2019-2021 Drug and Alcohol Biennial Review:  
University of Saint Joseph

The Higher Education Act of 1965 (as amended by the Safe and Drug-Free Schools and Communities Act of 1994) requires that any institute of higher education receiving federal funding must implement a program to prevent the abuse of alcohol and the use of illicit drugs by students and employees. The Department of Education’s regulations require that universities must 1) distribute certain drug and alcohol prevention information to students and employees every year; and 2) conduct a review of their drug and alcohol prevention programs, and their effectiveness, every other year. This document constitutes a biennial review for the University of Saint Joseph.

I. Review of Alcohol and Drug Policies

A review of the University of Saint Joseph’s policies demonstrates the University’s compliance with the requirements of the Drug-Free Schools and Communities Act. The University’s policies contain the following regulations:

A. Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on USJ’s property or as part of its activities.
B. A description of health risks associated with the use of alcohol and drugs.
C. A description of applicable legal sanctions under local, state, or federal law.
D. A description of applicable counseling, treatment, or rehabilitation programs.
E. A statement of disciplinary sanctions the University will impose on students, employees, and a description of those sanctions

For Students:

The University of Saint Joseph Student Handbook is distributed via email from the Division of Student Affairs annually in the fall to students. The Student Handbook can be found on the main webpage at: https://www.usj.edu/wp-content/uploads/2020/08/Student-Handbook-20-21-v-8-27.pdf

Attached are University of Saint Joseph’s Student Alcohol and Drug Policies:

- **University of Saint Joseph Policy on Alcohol and Other Drugs** – 2020-2021 Student Handbook Pgs. 27-28. (See Appendix A)
- **University of Saint Joseph Student Disciplinary Consequences** – 2020-2021 Student Handbook Pgs. 28. (See Appendix A)
- **University of Saint Joseph Health Risks of Alcohol Use** – 2020-2021 Student Handbook Pgs. 28-29. (See Appendix A)
- **University of Saint Joseph Health Risks of Other Drug Use** – 2020-2021 Student Handbook Pgs. 29. (See Appendix A)
- **University of Saint Joseph Resources and Substance Use Treatment Services** – 2020-2021 Student Handbook Pgs. 29. (See Appendix A)
For Staff:

The University of Saint Joseph’s Drug and Alcohol Policy for Faculty and Staff is reviewed and signed by all new hires. A notification regarding the University of Saint Joseph’s Drug and Alcohol Policies for Faculty and Staff is emailed to all employees on an annual basis in the fall. Information about the Employee Assistance Program, which includes confidential counseling for substance use, is included in the hiring packet and available online at MyUSJ/Employee/.

Attached is the Employee Drug and Alcohol Policy:

- University of Saint Joseph Employment Policy: Drug and Alcohol Policy – 2020-2021 Employee Handbook Appendices pg. 166-169 (Appendix C)
- University of Saint Joseph Employment Policy: Employee Assistance Program – 2020-2021 Employee Assistance Program Pg.109 (Appendix C)

II. Alcohol and Drug Data

Each year entering undergraduate and graduate students are required to complete the online EverFi Course the summer before entering USJ. EverFi is a comprehensive approach to reducing the risk and dangers of drug and alcohol abuse and sexual violence among college students. EverFi involves students in effective, evidence-based prevention through its online course and provides data to administrators to evaluate and strengthen alcohol and drug prevention initiatives on campus.

Courses completed by entering students include:

- AlcoholEdu for College
- AlcoholEdu for Ongoing Education
- Higher Education (HE) Prescription Drug Abuse Prevention
Key Data Findings from EverFi (*Due to the COVID pandemic, there has been a decrease in and change to viable data):

Alcohol Education for College: Academic Year 2020-2021

- The percentage of students who abstain from alcohol use is slightly higher for the 2021-2022 entering class.
- The number of students who self-identified as alcohol users for the 2021-2022 academic year has increased by 8 in comparison to the 2020-2021 academic year.
Residential Life Alcohol and Drug Violation Statistics:

2019-2020

Alcohol Violations: 17
Drug Violations: 0

2020-2021

Alcohol Violations: 4
Drug Violations: 0

Discussion:

There was a significant decrease in alcohol violations from the 2019/2020 academic year to the 2020/2021 academic year. This was expected due several changes including: new policies and procedures in our student handbook, continued improved tracking through the use of case management software (Maxient), new residential life operating procedures, and increased cross training with Public Safety. The restrictive environment and decrease in residential students due to the COVID 19 pandemic also played a substantial role in the numbers for both years.

III. Alcohol and Drug Education and Training Efforts 2019-2021

The departments within Student Affairs including the Counseling and Wellness Center, Student Health Services, Athletics and Residential Life provide education and training efforts throughout the year on alcohol and other drug prevention. Our Title IX coordinators also provide education/trainings on the connections between alcohol and other drug use and intimate partner violence.

