



# TIFFIN UNIVERSITY DRUG AND ALCOHOL ABUSE AND PREVENTION PROGRAM

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## INTRODUCTION

Tiffin University is committed to fostering a safe and secure campus environment in which we live, learn, work, and play. Our all-inclusive document provides internal and external resources that are available for specific information to support our continuous commitment to maintaining a safe, inclusive, and caring community.

Effective October 1, 1990, all colleges and universities that receive federal funds must develop a program designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Congress created this requirement as part of the Drug Free Schools and Communities Act Amendments of 1989 which President Bush signed into law. Section 22 of the Act amends Title XII of the Higher Education Act of 1965 by adding a provision that outlines the steps a college must take to maintain a drug and alcohol prevention program.

Tiffin University publishes Drug and Alcohol Abuse and Prevention policy document in compliance with the Drug-Free Schools and Communities Act notification. The report includes standards of conduct policies, institutional sanctions, legal sanctions, health risks, and programming as they relate to alcohol and other drugs abuse. This information is to be disseminated to every Tiffin University employee and student.

Our collaboration increases awareness and promotes a positive University experience. We promote a safe campus by utilizing authentic dialogue and providing fact-driven information and resources, thus engaging with the community and keeping its members informed. This information is not produced to scare any individual, rather provide individuals with the resources to better themselves and be a healthier person.

Sincerely,

Dr. Lillian B. Schumacher, President

Dr. Peter J. Holbrook, Provost

Mr. Michael Herdlick, Dean of Students & Director of Facilities

Dr. Sharon Perry-Fantini, Vice Provost of Equity, Access, & Opportunity

Mr. Kenneth F. Santos, Clery Compliance Specialist

### **The publication is available in alternative media on request.**

#### **Accessibility to Information and Non-Discrimination Policy**

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost for Equity, Access & Opportunity/Title IX Coordinator, [perryfantinis@tiffin.edu](mailto:perryfantinis@tiffin.edu) or 419-448- 3504 or [Report an Incident](#).

## LETTER OF COMMITMENT

Tiffin University is committed to fostering a safe and secure campus environment in which we support those responsible for our continuous commitment to maintaining a safe, inclusive, and caring community.

While this information was not produced to provide individuals with the resources to better themselves and be a healthier person, Tiffin University commits to uphold all requirements as outlined in the Drug Free Schools and Communities Act Amendments of 1989.

Tiffin University commits that we will impose disciplinary sanctions on students and employees for violations of the standards sanctions on students and employees for violations of the standards of conduct. Tiffin University will impose sanctions against students according to the policies outlined in the Student Conduct Manual, which is disseminated to all students and employees annually and upon a potential students expressed interest in TU, as well as, upon receipt of their application to TU. Additionally, student athletes may also face sanctions as outlined in the Student Athlete Handbook, which is disseminated to the students annually. Tiffin University will impose sanctions against students according to the policies outlined in the Employee Manual, which is disseminated to all employees annually and at the new hire benefits meetings with Human Resources.

Tiffin University understands that any deviation from policy may result in a finding of non-compliance from regulatory agencies.

Sincerely,

Dr. Lillian B. Schumacher, President

Dr. Peter J. Holbrook, Provost

Mr. Michael Herdlick, Dean of Students & Director of Facilities

Dr. Sharon Perry-Fantini, Vice Provost of Equity, Access, & Opportunity

Mr. Kenneth F. Santos, Clery Compliance Specialist

## **DISTRIBUTION PLAN**

Tiffin University will post this document on the external website for all interested persons. Tiffin University will also email out to all students and employees a direct link to this document, a link to the website that the document is stored, and with a copy of the document directly attached to the email. The email groups that this document will be emailed to are updated regularly by ITS, the email should reach all students and employees. All employees and students are provided with an institutional email.

Tiffin University, consistent with the local, state or federal law, will impose sanctions against any student or employee who violates the following standards of conduct. These sanctions may include, but are not limited to mandatory participation in an appropriate rehabilitation program, expulsion from the college, termination of employment, or referral to the authorities for prosecution.

The student specific policies contained within this document are also distributed every academic year to the students in the student handbook. All student applicants and inquiries receive an email directing them to the website where the DAPP document is housed.

The employee specific policies contained within this document are also distributed every academic year to the employees in the employee handbook. The employees are required to certify that they have received and read the employee handbook. All new hires are informed of the location of the Clery Report (which has information pertaining to Alcohol and Drug policies, arrests, and student conduct referrals) and the DAAPP.

