

**Wilkes University's Biennial Review**  
(in partial fulfillment of compliance with the Drug-Free Schools and Communities Act and Drug  
and Alcohol Abuse Prevention Regulations)

2010-2011  
2011-2012

## **Student Prevention Program**

### **Introduction**

Wilkes University understands the importance of providing effective drug and alcohol prevention program strategies and having in place services to support community members challenged with substance abuse issues. For the purposes of planning and assessment of the University's student prevention programs Gordon's (1987) classification system is used to define the most effective means of meeting community needs:

**Universal** prevention efforts are those that are applied to everybody in an eligible population. In other words, universal efforts are targeted to the general public or the general population. The focus is on persons who are not considered to be at higher risk than others and the benefits outweigh the cost and risk for everyone.

**Selective** prevention efforts are focused on individuals or subgroups of the population whose risk of developing problems of alcohol abuse or dependence is above average. The subgroups may be distinguished by characteristics such as age, gender, family history, or economic status. Subgroups may also be identified by past experience or behavior. While risk levels are higher, not all individuals within the subgroups will experience alcohol use problems.

**Indicated** prevention efforts apply to persons who exhibit specific risk factors or conditions that individually identify them as being at risk for the development of alcohol abuse (e.g., early experimentation).

### **Statement of Goals - Drug and Alcohol Prevention at Wilkes University**

1. Educate the University community: regarding risk factors associated with drug and alcohol use and abuse; and, federal, state, local and campus laws and policies related to drugs and alcohol
2. Consistently enforce all drug and alcohol policies set forth by the University
3. Assess prevention strategy effectiveness and make necessary changes based on data trends
4. Maintain a Substance Abuse Taskforce consisting of key community stakeholders (see Appendix A) to provide advice for campus decision makers with respect to drug and alcohol issues
5. Provide information to the community regarding campus and community resources for those in need of professional assistance related to chemical dependency issues
6. Provide campus events and activities that serve as popular alternatives to drug and alcohol use

### **Prevention Strategies**

#### *UNIVERSAL PREVENTION*

##### *Required Dissemination of Information at the Beginning of the Academic Year*

At the beginning of the school year all students are notified of their responsibilities to familiarize themselves with the *Student Handbook* which includes information relative to drug and alcohol laws, policies, risks, and helpful resources for those experiencing problems (see Appendix B). As added assurance that students are fulfilling this responsibility, first year students complete an online handbook quiz which includes questions specific to the drug and alcohol section. The *2012-2013 Student Handbook* has added external links for students to access more specific information relative to risks and consequences.

### Resident Assistant Training

All resident assistants are trained to recognize behaviors related to misuse of drugs and alcohol and respond within the parameters set forth by University procedures. Part of the training is to prepare resident assistants to plan required programs in all of the halls (both educationally and socially) that promote healthy lifestyles.

### Education/Awareness Programs

Throughout the year programs are open to the entire campus community to educate and advocate for responsible use of alcohol and abstinence from drugs. During the 2010-11 and 2011-12 academic years events included:

#### 2010-2011

National Collegiate Alcohol Awareness Week (Wyoming Valley Alcohol and Drug Services (educational table); Northeastern Highway Safety Program (educational table); BACCHUS Club (educational table); Candlelight Prayer Vigil; Alcohol Awareness Walk); Alcohol Bingo; BACCHUS Club Human Papilloma Virus Educational Table; Operation Safe Holiday (educational table); BACCHUS Safe Holiday message treats; Health & Wellness Fair (Wyoming Valley Alcohol and Drug Services, PLCE, Family Member Suffer from addiction, Northeastern Highway Safety Program, Victims Resource Center, PLCE, PA State Police, PSI CHI; alcohol abuse screening); BACCHUS Club Resident Assistants Hall Program - Floats and Fun Alcohol Awareness Program.

#### 2011-2012

National Collegiate Alcohol Awareness Week (Luzerne County DUI checkpoint trailer, Wyoming Valley Alcohol and Drug Services (educational table), Northeastern Highway Safety Program (educational table), PLCE, Alcohol Awareness Walk); BACCHUS CLUB Safe Holiday message treats; BACCHUS CLUB STD educational table; BACCHUS CLUB Suicide Prevention Speaker; BACCHUS CLUB National Condom Month Educational Table; Alcohol and Drug Awareness Speaker (Mike Green); Health & Wellness Fair (Wyoming Valley Alcohol and Drug Services, PLCE, Family Member Suffer from addiction, Northeastern Highway Safety Program, Victims Resource Center, PLCE, PA State Police, PSI CHI; alcohol abuse screening).