Additionally, each fall and spring semester the Counseling and Wellness Center emails a selection of students to connect them with the American Foundation for Suicide Prevention’s Interactive Screening Program. This program screens student’s mental health and substance use and provides an interactive platform for them to contact a counselor.

AOD Education/ Prevention Efforts for the 2019-2020 Academic Year:

6/19/19 – Supporting Under Represented Students; 15 attendees.
8/8/19 – Responding to Mental Health Concerns; 6 attendees.
8/16/19 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/16/19 – Responding to Mental Health Concerns; 19 attendees.
8/20/19 – Behind Closed Doors PS Training; 20 attendees.
8/20/19 – Working on Wellness Training; 7 attendees.
8/21/19 – Working on Wellness Training; 7 attendees.
8/22/19 – Working on Wellness Training; 7 attendees
8/23/19 – Basic Helping Skills (Working on Wellness Training); 7 attendees.
8/23/19 – Working on Wellness Training; 7 attendees.
10/2/19 – Fresh Check Day Tabling on Alcohol & Other Drugs; 150 attendees.
11/18/19 – Rethink That Drink for Students; 30 attendees.
1/27/20 – FYS II: Mental Health Service Learning; 18 attendees.
2/11/20 – Interactive Screening Program; 9 attendees.
2/17/20 – Responding to Incidents Public Safety Training; 10 attendees.

**AOD Education/Prevention Training for the 2020-2021 Academic Year:**

6/11/20 – Medical Evaluations for N95 Fit Testing of PA Cohort; 30 attendees.
8/11/20 – Public Safety Training: Mental Health Issues; 8 attendees.
8/13/20 – Public Safety Training: Mental Health Issues; 8 attendees.
8/14/20 – ARC Training; 4 attendees.
8/19/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/20/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/21/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/22/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/23/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/24/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/24/20 – CWC Counselor Trainee Orientation; 1 attendee.
8/25/20 – CWC Graduate Assistant Training; 1 attendee.
8/25/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/26/20 – Title IX Training for Residential Life Staff; 20 attendees.
8/26/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/26/20 – Responding to Mental Health Concerns Training for RA Staff; 20 attendees.
8/27/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/27/20 – Alcohol and Other Drug Public Safety Response Training for RA Staff; 20 attendees.
8/27/20 – WOW Staff Training; 7 attendees.
8/28/20 – Alcohol and Other Drug Use Training for Residential Life Staff; 20 attendees.
8/28/20 – WOW Staff Training; 7 attendees.
9/23/20 – Mental Health Presentation with Ivy Watts; 139 attendees.
10/7/20 – Fresh Check Day Tabling on Alcohol and Other Drugs; 32 attendees.
10/8/20 – Bobbing for Apples (Healthy & Responsible Drinking); 65 attendees.
10/27/20 – Athletics: Responding to Students in Distress; 19 attendees.
11/4/20 – Fall Flex; 141 attendees.
11/4/20 – Fall Flex; Bobbing for “Apples”; 84 attendees.

**AOD Education/Prevention Training for the Fall 2021 Semester:**

8/15/21 – Alcohol and Other Drug Use Training for Residential Life Staff; 15 attendees.
8/23/21 – Alcohol and Other Drug Training for Programming Coordinators; 3 attendees.
8/24/21 – Alcohol and Other Drug Training for Asst. Programming Coordinators; 13 attendees.
9/3/21 – September RA In-service; 13 attendees.
9/29/21 – Fresh Check Day Tabling on Alcohol and Other Drugs; 113 attendees.
10/26/21 – ISP; 2 attendees.
10/27/21 – ISP; 2 attendees.
10/28/21 – ISP; 2 attendees.
10/29/21 – ISP; 1 attendee.
IV. Campus Support Services

Community Assistance Team (CAT Team)
The Community Assistance Team (CAT), a committee of USJ professionals, promotes the well-being and safety of all members of the campus community through identification, assessment, intervention, and management of students who exhibit concerning, disruptive, or potentially harmful behavior. The goal is to create a streamlined experience for our community while providing student support from the appropriate campus experts. The CAT team strives to provide private, proactive and supportive consultation, assessment, response, and education regarding students who may be in distress or at risk. To inform the CAT team about students of concern or students who may need assistance, the University has a Tell Somebody Report that is accessible online on our MyUSJ site. The CAT team meets on a regular basis.

Counseling and Wellness Center (CWC)
The CWC provides confidential counseling and psychological services, assessments, medication evaluations, referrals and consultations. In addition, we provide psycho-educational outreach to the campus community. Our services are free of charge to all students enrolled in any of the University programs. The counselors work on a general short-term counseling model, with the number of sessions being determined by the counselor and student, and is guided by the individual student’s needs and therapeutic goals. The CWC staff includes licensed clinicians and a consulting psychiatric APRN. All clinicians are certified BASICS/CASICS clinicians and trainers. For students referred by conduct for alcohol and drug violations, the CWC will provide an assessment and up to two follow-up sessions. Alcohol and drug assessments utilize eCheckUpToGo and MindWise assessment tools. Interventions during these sessions are tailored to meet student’s needs and include, but are not limited to: motivational interviewing, harm reduction approaches, cognitive behavioral therapy, and coping skill building. The CWC is open Monday through Friday from 8:30am to 4:30pm during the academic year (12 month services only provided to full-time 12 month programs).