## **STUDENT POLICY**

### **Alcohol Policy**

Tiffin University, in compliance with the Drug-Free Schools and Communities Act of 1989, prohibits the unlawful manufacture, distribution, dispensing, possession, or the unlawful use of alcohol on the campus or any other property under the control of Tiffin University and at University sponsored events/activities.

### **Responsibility**

Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.

- **Law:** It is the expectation that all students abide by state and federal law concerning the use, possession, and distribution of alcohol. Consequently, students and guests of students must be of legal age to possess and consume alcohol as dictated by local, state, and federal law. The acceptable age is currently 21 years and older.
- **Underage and Alcohol:** If you are under the age of 21, the following additional actions/behaviors are prohibited under this policy:
  - Use and/or possession of alcohol under the age of 21.
  - Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in apartment/house are not over the age of 21.

- Occupancy in a room where alcohol is present. ○ Complicity to alcohol use. ○ Alcohol containers of any kind (whether empty or full) are not permitted for use or to be in the presence of those under the age of 21.
- Abuse/Misuse: Consumption of alcohol that impairs a Student's personal health and/or safety, regardless of age.
- Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- Devices: Use and/or possession of mass consumption devices (ie. beer bong, funnels, etc.).
- Disorderly Conduct: Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.
- Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- Public Intoxication: Public intoxication and/or drinking in public.
- Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kinds (whether empty or full).

University regulations governing the use, possession, and consumption of alcoholic beverages by Students and Student Organizations on University property or affiliated premises

- Students may not possess or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.

### **Fraternity and Sorority Facilities**

- Each Greek chapter is responsible for adhering to state and local laws, and the Tiffin University Code of Student Conduct regarding alcohol use.

### **Residential Facilities (halls, houses, apartments, etc.) - Student Rooms**

- Students who are of legal age may consume alcohol in their room with the doors closed.
- Open containers, carriers, or cups of alcoholic beverages are not permitted in any common space, lounge, hallway, restroom, or other public area of a residence hall, or on-campus location where underage Students are living.

### **Drug Policy**

Tiffin University supports federal laws concerning drug use. The University will not interfere with the legal prosecution of any members of the academic community who violate these laws. Additionally, Tiffin University prohibits the possession, use, public intoxication, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia. This also includes the distribution, use or possession of prescription medication contrary to a valid prescription. Additionally, all medication, prescription or otherwise (including vitamins, etc.) must be kept in its original container or packaging. Marijuana, including medical marijuana, is prohibited on campus regardless of age. Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use. Federal law, including the Drug Free Schools & Communities Act of 1989 continues to prohibit the unlawful possession, use, or distribution of marijuana and other drugs on college campuses.

## **Drug Testing Policy**

Tiffin University Maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We seek to assure the physical and mental well-being of all our students, faculty, staff, and visitors to campus. Thus, consistent with the state and federal laws including the Higher Education Assistance Act and the Drug-Free Workplace Act, Tiffin University has established the following policies:

### **Reasonable Suspicion Testing**

A Student is subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of Tiffin University, will be required whenever the Office of the Dean of Students or their designee suspect or have reason to believe that a student might be engaging in the unlawful and /or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus

### **Testing and Disciplinary Action**

Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A Student, who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample will be disciplined up to and including dismissal from Tiffin University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, may result in disciplinary action. This action could include, but is not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

## **Amnesty Policy**

Student health and safety are of primary concern to Tiffin University. As such, there can be times were Good Samaritan Policies or Medical Amnesty Policies apply to campus life. These policies are life saving measures that enable individuals to make responsible decisions by shielding them from punishment when they call for medical help during an emergency related to alcohol. If medical assistance is sought regarding an intoxicated student or reporting an incident of sexual misconduct, the Office of Student Affairs will not pursue internal conduct charges against those student(s) actively assisting the intoxicated student. Actively assisting requires that an individual contact either the police, a representative of Student Affairs, Campus Security, or a Resident Assistant to assess the condition of the situation. The following situations would NOT be covered by the Medical Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of conduct policies other than the alcohol policy
- Possession with the intent to distribute drugs

The intoxicated student and possibly those involved in helping the student will be required to meet with a member of the Office of Student Affairs who may issue educational sanctions that may include but are not limited to alcohol/drug education, counseling, or substance abuse assessment. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization may be held responsible for violations of University policies. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations.