### Social/Recreational Alternatives

The University offers a well-populated social activities calendar working with over 50 clubs and organizations to serve as a catalyst to develop program offerings that provide alternatives to unauthorized events and activities related to alcohol use. During the 2010-2011 academic year hundreds of activities took place sponsored by clubs, organizations and the Office of Student Development. The Office of Community Engagement also offers a variety of short and long term community service projects providing an opportunity for students to choose to spend discretionary time helping others while experientially learning about societal needs and challenges. The Residence Life Office sponsors over 150 programs annually in different residence halls for social and educational purposes and to promote a sense of community. Finally, the University offers 16 different intercollegiate sports and an active intramural program to engage students in healthy living through fitness.

### Substance Abuse Taskforce

The Substance Abuse Taskforce has functioned for many years on campus serving in an advisory capacity for all drug and alcohol awareness initiatives and policies. It meets one to two times per semester and consists of faculty, staff, administrators, students, a member of the Liquor

Control Board (LCB), and community members (see Appendix A). The Taskforce will often invite guests in to discuss recent drug and alcohol trends and best practices on college campuses.

#### 2010-2011 Program Highlights

After introducing an adventure education program two years earlier, a full-time Adventure Education Coordinator was appointed to increase program offerings. This was in response to the popularity of previously offered programs. The addition of the fulltime position allowed for: more activities; increased high and low ropes training opportunities for student leaders; additional hours of open rock wall time. The Office of Student Development added another all campus event (Fall Fest) bringing together hundreds of students for a day of fun and recreation. The event has been institutionalized. Through an LCB grant funds were made available for alcohol awareness advertising through campus media sources.

#### 2011-2012 Program Highlights

The Office of Student Development and Student Government added a campus-wide program called The Big Event which was a day long activity dedicated to multiple community service projects in the community. Student Development also refined the use of social media through Facebook to improve attendance at all activities and event. Finally, Programming Board began offering entertainment programs on Thursday night in an effort to compete with a culturally popular drinking night.

### *SELECTIVE PREVENTION*

First year students are identified as a selective group because of their higher risk of engaging in experimental behavior trending from high school to college (Stappenback, C.A., Quinn, P.D., Wetherill, R.R., & Fromme, K., 2010).

#### **Required Online Program for First Year Students (AlcoholEdu)**

Several years ago the University adopted an earlier intervention strategy requiring all students to participate in an online course, AlcoholEDU. Approximately one in three first year college students, nationally, participate in an online alcohol education course (Everfi). The course has been effective in raising awareness regarding the associated risks of drugs and alcohol and changing student behavior at Wilkes University. First year students begin the course early in the fall semester with a follow up in early November.

#### AlcoholEdu 2010 – 2011:

Self-reported data obtained was from 433 out of 498 first-year Wilkes students who completed all three AlcoholEdu for College surveys. **Approximate 87% completion rate.**

A profile of Wilkes first-year students indicates that 67% consider themselves non-drinkers compared with light/moderate drinkers (14%) and high-risk drinkers (19%).

Midway through fall semester, 19% of Wilkes students reported drinking in a high risk way, 12% reported moderate drinking and 69% reported as non-drinkers.

Wilkes students most commonly drink in an off-campus residence (72%) or in on-campus residence (13%).

The most common drinking-related behaviors that Wilkes students engage in are pre-gaming (29%) and doing shots (28%).

**Top five reasons Wilkes students choose to drink on a certain occasion include:**

To have a good time with my friends:	51%
To celebrate:	50%
Be outgoing in social situations:	27%
Because you like the taste	27%
Feel happy:	25%

**Top five reasons Wilkes students choose not to drink on a certain occasion include:**

I'm going to drive:	70%
I don't have to drink to have a good time:	56%
I have other things to do:	54%
I don't want to spend the money:	51%
I am worried about being caught by authorities:	50%

**Negative Consequences of Drinking:**

Had a hangover:	44%
Blacked out:	41%
Missed Class, performed poorly on assignment and/or behind in school:	28%
Was taken advantage of sexually:	16%
Took advantage of someone sexually:	14%
Rode with a driver who had been drinking:	13%
Drove after 4 or more/5 or more drinks:	13%

Upon completion of AlcoholEdu, students reported increases in positive behavioral intentions. Among high-risk drinkers who did not see a need to change their drinking behavior before the course, 27% indicated a readiness to change their drinking after completing the course.