Student Health Services
Student Health Services is open Monday through Friday from 8:30am to 4:30pm during the academic year. Student Health Services is located in the newly built addition to the O’Connell Athletic Center. Services are provided on a walk-in basis; no appointment or insurance is needed. Staff includes an APRN, RN, and a consulting MD. If Student Health Services determines a concern about substance use with a student, they will support the student by making recommendations for referral to appropriate support services.
V. Improvements

1. In the spring of 2018, prior to becoming coeducational in the fall of 2018, our student handbook including our Conduct Policy, Alcohol and Other Drug Policies and our Good Samaritan Policy were reviewed and revised.
2. In the spring of 2019, the University purchased Everfi’s alcoholedu interactive online education program that provides awareness training, alcohol abuse prevention, and safe drinking tips for college students. Staff were trained on how to implement this online program for the 2019-2020 academic year.
3. USJ has also purchased Vector Solutions’ (formerly Everfi) prescription drug abuse prevention program.
4. CWC staff were trained in the Brief Alcohol Screening for College Students (BASICS) and the Cannabis Screening for College Students (CASICS). This program was implemented by the CWC and is offered to all USJ students who may want to explore their alcohol and other drug use. It is also used for conduct referrals to the CWC. The goal of this program is to reduce risky behaviors and harmful consequences of alcohol and other drug use.
5. Additionally, during the fall of 2021, all CWC clinicians have become certified BASICS/CASICS trainers. With this designation, all clinicians can now train other members of the community in BASICS/CASICS skills.

VI. Recommendations

1. Analyze data from Vector Solutions’ (formerly EverFi) courses in the spring of 2022.
2. Utilize this data to inform future alcohol and drug programming.
3. Continue administering Vector Solutions’ alcohol and drug prevention courses, using passive and active campaigns in halls, locker rooms on social media.
4. Host a yearly large scale interactive multi-departmental alcohol and drug prevention event during Alcohol Awareness Month in April.
5. Seek out additional grants and funds to support additional alcohol and drug prevention efforts. Fall 2021, applied for Communities Talk planning stipend from the Stop Underage Drinking from SAMSA. We received funds to support the yearly large scale event.
6. Increase collaboration amongst departments including, but not limited to, Athletics, Public Safety, Residential Life, Counseling and Wellness and Health Services to address alcohol and other drug use on campus.
Appendix A
Cohabitation Policy
Cohabitation in the residence halls is prohibited. Only the residents who are assigned to the space should be spending more than three consecutive nights and/or six nights per month in residence hall rooms. Guests and visitors who are found to be spending more time than permitted (even with multiple hosts) could be banned from specific residence halls and/or all USJ property.

For Residential Life’s purposes, cohabitation is defined as a person who is not assigned to a particular residence hall or space using that hall or room as if they lived there. This includes but is not limited to:

- Using the room while the assigned occupants are not there
- Utilizing a key/ID Card that is assigned to another person to access the space
- Keeping clothing and personal belongings in the room
- Sleeping overnight in the space on a regular basis (more than the three consecutive nights or a maximum of six nights per month)
- Using the bathroom and shower facilities as if they were living in that space.

Guests or visitors who violate this policy could be subject to residence hall bans or bans from all USJ property. Hosts may lose their ability to have overnight visitors and/or lose their ability to live on campus. Please see the Guest and Visitor Policy for more information.

For more information regarding Residential Life click here.

Residence Hall IT Requests
If a student needs technical assistance including but not limited to Wi-Fi access, IPTV set up, or best effort on a personal device, the Office of Information Technology Help Desk is available using the Service Portal at MyIT.usj.edu, phone 860.231.5310, or by visiting McDonough Hall Lower Level.

Office of Student Activities and Leadership Development
The Office of Student Activities & Leadership Development has the responsibility for the supervision of undergraduate extracurricular activities, except those of the Athletic Department and Residential Life. With the approval of the University’s President and through collaboration with the Student Government Association, the Office of Student Activities & Leadership Development has the authority for the allocation and commitment of the Student Activity Fee to support the educational, cultural, social, and recreational activities of the institution. Although operating with the general policies of the University, Board of Trustees, and the State of Connecticut, the Office of Student Activities & Leadership Development develops the necessary rules, regulations, policies, and procedures to ensure sound fiscal management of those funds appropriated to eligible student clubs and organizations.

Student Organization Overview
A student organization is a group of undergraduate students who are committed to enriching the learning environment through extracurricular engagement. Student organizations are open to all enrolled University of Saint Joseph undergraduate students. All student organizations and respective members are required to adhere to the university policies outlined in this handbook and must be approved by the Office of Student Activities (2nd Floor, McGovern Hall). For all policies and procedures view the Student Clubs and Organization manual here. Please note that it is only accessible if logged into myUSJ.