### **Smoking/Tobacco**

Smoking is not permitted inside campus buildings or in University vehicles. The use of chewing tobacco or snuff is prohibited inside campus buildings and University vehicles.

### **Student Athlete Drug Test**

Tiffin University supports state and federal laws concerning drug use. The University will not interfere with the legal prosecution of any members of the academic community who violate these laws. Additionally, Tiffin University prohibits the possession, use, public intoxication, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia. This also includes the distribution, use or possession of prescription medication contrary to a valid prescription. Additionally, all medication, prescription or otherwise (including vitamins, etc.) must be kept in its original container or packaging.

### **Drug Testing Policy**

Tiffin University Maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We seek to assure the physical and mental well-being of all our students, faculty, staff, and visitors to campus. Thus, consistent with the state and federal laws including the Higher Education Assistance Act and the Drug-Free Workplace Act, Tiffin University has established the following policies:

#### ***Reasonable Suspicion Testing***

A Student is subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of Tiffin University, will be required whenever the Office of the Dean of Students or their designee suspect or have reason to believe that a student might be engaging in the unlawful and /or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

#### ***Testing and Disciplinary Action***

Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A Student, who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample will be disciplined up to and including dismissal from Tiffin University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use



and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, may result in disciplinary action. This action could include, but is not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

## **EMPLOYEE POLICY**

### **Drug Abuse Prevention**

Tiffin University is committed to providing students with the best possible opportunity for intellectual and personal development. This includes providing definitive actions to assist all students in understanding the problems associated with substance abuse. Should drug use be suspected on the part of a student or employee, he or she may be requested to comply with appropriate drug screening/testing procedures. Such a request could only be made by the President. If the tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed. Only a combined effort from educational institutions, government, law enforcement and individual families can reduce substance abuse. Tiffin University has been, and will continue to be, active in this endeavor.

### **Alcohol And Other Drugs**

The illegal possession, consumption, provision or sale of drugs, or misconduct resulting therefrom, is a serious offense, which is subject to disciplinary action by University and civil authorities. Depending on the seriousness and extent of the offense, action ranging from a warning/consultation up to and including expulsion may be imposed.

Tiffin University cannot and will not protect students or employees who use or sell drugs from prosecution under federal, district or state laws. However, within the limits of its resources, the University will promote, encourage, and make available on-campus programs, counseling, and referral services designed to promote education in the area of drug abuse prevention.

As a condition of employment, employees will abide by the terms of the statement and notify Tiffin University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

A description of the applicable legal sanctions under state law for the unlawful possession or distribution of illicit drugs or alcohol can be found in the Ohio Revised Code, Chapter 2925 and amendments in regard to drugs, and Chapter 4301 and amendments in regard to alcohol.

### **Policy On Alcoholic Beverages And Smoking/Tobacco**

Effective October 1, 1990, all colleges and universities that receive federal funds must develop a program designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Congress created this requirement as part of the Drug Free Schools and Communities Act Amendments of 1989 which President Bush signed into law. Section 22 of the Act amends Title

XII of the Higher Education Act of 1965 by adding a provision that outlines the steps a college must take to maintain a drug and alcohol prevention program.

To comply with the requirements of the Act, Tiffin University will annually distribute to each student and employee a copy of the Student Handbook, which will outline this program. Tiffin University, consistent with the local, state or federal law, will impose sanctions against any student or employee who violates the following standards of conduct. These sanctions may include, but are not limited to mandatory participation in an appropriate rehabilitation program, expulsion from the college, termination of employment, or referral to the authorities for prosecution.

### **Age**

An individual shall be 21 years of age to possess, distribute or consume alcoholic beverages on campus or at off-campus university related functions.

### **Sale And Use**

1. Sale or use of alcoholic beverages on campus or at off-campus university related functions requires the formal approval and registering of the function with the Dean of Students. An alcohol/party request form must be completed and submitted to the Dean of Students at least five days before an event is to take place. Also, an F-permit must be obtained from the State of Ohio.
2. Sale or use of alcoholic beverages shall take place only in the area specified for approval.
3. In on campus living units, approved areas for drinking shall be dormitory/house rooms for students 21 or older.
4. Persons or groups receiving approval for sale/distribution of alcoholic beverages shall obtain the necessary liquor license or permit (F-permit).
5. Alcoholic beverages shall not be given as prizes, rewards or inducements.