**Gains from AlcoholEdu**

Students reported that AlcoholEdu:	
Prepared me to identify and/or help someone who has alcohol poisoning:	81%
Helped me establish a plan for responsible decisions around alcohol:	81%
Stimulated me to reflect on my personal attitudes and behaviors:	58%
Changed my perceptions of others' drinking related behaviors:	54%

**Marijuana Use and High-Risk Drinking**

Those students who indicated marijuana use (9%) and were also among the high risk drinking rate respondents is above that of our general first year population.

**Post course positive behavioral intentions:**

Set a limit:	58%
Alternate alcohol and non-alcohol:	56%
Reduce number:	53%
Pace drinks:	51%
Reduce frequency:	50%
Avoid drinking games:	49%

AlcoholEdu 2011 – 2012:

Self-reported data was obtained from 509 out of 540 first-year Wilkes students who completed all three AlcoholEdu for College surveys. **Approximate 94% completion rate.**

A profile of Wilkes first-year students indicates that 68% consider themselves non-drinkers compared with light/moderate drinkers (11%) and high-risk drinkers (21%).

Midway through the fall semester, 19% of Wilkes students reported drinking in a high risk way, 10% reported moderate drinking and 72% reported as non-drinkers.

Wilkes students most commonly drink in an off-campus residence (68%) or in outdoor setting (13%).

The most common drinking-related behaviors that Wilkes students engage in are doing shots (27%).and pre-gaming (25%).

**Top five reasons Wilkes students choose to drink on a certain occasion include:**

To celebrate:	49%
To have a good time with my friends:	49%
Feel happy:	28%
To be more outgoing:	24%
To get drunk:	24%

**Top five reasons Wilkes students choose not to drink on a certain occasion include:**

I'm going to drive:	70%
I don't have to drink to have a good time:	57%
I have other things to do:	54%
I am worried about being caught by authorities:	53%

**Negative Consequences of Drinking:**

Had a hangover:	41%
Blacked out:	33%
Missed Class, performed poorly on assignment and/or behind in school:	29%
Rode with a driver who had been drinking:	16%
Drove after 4 or more/5 or more drinks:	16%
Was taken advantage of sexually:	14%
Took advantage of someone sexually:	14%

Upon completion of AlcoholEdu, students reported increases in positive behavioral intentions. Among high-risk drinkers who did not see a need to change their drinking behavior before the course, 36% indicated a readiness to change their drinking after completing the course.

**Gains from AlcoholEdu**

Students reported that AlcoholEdu:

Prepared me to identify and/or help someone who has alcohol poisoning:	80%
Helped me establish a plan for responsible decisions around alcohol:	77%
Changed my perceptions of others' drinking related behaviors:	56%

Stimulated me to reflect on my personal attitudes and behaviors: 55%

**Post course positive behavioral intentions:**

Set a limit:	63%
Avoid drinking games:	58%
Pace drinks:	58%
Alternate drink types:	58%
Reduce number:	58%
Reduce frequency:	56%

Haven: Sexual Assault Awareness:

During the 2010-11 academic year, based on assessment data (including AlcoholEDU findings) and national trends, the University added a sexual assault component to the required online offerings for first year students. Students demonstrated a learning curve from pre-course (31%) to post-course (69%) in responding and recognizing that alcohol is the number one date rape drug.

Change in Online Course Offering for 2012-13

*Selected members of the Health and Wellness Staff, Residence Life Staff, and Student Affairs Staff reviewed alternative online programs to AlcoholEdu. After a review of three programs it was decided that the University would contract with MyStudentBody for a three year period. The program appears to deliver the desired goals while saving a considerable amount of money which will be reinvested into other prevention efforts.*

**Welcome Weekend**

All first year students participate in Welcome Weekend which occurs two days prior to the beginning of the fall semester. At that time students participate in a variety of social and educational programs including a program on sexual assault which emphasizes the connectedness between increased risk of sexual assault, alcohol and drug use.

**E-mentors**

The University uses E-mentors to serve as a resource and role-model for first year students. The relationship begins at new student orientation during the summer and continues through the fall semester. The E-mentors are trained to engage students in positive aspects of University life and identify students who present concerning behavior, including behavior associated with drug and alcohol use. For the upcoming academic year E-mentors will be included in training with resident assistants as it relates to substance abuse and sexual assault to better inform them.