Other University Statements and Policies
Alcohol and Other Drug Policy
The well-being and safety of students in our community is of utmost importance. Thus, the University of Saint Joseph focuses on empowering our students to make healthy decisions about their behaviors that affect themselves and the university community.
University of Saint Joseph's policies, resources, and prevention programs focus on reducing unhealthy, risky behaviors and engaging in responsible, safe, legal student behaviors. The behavioral expectations of students related to alcohol and drug use are outlined in our Student Code of Conduct. Students who are determined to be responsible for violating the Student Code of Conduct for alcohol and/or controlled substances may receive one or more sanctions. A list of possible sanctions can be found in the Student Code of Conduct.

Legal Consequences
University of Saint Joseph students are subject to state and federal laws regarding the use, possession and/or distribution of alcohol and other drugs. The laws and possible legal consequences are described below:

Alcohol
Alcohol: 30-89(a) of the Connecticut General Statutes declares that it is unlawful for a minor (under the age of 21) to purchase, attempt to purchase, or make a false statement in connection with the attempted purchase of alcohol. 30-89(b) declares that possession of alcohol by a minor in public or private is illegal, except where the minor is accompanied by a parent, guardian or spouse over the age of 21.

Drugs
Drugs: Connecticut laws cover the possession and distribution of controlled substances. These laws can be found at: https://www.jud.ct.gov/lawlib/law/drugs.htm. See Connecticut General Statutes Secs. 21a-240 to 21a-315. Federal law states that it is unlawful for any person knowingly or intentionally – (1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, a controlled substance; or (2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance. More comprehensive information on federal drug laws and penalties can be found at: https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html.

Medical Marijuana
Although Connecticut state law permits the use of medical marijuana, the use, possession, and/or distribution of marijuana remains prohibited under federal law. As a recipient of federal funding, the university is required to prohibit the use and/or possession of marijuana. Thus, the use and possession of marijuana in any form, even if accompanied by a Connecticut-issued medical prescription, is not permitted on university property.

Alcohol and Other Drug Policy
Alcohol and Drug Education
Whether or not you choose to drink, you will eventually know someone who does. We want every student joining the USJ community to have an appropriate and accurate understanding of alcohol & drugs and associated risks, including legal, student conduct and health impacts.

USJ is committed to preventing drug use/abuse, underage alcohol use, high-risk drinking and alcohol abuse on our campus, and has joined with many top Universities in implementing EverFi training as a part of our alcohol education and abuse prevention initiatives.

All students are expected to complete EverFi’s online modules prior to arriving on campus in August. Students will receive an invitation via email.

Health Risks of Alcohol Use
The National Institute on Alcohol Abuse and Alcoholism outlines the following health risks from drinking too much over time or on a single occasion:

- Alcohol can change mood and behavior as it interferes with the brain’s communication pathways. This makes it harder to think with clarity and move with coordination.
- Drinking too much on a single occasion and/or over time can damage the heart, leading to medical issues such as high blood pressure, stroke, irregular heartbeat, and weakening of the heart muscle (cardiomyopathy).
- Heavy drinking hurts the liver and can lead to life threatening liver problems such as fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis.
- Alcohol causes the pancreas to produce toxins that can lead to pancreatitis, an inflammation and swelling of the blood vessels in the pancreas that interferes with proper digestion.
- Alcohol abuse increases your risk of developing certain cancers including: cancers of the mouth, esophagus, throat, liver and breast.
- Abuse of alcohol can weaken your immune system, making you more susceptible to disease. Chronic drinkers are more susceptible to diseases like pneumonia and tuberculosis. Binge drinking on one occasion reduces your body’s ability to fight off infections – for up to 24 hours after getting intoxicated.

**Health Risks of Other Drug Use**
The impacts of drug abuse can be far-reaching, affecting almost every organ. The impacts depend on the drugs used, how much is taken, and how they are taken. Health risks of drug abuse include:

- Increased susceptibility to infections due to weakened immune system.
- Cardiovascular conditions ranging from irregular heart rate to heart attacks. Using drugs by injection can lead to collapsed veins and infections of the blood vessels and heart valves.
- Stress on the liver possibly causing significant damage or liver failure.
- Seizures, stroke and brain damage that can lead to memory, attention and decision-making problems. In serious cases, there can be sustained mental confusion and permanent brain damage.
- Behavioral problems including paranoia, aggressiveness, hallucinations, impulsiveness and loss of self-control.

Go to [https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse](https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse) to learn how specific drugs cause different health consequences.