### **Behavior**

Any person bringing guests to campus shall be responsible for making University regulations known to them. Any violations by guests shall be attributed to the host/hostess. Any of the following actions on campus or at off campus university related functions will result in disciplinary procedures against those involved:

1. Granting access to or serving alcoholic beverages to those under 21 years of age.
2. Destruction of university property, personal property on the campus, or property at an approved off campus function, resulting from the use of alcohol.
3. Behavior, noise or conduct that infringes on the rights of others and is the result of alcohol consumption.
4. Use of false or altered Tiffin University ID cards, or other types of identification to obtain alcoholic beverages.
5. Public/on campus intoxication.

### **Containers**

1. Carrying open containers or alcoholic beverages outside of approved or registered areas shall be forbidden.

2. Kegs, beer balls, and other common sources containing wine or hard liquor shall not be allowed on campus.
3. Kegs and beer balls shall only be allowed at formally approved functions.

### **Events**

Any approved event, on or off campus involving the sale/use of alcoholic beverages shall be conducted by the following guidelines:

1. The appropriate liquor license or permit shall be obtained.
2. Individuals sponsoring the event shall implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons who appear to be intoxicated, or to persons whose behavior is inappropriate or under age.
3. The consumption of alcoholic beverages shall be limited to the designated area.
4. Non-alcoholic beverages shall be readily available in sufficient quantities.
5. Food or snack items shall be readily available in sufficient quantities.
6. No approved events shall include any type of drinking contests or games involving alcoholic beverages.
7. Advertisements for any event where alcoholic beverages are served shall state the availability of non-alcoholic beverages as predominantly as the availability of alcohol. Alcohol may not be used as an inducement to participate, nor as the main focus of the event.
8. The responsible group/individuals shall take responsibility for arranging to have proof of age checked. The system of "proofing" must be submitted in writing to the Dean of Students.
9. The sponsoring group/individuals shall designate an appropriate representative of the University and notify that representative of any problems that may arise.
10. The responsible group/individuals shall designate at least one person who will oversee the event while abstaining from the consumption of alcoholic beverages. The group adviser or designee should be present at the function.
11. Wood grain alcohol or any similar high proof alcohol is prohibited at any event.

### **Smoking/Tobacco**

Smoking is not permitted inside campus buildings or in University vehicles. The use of chewing tobacco or snuff is prohibited inside campus buildings and University vehicles.

## **SANCTIONS**

### **Student Based Sanctions**

#### **Sanctions & Outcomes Defined**

The following are Tiffin University sanctions that may be assigned as a result of a Student being found responsible for violating the Tiffin University Code of Student Conduct. Sanctions may be assigned independently or in combination with other sanctions listed. Sanctions can be assigned to individual Students, teams, groups of Students, or Student organizations. For more information on group sanctioning please see the end of this S—0.234084 section.

**A. Apology Letter** – Students can be sanctioned to craft an apology letter to a third-party.

The letter is to be completed and delivered to University Officer currently assigned to the case. The destination of an apology letter is up to the discretion of the University Officer.

- B. Campus Accessibility Restriction** - A temporary or permanent restriction of access to certain campus areas, properties, buildings, living units, public spaces, parking lots, activities, etc.
- C. Community and/or University Service** - Completion of a designated number of hours of service on campus or in the community.
- D. Disciplinary Hold** - Students that fail to cooperate with the Student Conduct Process can be placed on Disciplinary Hold. Once on Disciplinary Hold, Students cannot receive a transcript or register for classes at Tiffin University. To have this hold lifted, Students are required to attend a Student Conduct Hearing and/or comply with assigned sanctions and/or outcomes.
- E. Disciplinary Probation** - A status set by a University Officer for an established amount of time where any further violation of the Code of Student Conduct will result in further sanctions and/or jeopardize the Student's status with Tiffin University.
- F. Dismissal** - The permanent separation of Tiffin University and a Student. Any student that is dismissed is not permitted to be on campus, unless given prior permission from the Dean of Students. Students found to be in violation of their dismissal may face legal action by the University.
- G. Educational Sanction or Assignment** - Educational Sanctions and/or Assignments are designed to assist in the development of students found responsible for violating the Code of Student Conduct. Examples of Educational Sanctions or Assignments include, but are not limited to: Paper assignments, bulletin board creation, Reslife.net, and the Tiffin University Community Standards workshop (for more information, see Item P.)
- H. Housing Sanctions or Restrictions** - Housing Sanctions or Restrictions include:
  - a. Housing Relocation - Students may be required to relocate their housing arrangements.
  - b. Housing Removal - The immediate removal from Tiffin University Housing either permanently, or for a set period of time.