**Student Athletes**

Student athletes are also identified as a selective prevention group. Based on a study by the Center for Science in the Public Interest, 81.5% of Division III athletes use alcohol (2005). For the past several years the Victims Resource Center of Wilkes-Barre and Office of Student Affairs has met with each athletic team at the beginning of the year to discuss high risk behavior and consequences. Additionally,

the Office of Health and Wellness has worked with Athletic staff to jointly sponsor alcohol education programs which most recently included Mike Green during the 2011-12 academic year.

### **Off-Campus/Neighborhood Population**

For several years the University has employed off-duty Wilkes-Barre police officers to patrol areas in heavily student populated areas to serve in an enforcement capacity and as a deterrent to students traveling to and from apartments where parties are present. Assessment data (AlcoholEdu and conduct statistics) identify these apartment areas as the places of choice to consume alcohol for both on campus and off campus student populations. The Associate Dean of Student Affairs sends a letter to all off campus students in August to discuss responsibilities of that life-style and conducts a meeting in September to further discuss those responsibilities.

### **Safe Rides**

The Safe Rides program has existed for the past twenty years at Wilkes University. It allows students who have chosen to go to a bar, or off-campus party, to secure a safe ride back to campus if the driver has consumed alcohol. A contract exists with a local taxi service and students show IDs. The list of participants is reviewed by the Office of Health and Wellness and if someone is using the service frequently a counselor contacts that student for intervention. Usage:

9/10-12/10	78
1/11-5/11	81
8/11-12/11	31
1/12-5/12	61
Total	251

### *INDICATED PREVENTION*

#### **General Information**

There are students who present themselves under this classification through self-disclosure or behavior related challenges. Students who self-disclose to having a drug or alcohol problem are referred to a counselor in the Health and Wellness Office. Students may also be identified through drug and alcohol screenings sponsored by the Health and Wellness Office and offered in the Student Center. Once a student is identified he/she is assessed and an appropriate referral is made to a professional resource in the community. The counselor makes an effort to continue a relationship with the student (in consultation with the community resource) to assist the student with current or future educational plans. Students who are identified through behavior related circumstances (i.e.- conduct infractions) meet with the appropriate adjudicating body and are sanctioned based on the severity and frequency of the behavior. Any student who violates the drug or alcohol policies more than once are required to get a professional assessment from an off-campus mental health professional. Minimum sanctions are in place for both drug and alcohol infractions and include a mandatory fine, education class, and parental notification (for those under 21 years of age). The required class is called CHOICES, and during this educative and interactive experience students learn about the physiological effects of alcohol, protective behaviors, and risk factors, and will discuss their own expectations about drinking as well as negative outcomes they would like to avoid in the future. Making healthy and responsible decisions is a focus of this class.

The primary community services in which student referrals are made include:

Clearbrook, Inc. (inpatient) 570-823-1171 or 800-582-6241  
1100 E. Northampton Street, Wilkes-Barre, PA 18706

Marworth (inpatient) 800 442.7722  
Lily Lake Road  
Waverly, PA 18471-7736

Wyoming Valley Alcohol and Drug Services, Inc. 570-820-8888  
North Main Street  
Wilkes-Barre, PA 18704

Other resources including Community Counseling and a host of private psychologists and psychiatrists are available to students based on individual needs and circumstances.

### **Academic Program Specific Information**

The School of Pharmacy (includes those in the nursing program) has adopted procedures to encourage students who display risk factors for substance abuse to obtain the needed treatment in order to complete their professional education. Participation in the recovery program will require that individuals who are impaired agree to undergo a professional evaluation, agree to enter and participate in a treatment program if deemed necessary, and agree to continue their recovery program after treatment.

The Wilkes University School of Pharmacy Student Recovery Program (WPSRP) is directed by a faculty liaison. This liaison acts to facilitate student evaluation and treatment recommendations through *Secundum Atrem: Reaching Pharmacists with Help (SARPH)*, Pennsylvania's voluntary professional recovery program. Referrals to the WRSPH and SARPH are generated through deans, faculty, preceptors, staff or other students. The WPSRP will receive information concerning suspected chemical impairment of students enrolled in the School of Pharmacy. WPSRP will be available to talk to those students for the purpose of encouraging referral to the SARPH and monitoring information indicative of noncompliance with the terms of treatment and rehabilitation, if needed.