**Resources and Substance Use Treatment Services**

**On campus:**
- Health Services – 860.231.5530
- Counseling and Wellness Center – 860.231.5233

**Off-campus:**
- Info Line – 211
- SAMHSA’s National Helpline - 1.800.662.HELP (4357) Intercommunity Recovery Center 24 hour hotline – 860.714.3700
- Wheeler Clinic Addiction Services - 43 Woodland Street Hartford, CT 06105 - 860.793.3500
- Rushford Clinic: 877.577.3233

**Drug-Free Schools and Communities Act: Biennial Report**
The University of Saint Joseph complies with the requirements of the Drug-Free Schools and Communities Act. Every two years the university completes a biennial review of the alcohol and drug programming, policy, and prevention efforts. The most recent drug and alcohol biennial review can be found via a link on the Vice President of Student Affairs page: [https://www.usj.edu/about/administrative-offices/division-of-student-affairs/office-of-vp-of-student-affairs/](https://www.usj.edu/about/administrative-offices/division-of-student-affairs/office-of-vp-of-student-affairs/)

**For the Cohabitation Policy see section on Residential Life**

**Good Samaritan Statement**
University of Saint Joseph is a community that encourages living and learning environments that serve to promote and protect the health and safety of all members. University of Saint Joseph expects all students to abide by state and federal laws, as well as University policies regarding alcohol and drug possession and consumption. However, the University acknowledges that there may be times when students face medical emergencies as a result of excessive drinking and/or drug use.
Appendix B
• Assault offenses
• Burglary
• Criminal homicide
• Destruction, damage and vandalism of property
• Kidnapping/abduction
• Robbery

Students who have requests or questions should contact the Vice President of Student Affairs. All information provided by the Vice President of Student Affairs will be given verbally and directly to the victim. Information will not be provided to another person, even at the victim’s direction or request.

Electronic Communications
The university encourages its students to become involved and connected to the community in as many ways as possible. The Internet has provided additional ways for communication to occur. However, with these additional means of networking and communicating, community members must exercise extra care and diligence. Students must be aware of the added responsibility associated with these opportunities for networking and communicating. Communications on sites such as Facebook, YouTube, Snapchat, Instagram, Twitter and personal blogs, though logins are often required, represent public and open communication. Communications on such sites are not specifically monitored by University officials but may be brought to the attention of officials when seen as possible violations of the Student Code of Conduct. As with other public arenas, information found on Internet sites is acceptable as information in conduct meetings and other proceedings. Information that is acceptable may include but is not limited to: wall postings, journal entries, blog postings, pictures, media, online comments, “tweets” and other openly accessible communications. Messages between individuals — instant messages, text messages, email, Facebook messages, or other electronic forms of communication — may also be used in the conduct process. Students should be aware that the Internet is considered a public forum and information posted there can be viewed by anyone. Students are encouraged to use caution with information made available to others online and through social media.

Student Code of Conduct
All University of Saint Joseph students are responsible for abiding by the standards of the USJ community, and those who violate them are subject to disciplinary action. Any attempt to violate the policies and regulations of the university is considered sufficient information for having committed the violation itself. Moreover, the University of Saint Joseph recognizes and respects local, state and federal laws and does not provide safe haven or sanctuary for students who violate such laws. The university may pursue enforcement of its own policies, whether or not legal proceedings are underway or forthcoming, and may use information from third-party sources, including but not limited to law enforcement agencies, the courts and outside media to determine whether if University policies have been violated. Conversely, USJ makes no attempt to shield members of the university community from the law, nor does it intervene in legal proceedings against a member of the community. The Student Code of Conduct process may review and impose sanctions on an individual or group involved in any criminal or civil offense.

Violations of specifically stated policies as written in this Student Handbook, or otherwise distributed or published rules of the University of Saint Joseph, are prohibited.

These include but are not limited to:

1. Alcohol

   Students should review and are expected to abide by Connecticut state laws and the university alcohol policy as published in the Student Handbook, or otherwise distributed or published by USJ. Members of the university community or guests/visitors under the age of 21 may not possess or consume alcoholic beverages.

   a. Individuals may not distribute, transport, serve and/or purchase alcohol to/for minors.

   b. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol or illegal drugs are subject to disciplinary action.
c. Operating a motor vehicle while under the influence of alcohol is prohibited.
d. Kegs/beer balls, and/or common sources of alcoholic beverages are prohibited.
e. Excessive quantities of alcoholic beverages are prohibited. For students who are of legal age, the maximum alcohol quantity in the possession of a student is as follows: 12 beers (12 oz containers) OR, 1.5 liters of wine OR 1 pint of hard alcohol (not higher than 80 proof and not stimulant-enhanced).
   i. In one living unit, regardless of the number of occupants/visitors of legal drinking age, the maximum quantity of alcohol is limited to: 60 beers (12 oz. containers) OR 3.0 liters of wine OR 1 liter (2 pints) of hard alcohol.
f. Large gatherings or events where alcohol is present are prohibited.
g. Possession or use of drinking paraphernalia, devices and/or games that promote consumption of alcohol (i.e., beer bongs, beer pong tables, funnels, empty alcohol containers, etc.) are prohibited. Such items may be confiscated and not returned. Water pong is not permitted.
h. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age, is prohibited.
i. Possession or consumption of alcoholic beverages by a guest/visitor visiting a resident under the age of 21, regardless of the age of the guest, is prohibited.
j. Selling of alcoholic beverages without a license is prohibited.
k. Possession of fake identification is prohibited.