The University reserves the right to remove anyone from housing immediately should circumstances warrant it. This action can be temporary or permanent.
- I. Loss of Privilege** - The Withdrawal of a privilege, use of a service, participation in a program, event, or activity for a set period of time. This sanction may prohibit a student or organization from participating in extracurricular or athletic activities.
- J. Meeting with University and/or Community Resources** - Meeting with a University employee, office, or community resource to learn about resources offered to support students at the institution or in the community.
- K. Monetary Fine** - Monetary fines may be imposed for any Student found in violation of the Code of Student Conduct. Additionally, Students may be fined for any damages that occur in incidents where Students are found responsible.
- L. No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents.



- M. Parental/Guardian Notification** - The University reserves the right to notify parents/guardians of dependent students regarding any student conduct situation as it deems necessary. The University may also notify parents/guardians of dependent and non-dependent students of alcohol and/or other drug violations.
- N. Counseling Referral** - A student may be sanctioned to consult with a counselor for an assessment and any follow-up appointments that stem from that assessment. Responsibility for costs related to counseling may be placed on the Student. Failure to keep appointments will be documented separately as a Failure to Comply violation.
- O. Removal of Animal** - In instances where the Animal policy has been violated, an Emotional Support Animal or Service Animal may be removed from campus on either a permanent or temporary basis.
- P. Restitution** - A Student may be sanctioned to pay for damage to property, for personal injury expenses and/or other expenses. Students may also be required to complete restitution through service. (For example: A student that intentionally vandalizes a bathroom could be sanctioned to assist Tiffin University Housekeeping Staff in cleaning efforts). Additionally, a Student can be sanctioned Restitution through community service.
- Q. Restorative Justice Session** - In many instances of conflict, there is a need to “repair the harm” between involved parties. With the buy-in of all impacted parties in an alleged incident, a University Officer may sanction a Restorative Justice Session involving the respondent, as well as any negatively affected parties in the incident. This Session will be facilitated by the University Officer. This Session is not designed to have the respondent plead their case to the student, but rather provide a unique opportunity for the students to work toward a mutually agreeable solution to their conflict and/or student conduct incident.
- R. Suspension** - A set period of time in which the student is physically separated from the University for violations of the Code of Student Conduct. Certain requirements may be placed on the student that must be completed before the student may return to campus. Any student that is suspended is not permitted to be on campus, unless given prior permission from the Dean of Students. Students found to be in violation of their suspension may face legal action and further disciplinary action by the University.
- S. Tiffin University Community Standards Workshop** - A monthly educational workshop offered through the Office of Student Affairs. This workshop will focus on an in-depth look at policies and procedures, as well as the importance of being a responsible-minded community member of Tiffin University.
- T. Warning** - Students may receive either verbal or written warning as a result of being found in violation of the Tiffin University Code of Student Conduct. Any repetition of the same or similar behavior will result in further disciplinary action.

## **Sanctions, Offenses, And Outcomes**

Any student involved in a violation of Tiffin University Code of Student Conduct policies or other institutional policies will face action from the Student Conduct process, utilizing the following procedures which are subject to revision based on the nature of the incident, conduct history of the respondent, impact on the community, etc. Any repeated policy violation under the Student Code of Conduct may result in the increase of level of offense.

Alcohol Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, and \$200 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one semester, and \$100 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$250 fine.	Substance abuse assessment, disciplinary probation of no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$150 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification and \$300 fine.  Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$200 fine.

Drug Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one academic year, parental/guardian notification, and \$300 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, parental/guardian notification, and \$200 fine.

Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$350 fine.	Substance abuse assessment, disciplinary probation for no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$250 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and \$400 fine.  Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$300 fine.

The above sanctions are guidelines. Sanctions may be increased or decreased on a case-by case basis, based on the nature of the incident, the impact on the community, and/or the Student's disciplinary history.

At any time, the University has the right to consult with or turn over incidents to the Tiffin Police Department.

### **Implementation And Revisions**

The Code of Student Conduct is implemented by Officials of Tiffin University. This Code will be reviewed annually, under the direction of the Office of Student Affairs. Tiffin University reserves the right to make changes to the Code of Student Conduct as deemed appropriately by University Officials. The most up to date version of the Code of Student Conduct can be found at <http://www.tiffin.edu/campuslife/student-conduct/code/>. For questions or concerns regarding the Code of Student Conduct, contact the Director of Student Conduct.

