:

Integrity

The spirit of honesty, fair play and respecting the rights of others, is expected.

Sexual Purity

Any form of sexual immorality—including, but not limited to, premarital sex, adultery, homosexual behavior and the use of pornography is prohibited.

Sobriety

The use of hallucinogenic drugs, alcohol and substances (including marijuana) or narcotics not authorized by a physician is forbidden. Under no circumstances is the use, possession, or distribution of the above allowed on campus, in campus-approved housing or at any university-related activity.

Smoke-Free Environment

The use of tobacco products is not allowed on campus, in campus-approved housing, or at any university-related activity.

Personal Safety

Assaulting, harassing or endangering, in any manner, the health and safety of any person is prohibited.

STUDENT HANDBOOK REGULATIONS

Compliance with regulations in the Judson University Student Handbook, and with the directions of university personnel, is expected. Please be aware of the views of the university regarding social dancing, profanity, chapel attendance, dorm behavior, freshmen curfews etc., as well as local, state and federal laws.

I understand the above expectations and guidelines and agree to abide by them. I further understand my signing this document is required prior to enrollment at Judson University.

Signature

Print Name

Date

Return a copy of this form to:

Office of Admissions
Judson University
1151 N. State Street
Elgin, IL 60123

Call. 847.628.2520

Fax. 847.628.2526