2. **Controlled Substances**
a. The possession and/or use of illegal or harmful drugs is prohibited.
b. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
c. The possession and/or use of drug paraphernalia is prohibited.
d. The improper possession and/or misuse of prescription medication is prohibited.

3. **Civility and Respect**
The University expects students to be mature, honest and responsible members of the campus and the larger community. Behavior that infringes upon the rights, safety, and privileges of another person, or impedes the educational process of the university is unacceptable. The University of Saint Joseph prohibits:

a. Conduct that is disruptive to the university community, does not follow the Core Values, disturbs the peace, obstructs university objectives and/or operations, interferes with the rights and/or activities of others and/or interferes with the performance and duties of university faculty or staff.
b. Failure to comply with the Good Neighbor Policy.
c. Failure to comply with the Bias, Harassment and Discrimination Policy.

4. **Complicity**
USJ prohibits students, through act or omission, from assisting another student or group in committing a violation of the Code of Conduct. Students who are present when the Code of Conduct is violated may be held responsible, even if they are not directly involved in the violation itself, when they could reasonably remove themselves from the situation.

5. **Harassment, Abuse, Health and Safety**
USJ prohibits:

a. Personal harassment, intimidation and/or verbal abuse.
b. The threat to inflict physical harm, physical abuse, or injury to any person.
c. Actions that inflict physical harm, physical abuse, or injury to any person.
d. Non-physical or physical coercion.
e. Slanderous, false or malicious statement(s) about a person or defamation of character.
Recordings and Disciplinary Records

Students are not permitted to record conduct meetings. Disciplinary records, excluding dismissals and expulsions, are retained electronically for seven years after the incident date. All dismissal (if the student does not return to USJ) and expulsion records remain permanently on file. All conduct meetings are closed. The conduct officer, the student and their advisor (optional) and a member of the Office of Student Affairs or appropriate university staff member are the only individuals permitted to participate at a conduct meeting. The university does not permit the release of any recordings or disciplinary records to parties outside the university. The university does reserve the right to record the meeting. The university also reserves the right to have university counsel present at any conduct meeting.

Findings

The student must receive the decision of the conduct officer in writing within three business days after the conduct meeting.

Violations of the Student Code of Conduct may bring one or more sanctions. Sanctions include, but are not limited to:

1. Expulsion—permanent separation of the student from the University of Saint Joseph, university-related events/activities and USJ owned, operated or leased property.
2. Dismissal—separation of the student from the University of Saint Joseph, university-related events/activities and USJ owned, operated or leased property for an indefinite period of time. Readmission to USJ may be possible in the future by petition and demonstration of satisfactory completion of conditions set forth by the student’s decision letter to the appropriate conduct officer, after the date noted in the decision letter.
3. Suspension from the university—immediate exclusion from classes, university-sponsored internships, externships or clinical assignments, residence halls and university owned, operated or leased property. Suspension occurs for a specific period of time at the end of which a student is reinstated to their former student status.
4. Deferred suspension from the university—A suspended removal from the university for a period of time. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
5. Suspension from the residence halls—A suspension and removal from the residence halls for a period of time. Students who are suspended from the residence halls may not reside in or visit any university-owned residential facility.
6. Deferred suspension from the residence halls— A suspended removal from university residential living area. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
7. Campus restriction—prohibition of a student from being present in a particular building or area of university property and/or taking part in a particular university sponsored activity or event.
8. Disciplinary probation—A period of time, not to exceed one calendar year, determined by the conduct officer, during which the student’s actions are subject to close examination. Sanctions attached to disciplinary probation may include, but are not restricted to, the following:
   a. Denial of the right to participate in certain USJ activities, or eligibility to represent USJ in any co-curricular activity or athletic event.
   b. Prohibition from holding office in any student group or organization. Notification of any of the above is sent to appropriate USJ offices and parents/legal guardians.
9. Loss of Privileges—a student is prohibited from participating in designated social events or activities, such as, but not limited to: attending athletic events, senior week, campus concerts, participation in student organization activities or other university events/activities.
10. Student Conduct Warning—a notice to the student informing him/her that further violations of the Student Code of Conduct may result in more severe sanctions, including placement on disciplinary probation.
11. Restitution—the student is required to make payment to USJ for damages incurred as a result of violations of the Student Code of Conduct.
12. Fines—Students may be fined for violations of specific policies or procedures as outlined in the Student Handbook and/or other published or distributed materials.

13. Removal of property—a student may be requested to remove property that disturbs others, is inconsistent with the values of the university and/or sisters of mercy, endangers an individual’s health or safety or is involved in a violation of the Student Code of Conduct.