## **Employee Based Sanctions**

### **Corrective Action**

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the department. The progressive corrective action process should be handled consistently within each department and for each problem.

### **Guidelines**

The Corrective Action Process or the Performance Improvement Plan refers to the following actions:

1. counseling or verbal warning
2. written reprimand and warning
3. suspension
4. suspension pending investigation and final determination
5. specific warning of discharge

6. discharge.

Depending on the situation, any step may be repeated, omitted, or taken out of sequence; however, Tiffin University reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual basis by the department and Human Resources.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.

When issuing corrective action or Performance Improvement Plan, there should be clear and direct communication between the employee and his/her immediate supervisor (or other University official with responsibility for the unit in which the employee works). This communication should include a meeting between the employee and the supervisor. The supervisor should discuss the nature of the problem and how it affects the employee's overall performance and/or the overall performance of the department. During the meeting, the supervisor should make it clear to the employee that there are specific performances/behavioral expectations of the position, that he/she has failed to meet the outlined expectations, and a corrective action or Performance Improvement Plan is being issued. It should also be clearly established that the employee must work on correcting the problem within a defined time period to avoid a more serious progressive discipline.

Disciplinary action should be taken within a time frame that will allow for a positive change in the employee's behavior or work performance. All disciplinary actions should be documented in writing, preferably on the Corrective Action form or the Performance Improvement Plan form, which includes instructions for the approval and routing process.

Except for serious offenses, the corrective action ordinarily should not be advanced if six (6) months or more have elapsed since the previous corrective action. The employee's prior disciplinary record is never expunged from his or her personnel file. However, when the progressive correction action occurs six (6) months or more after the previous discipline, the last disciplinary step taken should be repeated.

In the case of serious misconduct, an employee may be suspended and/or discharged on the first offense. Serious workplace misconduct includes, but is not limited to:

- a. theft (to include unauthorized removal and/or use of University property)
- b. sleeping on the job
- c. fighting;
- d. behavior/language of a threatening, abusive or inappropriate nature;
- e. misuse, damage to or loss of University property;
- f. falsification, alteration or improper handling of University-related records;
- g. unsatisfactory customer service (mishandling of or unsatisfactory service to the public, students, patient, staff or faculty) as defined by the department;



- h. disclosure or misuse of confidential information, including government-mandated regulations that outline the treatment of confidential information (i.e., FERPA, HIPAA, etc.);
- i. insubordination (e.g., refusal to carry out a direct assignment); and
- j. misuse of the University's electronic information systems, including:
  - a. deleting or altering electronic information without authorization;
  - b. generating false, misleading or defamatory information; and
  - iii. disregarding copyright and other intellectual property rights.

Supervisors initiating corrective action should consult with their own immediate Vice President/Provost/Athletic Director and/or their divisional Human Resources representative prior to issuing discipline. Human Resources should be contacted in order to give measured feedback, suggest alternative action(s) or approve the impending corrective measure.

In cases of suspension, suspension pending investigation/outcome or of termination, Human Resources approval is required along with the approval of the immediate Vice President, Athletic Director, President and or Provost prior to any action being taken against the employee. Disciplinary action that is issued may be reversed, amended or negated by Human Resources, pending a review with the appropriate supervisor or departmental Human Resources representative. This policy excludes incidents related to discrimination, harassment, & retaliation. Please refer to the Civil Rights Policy and Procedures Manual.

## **Legal Penalties**

### **State, and Local Penalties**

Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana, knowingly or recklessly furnishing them to a minor, and administering them to any person by force, threat, or deception with the intent to cause serious harm. These offenses are felonies. The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

Ohio law provides for mandatory fines, which must be at least \$500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consume alcoholic beverages on their premises are guilty of a misdemeanor.

A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine up to \$1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age, who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or

furnishes false information to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000. Ohio law requires the mandatory suspension of an individual's license from six months to five years for violation of the Controlled Substance Act.

### **Federal Penalties**

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 5-20 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 for 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.

## **HEALTH CONCERNS**

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 spouse and child abuse. 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 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 can be born with irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate,

hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.

- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.
- Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
- Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
- Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
- Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, lightheadedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

Alcohol Poisoning - Symptoms of alcohol poisoning

1. Person is unconscious or semiconscious and cannot be awakened.
2. Cold, clammy, pale or bluish skin.
3. Breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
4. Vomiting while “sleeping” or passed out, and not waking up after vomiting.