Students identified for participation in this program shall be those who are referred due to poor academic performance, disciplinary problems or a criminal offense that is indicative of a chemical dependency. The suspected impaired student will be given the opportunity to accept a referral to the SARPH for initial professional evaluation and any treatment recommendations deemed appropriate. The student will be given the opportunity to engage in evaluation, treatment and recovery agreements. Students who refuse the referral or fail to comply with the terms of the agreements may face the next level of disciplinary action, which may include dismissal from the School of Pharmacy.

### **2010-2011**

During the academic year 55 students were involved in alcohol infractions and 11 students violated the University's drug policies. Sanctioning was consistent with published policies. CHOICES (education class) classes were offered monthly by a trained counselor. During the 2010-11 academic year a coalition was formed with King's College and Wilkes University to secure a PALCB grant which provided funding for additional police patrols during peak hours in the "bar areas" between Wilkes and Kings. Drug and alcohol policies were reviewed and drug policy violations saw a fine increase.

## **2011-2012**

During the academic year 84 students were involved with alcohol infractions and 6 students violated the University's drug policy. Sanctioning was consistent with published policies. CHOICES (education class) classes were offered monthly by a trained counselor. The PALCB grant was renewed through July, 2012. Drug and alcohol policies were reviewed and "in the presence of alcohol" saw a fine decrease based on circumstances.

### *EFFECTIVENESS*

Based on assessment data (AlcoholEdu, satisfaction surveys, program participation rates, freshmen to sophomore retention rate) targeting freshmen appears to be effective. For example, from 2008 to 2011 the percentage of moderate and high risk drinkers among first year students dropped from 40% to 29%. The national average among first year students is 44% (Everfi, 2011). Freshman to sophomore retention rates have improved 77.9% in 2007 to over 82% in 2011. The number of alcohol related student conduct offenses decreased from 107 in 2009 to 65 in 2011 (calendar year statistics as reported in For Your Safety publications). The annual Residence Hall Survey indicates that 93.7%(2010) and 96.2%(2011) agreed, or strongly agreed, that policies were clearly explained and fairly enforced.

### *STRENGTHS*

- New students receive a thorough orientation to drug and alcohol issues through new student orientation, an online assessment, and targeted prevention programs throughout the academic year.
- Through the *Student Handbook*, access to information pertaining to all drug and alcohol issues (i.e. – risks, regulations, treatment) is clearly provided.
- A variety of well-rounded events and activities exists for students to engage in a substance free lifestyle
- Assessment opportunities exist to measure program effectiveness and a governance structure is in place to strategically respond to trends through changes in policies and programs.
- The overwhelming majority of extra-curricular activities are substance free. Those few activities where alcohol is present (i.e. - off campus dances, alumni sponsored events) professional bar tenders are used to insure compliance with the law and avoid abuse.

### *WEAKNESSES*

- Non-traditional and graduate students need better delivery methods of drug and alcohol information.
- Off campus student population needs additional attention in terms of program planning and awareness as this continues to be the greatest vulnerability according to assessment data.

### *RECOMMENDATIONS*

- Better populate the Wilkes website, in strategic areas, with comprehensive prevention program information.
- Closely monitor the effectiveness of the new MyStudentBody online course to see if it meets or exceeds expectations when compared to AlcoholEdu.
- Develop/expand database record keeping to include additional data for the purposes of identifying problem areas (selective prevention – i.e. – specific sports teams, academic programs, etc.).

Center for Science in the Public Interest (2005). Retrieved from:  
<http://cspinet.org/booze/FactSheets/0311CollegeStudents.pdf>

Everfi (2012). Retrieved from: <http://www.outsidetheclassroom.com/solutions/higher-education/alcoholedu-for-college/efficacy-studies-2010.aspx>

Gordon, R. (1987). An operational classification of disease prevention. In J. A. Steinberg, & M. M. Silverman (Eds.) Preventing mental disorders (pp. 20-26). Rockville, MD: Department of Health and Human Services.

Stappenback, C.A., Quinn, P.D., Wetherill, R.R., & Fromme, K. (2010). Perceived norms for drinking in the transition from high school to college and beyond. *Journal of Studies on Alcohol and Drugs*, 71, 895-903

## **Staff and Faculty Prevention Programs**

Wilkes University is committed to maintaining a drug free workplace and regularly informs all employees about policies and available assistance with respect to drug and alcohol issues. Additionally, the Office of Human Resources co-sponsors an annual health fair open to all employees where dozens of community resources are available to raise awareness regarding a myriad of issues. Finally, staff and faculty are welcome to attend and participate in all student sponsored drug and alcohol programs and most extra-curricular activities.