14. Educational sanctions—Additional sanctions such as facilitating a program, writing a paper, attending a program/class, or completing an online program may be a part of any disciplinary sanction assessed for violations of the Student Code of Conduct.

Appeals
After receiving notification of the conduct officer’s decision, both the have five business days to complete an appeal form specifying the grounds upon which the appeal is based and supporting information. The Associate Director of Student Affairs has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the Conduct officer will remain in effect while the appeal is pending.

Once the appeal materials are submitted, the other party and the investigator(s) may submit materials in response to the appeal. Other parties will be assigned an appropriate deadline for submission of materials by the Associate Director of Student Affairs or designee. Respondents who fail to attend the conduct meeting forfeit the right to request an appeal.

The accepted grounds for an appeal are:

a. Additional and/or new relevant information which was not available at the time of the conduct meeting;
b. An error in the process or an abridgement of rights, as outlined by this policy, which materially impacted the outcome of the conduct meeting;
c. The sanction(s) assigned by the committee did not adhere to the sanction guidelines stated in this policy.

The Associate Director of Student Affairs reviews requests for appeals or designates a university staff member to serve as the appeal officer. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the appeal will be denied and the matter will be closed.

If the Associate Director of Student Affairs, or designee, determines that the appeal should be considered, the Associate Director of Student Affairs, or designee, will assign the appeal to an appeal officer, which can:

a. Affirm the decision of the Conduct officer, in which case the initial decision is final;
b. Remand the matter back to the Conduct officer to make a decision in light of the appeal officer’s findings;
c. Initiate a new conduct meeting.

Student Organization Conduct Process
In the event of an alleged violation of university policy (including but not limited to, the Student Code of Conduct, Student Organization Requirements, Student Organization Privileges, Student Organization Policies) by a student organization, the incident may be investigated by the Office of Student Activities staff, Public Safety, or the Associate Director of Students Affairs.

Violations of university policy are considered organizational violations if the factors including, but not limited to, the following are present:

- The organization adviser, executive officers or members of the organization are aware of an incident that is a potential violation before it takes place with sufficient advance knowledge to prevent its occurrence, but do not prohibit the incident from happening.
- The organization adviser or any of the executive officers of the organization are aware of the identity of organization members involved in the incident but refuse to divulge the identity to the appropriate university authorities.
Appendix C
V. CURRENT BENEFITS
   C. OTHER BENEFITS
      4. EMPLOYEE ASSISTANCE PROGRAM

The University is committed to maintaining a work environment where employees can contribute meaningfully to the University’s mission and goals. We also recognize that problems such as stress at work or at home, drug or alcohol related issues, worry about financial problems, or concern about personal relationships can impair an employee’s ability to make and sustain an effective contribution to that effort.

The Employee Assistance Program is a counseling and consultation service made available to employees through a network of outside providers. Participation is voluntary and strictly confidential. The University pays for three initial sessions.

A brochure describing the Employee Assistance Program is available from the Human Resources department and on the University’s website.
EMPLOYMENT POLICY 9:
DRUG & ALCOHOL POLICY

Approval Date: April 6, 2010; updated July 1, 2021
Responsible Official: Senior Human Resources Administrator 860.231.5390

I. Introduction
It is the University’s desire to provide a drug-free, healthful, and safe workplace for all employees and students. To promote this goal, employees, including student workers, are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Because of the nature of our mission and our work, the University requires strict adherence to the drug-free workplace policy. The University of Saint Joseph maintains all federal and state requirements for a drug-free campus and workplace.

The University has a strong commitment to maintaining a work environment free from the effects of alcohol and drugs. While on University premises, property leased for University use, or while conducting University business off University property, employees are prohibited from possessing, selling, distributing, purchasing, planning for the sale or purchase of, or being under the influence of alcoholic beverages or controlled substances. The misuse or abuse of otherwise legal or prescribed drugs is similarly prohibited. The legal and appropriate use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee, students or other individuals in the workplace.

II. Laws & Regulations
The University of Saint Joseph prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Violations of these prohibitions may result in disciplinary action up to and including dismissal and reporting the incident to the appropriate law enforcement agencies.

An employee is required to notify the Human Resource Office of any conviction for a workplace criminal drug violation within five days after such conviction. Additionally, consistent with section III.K, all employees are required to immediately report arrests to their direct supervisor, regardless of the reason for the arrest.
DRUG & ALCOHOL POLICY

Drug-Free Schools and Communities Act Amendment of 1989
The University of Saint Joseph prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees and students on the institution’s property and as a part of the institution’s activities. The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, plan or intent to buy or sell, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

The University of Saint Joseph will impose sanctions on employees and students consistent with local, state, and federal law. These sanctions are up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The University of Saint Joseph is required by law to inform employees of the penalties for the trafficking, sale, or possession of illegal drugs. This information is provided in order to comply with the Drug-Free Schools and Communities Act of 1989.