## RESOURCES

### In the Community

#### **Mental Health Services, Alcohol, And Drug Information Services (Seneca County Area)**

Firelands Counseling and Recovery Services

Ashwood Rd Tiffin, OH 44883

419-448-9440

New Transitions Counseling LLC

777 S. Washington St Tiffin, OH 44883

419-448-4094

Crisis Intervention Services (24 Hour Service)

1-800-826-1306

#### **Alcohol And Drug Information Services (Outside Of Seneca County Area):**

Alcoholics Anonymous (For any drug or alcohol problems)

1-888-683-9768

Cocaine Abuse 24 Hour Addiction Services  
1-800-274-2042

### **Medical Emergency**

Students needing emergency medical treatment should be taken to Mercy Hospital located at 45 St. Lawrence Drive. If the student is in need of an ambulance, please dial 911 and contact the Dean of Students Office. If the student resides in University housing, please contact a Resident Assistant, Head Resident, Area Coordinator, Assistant Dean of Students, Director of Campus Security, or Dean of Students

### **Provided by Tiffin University**

#### **Services For Students**

*Tiffin University Health Services*  
Seneca House, 217 Miami St  
419-448-3429

Tiffin University Health Services will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate about proper attitudes and habits regarding personal and community health. Tiffin University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Services available include diagnosis and treatment for common illnesses; routine preventive care; physicals; allergy shot administration; immunization counseling; mental health counseling referral; and sexually transmitted disease counseling, diagnosis, and treatment. The Health Services Clinic also carries a variety of health education materials. To contact Tiffin University Health Services or to schedule an appointment, please call 419-448-3429.

#### *Tiffin University Counseling and Wellness*

Seneca House, 217 Miami St  
419-449-3578

Tiffin University Counseling and Wellness Center is available to provide counseling services to its students. Referrals may be made by any member of the Tiffin University Community or via health care professionals from the University Health Services. The counselor on duty will make an assessment of the student's overall physical and mental state in order to make the appropriate counseling referral. The Office of Student Affairs (419-448-3264) will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university. Contact Dean of Students, Michael Herdlick: office 419-448-3582. Individual appointments can be scheduled with the Director of Counseling and Wellness Services, at [Counseling@tiffin.edu](mailto:Counseling@tiffin.edu)

In the event a student is in a state of crisis and requires immediate attention or intervention by counseling services, an immediate referral will be made to the University Counseling and Wellness Center. If the student is in crisis during the normal operating hours of the University Health Services, the student will be taken to the facility and placed under the immediate care of the health professionals. They will then make the necessary referrals for the specific type of



counseling that is most beneficial to the student. If the student is in crisis outside of the normal operating hours of the University Counseling and Wellness Center, the Student Affairs Office will contact a health care or counseling professional on call to aid in making the necessary referral and/or aid in making the necessary wellness recommendation for the student's overall welfare.

The University may impose a leave of absence or require a student to live off campus after an individualized assessment by a licensed counselor. The assessment should consider whether there is a significant risk that the student will harm him/herself or another and whether the risk cannot be eliminated or reduced to an acceptable level through accommodations. In addition, Tiffin University may require a release form from the respective doctor, attending physician, or mental health counselor before the student can attend classes or resume living on campus.

For students who are not in crisis situations, but who are deemed by the Director of Counseling and Wellness as someone who is in need of psychiatric services, the Director of Counseling and Wellness will make the referral or necessary mandatory requirement in order to aid the student with the issues he or she is facing. Some of these referrals may be part of a judicial sanction or an intervention and it will be necessary for the student to complete the assessment/counseling process to the satisfaction of the health care professionals in order for that student to continue to be enrolled at Tiffin University.

**PLEASE NOTE:** In all cases of counseling, information regarding the student will be kept confidential. Student who request general counseling services will be referred to the University Counseling and Wellness Center and it is up to the student to keep those appointments. All contact regarding counseling for those students will be between the University Counseling and Wellness Center and those students directly. The University Counseling and Wellness Center health care professionals will not offer any updates regarding those students to the administration, faculty or staff of Tiffin University, or to any parents unless the disclosure is deemed appropriate and authorized by law.

For those students who are referred through a judicial sanction or intervention for counseling services, the University Counseling and Wellness Center will confirm only that information that is deemed appropriate to the situation to satisfy the requirements of the sanction or intervention. Students in these situations may be asked to sign a release for partial shared further information as necessary. If a mandatory referral for the wellness of the student or for assessment purposes to ensure the safety of the student and others, only information regarding attendance at sessions may be shared between the University Counseling and Wellness Center and the Office of Student Affairs.

Counselors assist students with personal concerns on a one-to-one basis, but also by working with small groups. The following are some student concerns that counselors often address:

- Study skills enhancement and time management
- Strategies to overcome loneliness, depression, test anxiety
- Campus life or roommate concerns
- Coping with stress, relaxation techniques
- Becoming more assertive

- Sexual information or pregnancy concerns
- Alcohol and drug abuse concerns
- Decision making strategies
- Coping with death or divorce

All concerns are kept confidential. Doctors or counselors may refer a student to the Firelands Counseling Center (76 Ashwood Dr. Tiffin, OH 44883, 419-448-9440) in Tiffin or to a counselor or psychiatrist for more specialized concerns or medication concerns.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) provides a practical and constructive mechanism for assisting Tiffin University employees with personal problems which may affect the workplace and to aid those employees and family members who voluntarily wish to use the program as a means of resolving a personal problem.

The philosophy and purpose of this program are as follows:

Tiffin University encourages employees and their family members who suspect that they may have a behavioral or medical related problem, such as depression, anxiety, alcohol and/or drug abuse, or relationship concerns, to take advantage of the assessment, diagnostic, counseling and treatment services available through the EAP on a voluntary basis.

Tiffin University believes that an employee's job performance may also be affected when a member of their family is afflicted with behavioral and/or emotional problems. For this reason, the same offer of referral is extended to any member of the employee's immediate family. Tiffin University recognizes that management and supervisory personnel do not have the professional qualifications to make any diagnosis or judgment as to whether or not an employee has behavioral/medical problems. Therefore, referrals for assessment, diagnosis, and treatment should be only at the employee's request and/or on the basis of job-related behavior.

Implementation of this policy will not require, or result in, any special regulations, privileges or exemptions of the administrative practices applicable to job performance requirements and standards.

It is the responsibility of all management and supervisory personnel to follow procedures which ensure employees with behavioral/medical problems that their job security or promotional opportunities will not be jeopardized by a request and/or referral to the EAP.

It is the option of the employee to either accept or reject referral for assessment or professional treatment. Tiffin University, however, encourages employees to seek help on their own initiative and nothing in this policy negates that right.

The fact that an employee accepts, rejects, or fails to respond to treatment does not diminish the employee's responsibility to meet required job performance standards.

All mental health/substance abuse issues will receive benefits and coverage as provided according to established employee benefit plans.

The EAP records of employees with behavioral/medical problems will be confidentially preserved in the same manner as all other medical records.

Personal information concerning supervisory referrals will not be revealed to management or to the supervisor without written consent of the employee, and will not be part of the employee's health record.

Voluntary self-referred employees or family members seeking assistance will be able to do so with complete anonymity and with complete confidentiality if so desired.

There will be no charge for the EAP assessment service. However, if costs are incurred for ongoing counseling and/or a formalized treatment program that are not covered by insurance or other benefits, that cost will be the responsibility of the employee.

## **PROGRAMMING**

### **Drug And Alcohol Prevention**

#### **ALTERNATIVES**

ALTERNATIVES is an Alcohol and Drug Prevention Program run through the Counseling Office for students actively using counseling services. This program is 4 sessions long, with each session lasting 1.5 hours.

#### **CHOICES**

CHOICES is an Alcohol Prevention Program run through the Counseling Office for students actively using counseling services. This program is 2 sessions long, with each session lasting 1.5 hours.

#### **Demi Lovato: Simply Complicated**

This program is a partial screening of the documentary with a discussion of substance abuse, their effects, and healthy alternatives. Offered to all students and employees, however special effort went into targeting students.

#### **Substance Abuse: Performance Enhancing**

This program is mandatory for all student athletes.

#### **The Alcohol Affect: Impacts on Sexual Misconduct**

This program was a data driven, showing that about one half of women who are sexually assaulted (~25% of American Women) had alcohol as a contributing factor. By examining the alcohol consumption of the perpetrator and/or victim, alcohol can play an exacerbating factor. This program also addresses alcohol's effects on sexual and aggressive behavior, stereotypes about drinking women, and alcohol's effects on cognitive and motor skills contribute to alcohol-involved sexual assault.

### **Beverage Options at Events**

Most of the events that occur on campus do not have a liquor beverage options. Programs wanting alcohol present need to approval prior to the event being publicized and must meet the federal, state, and local licensing requirements. Any event sponsored by, or held on, Tiffin University Property must meet this requirement.