Penalties
- Trafficking of illegal drugs—no less than five years and no more than 40 years in federal prison. Fine can range from $250,000 to $4 million.
- Illegal manufacturing, sale, or distribution of illegal drugs—no more than 15 years in federal prison or $50,000 in fines.
- Illegal possession of controlled substances—no more than 7 years in federal prison or $50,000 in fines.

Physical and Medical Effects of Alcohol and Drugs
Alcohol is a drug that is absorbed into the bloodstream and transmitted to virtually all parts of the body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect a person’s alertness, judgment, and physical coordination, making it dangerous to drive and participate in certain sports, and impairing one’s ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering the ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make a person dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases the risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical and mental abnormalities. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and are a greater risk of becoming alcoholics than are other children.
III. Alcohol Policy Relative to Students
Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the Office of Student Services.

Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law.

Under no circumstances should illicit drugs ever be present at such gatherings and/or be offered to a student.

IV. Substance Abuse Treatment and Return to Work Procedures
An employee who is receiving inpatient treatment for chemical dependency will be placed on sick leave (if available), which will be categorized as medical leave under the Federal and/or Connecticut Family and Medical Leave Act if applicable. Upon completion of inpatient treatment, the employee must provide medical documentation regarding fitness for duty, consistent with FMLA/CFMLA requirements.

The senior Human Resources administrator will review the employee’s return to work documentation and may confer with the employee’s medical provider regarding the employee’s readiness to return to work. Approval of a request to return to work may or may not be granted based on assessment of the employee’s readiness to return to work. Before returning to work, the employee must provide the senior Human Resources administrator with a treatment provider certification to return to work statement and a plan for continued rehabilitation.

Failure on the part of an employee to return to work within 48 hours after completing a chemical dependency treatment program and receiving a medical release to return to work will constitute voluntary resignation from employment with the University, effective as of the employee’s last day actively at work.

Two referrals for drug or alcohol testing and/or treatment within a five-year period may result in termination of employment.

V. Opioid Overdose
The University of Saint Joseph is committed to maintaining safe and substance-free campuses for all students, faculty, staff, and visitors. This policy is adopted in alignment with other University policies and in accordance with the Connecticut Public Act No. 19-191 Sec. 7.

It is the intent of the University to increase awareness about opioid addiction and prevention through the delivery of educational and awareness initiatives. Additionally, the University intends to address the proper training, administration, and usage of overdose-reversing FDA-approved opioid antagonists.

The University will maintain a readily-accessible supply of opioid antagonists to be used in the case of emergencies; has developed specific requirements and procedures concerning the appropriate protocols associated with the administration and use of opioid antagonists; and has identified University-designated personnel responsible for overseeing the purchase, storage, and distribution
DRUG & ALCOHOL POLICY

of opioid antagonists and University-designated emergency response personnel trained for the proper use and administration of opioid antagonists.

**Designated Medical and Public Safety Personnel**
The University of Saint Joseph has developed and will maintain a written directive, including emergency response procedures that identify individuals trained for the proper use and administration of opioid antagonists, to effectively treat, and reduce fatalities associated with, opioid drug overdoses at their respective campuses.

The University of Saint Joseph has designated its Director of Student Health Services to oversee the purchase, storage, and distribution of opioid antagonists. The supply of opioid antagonists will be stored according to manufacturer guidelines.

The University of Saint Joseph has designated all Student Health Services medical staff and all Public Safety Staff to be trained to administer the opioid antagonists.

The University of Saint Joseph has designated all Public Safety staff to serve as first responders in opioid overdose situations. They will receive appropriate training to administer the opioid antagonist, are responsible for observing the manufacturer’s guidelines, and are able to readily access the opioid antagonist kits. The Director of Student Health Services and the Director of Public Safety are responsible for overseeing and developing the procedures for the purchase, storage, distribution, disposal, and reported use of opioid antagonists at each campus. Additionally, they will develop and implement procedures for the appropriate training of individuals to access and administer the opioid antagonist kits in emergency situations. They will keep a record of all trained individuals, and ensure the opioid overdose response training is current.

**Location of Opioid Antagonists**
Opioid antagonists are stored in the Student Health Services and Public Safety Department offices.

**Storage and Disposal of Opioid Antagonists**
The University will maintain the supply of the opioid antagonists in accordance with the manufacturer’s guidelines. The opioid antagonists must be kept out of direct light, stored at room temperature, and not be subjected to extreme temperatures which may impact the effectiveness of the medication.

The designated personnel are responsible for disposing of expired opioid antagonists through a manufacturer or distributor medicine take-back program, returning the expired medications to an authorized drug collection site, or employing other controlled substance disposal methods in accordance with federal, state, or local laws.

**Reporting Requirements**
Prior to, during, or as soon as practicable, the trained individuals, medical personnel, or public safety professionals administering the opioid antagonist must call 911 or notify a local emergency medical services provider after each use of an opioid antagonist, unless the treated individual has already received emergency medical treatment for the opioid-related drug overdose.

The designated personnel are required to maintain a current record of every use or administration of an opioid antagonist kit. The record will be organized by academic year.