### **Drug-Free Workplace Policy**

Wilkes University is committed to the maintenance of a drug-free environment in accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, and Part 86, the Drug and Alcohol Abuse Prevention Regulations and will not tolerate the unlawful possession and use of controlled substances on its premises. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on Wilkes University owned or controlled property by faculty, staff or student employees. An exception is made for alcohol at selected social events.

**Definitions** - The following terms are important for purposes of expressing the University's policy on a drug-free workplace:

- A. **Controlled substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15 and as defined in Pennsylvania's Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. '780-101 et seq.
- B. **Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease or barter of property or services for the direct benefit or use of the federal government.
- C. **Conviction** means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- D. **Criminal drug status** means a federal or state criminal statute involving the manufacture, sale, distribution, dispensation, use or possession of any controlled substance.
- E. **Employee** means any faculty, staff or student receiving a salary, wages, other compensation and/or stipend support from the University.
- F. **Federal agency or agency** means any United States executive department, military department, government corporation, government controlled corporation or any other establishment in the executive branch, or any independent regulatory agency.
- G. **Grant** means an award of financial assistance, including a cooperative agreement, in the form of money or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs. The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance or direct appropriations; or any veteran's benefits to individuals, i.e., any benefit to veterans, their families or survivors by virtue of the service of a veteran in the Armed Forces of the United States.

H. Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.

I. Illegal use of drugs means the use of a controlled substance, as defined above.

J. Workplace means the physical boundaries of the University and all University owned or controlled property.

## **POLICY**

It is the policy of Wilkes University that the illegal manufacture, sale, distribution, dispensation, possession or use of drugs is prohibited on its premises. Sanctions imposed for violation of this policy are indicated below.

### In support of this policy, the University:

A. Has available through the Employee Assistance Program (EAP) and the Counseling Center, therapeutic education and referrals to appropriate therapy programs dealing with drug abuse. The Human Resources department, as well as individual departments, will refer faculty and staff to the EAP or the Counseling Center. Student employees will be referred to the Counseling Center. The EAP or Counseling Center will make referrals for treatment as appropriate. An employee may be given the opportunity to choose between corrective action, which may include termination or professional intervention, diagnosis, and/or treatment.

- B. Will provide each employee a copy of this policy. In addition, all faculty, staff and students will be notified of this policy through appropriate publications.
- C. Will notify each University employee and each student employee that, as a condition of employment on a federal grant or contract, the person once so employed must abide by the terms of the policy.
- D. Will require any employee convicted of any criminal drug statute violation which has occurred in the workplace to notify his or her supervisor or appropriate academic officer, preferably in writing, of such conviction, including any resultant conditions, within five days of the conviction.
- E. Will require each academic officer, supervisor or student employment official having knowledge of or receiving notification of a conviction as described above to immediately notify in writing the Director of Human Resources.
- F. Will notify the appropriate federal agency within 10 days after receiving notice of a criminal drug statute conviction of any University employee engaged in the performance of the grant or contract.
- G. Will impose corrective actions on, or require the satisfactory participation in a drug abuse assistance rehabilitation program by, any employee so convicted.
- H. Will make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

1. Application of Policy. The Drug-Free Workplace Policy, which applies to all persons in the University workplace, is supported by a drug awareness program available to the faculty, staff and students of the University. Specific compliance and reporting items enumerated in the policy (items B, C, D, E, F) are applicable to all persons employed on federal contracts and grants.

2. Implementation. Implementation of this policy is the responsibility of the Human Resources department.

#### Penalties for Violation of the Policy

The University policy prohibiting illegal drugs in the workplace is a protection of, and support for, the employees and students of Wilkes University. Therefore, any employee convicted of a drug offense occurring in the workplace will be subject to corrective action (up to and including suspension, suspension without pay, and/or termination) and may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as agreed upon between the employee and the Human Resources department. Further information concerning corrective actions and appropriate procedures are available from the Human Resources department.

#### Employee Assistance

Wilkes University and the Employee Assistance Program offer information on drug abuse assistance programs, individual counseling and referrals, and periodic educational programs on the dangers of drug abuse and managing drug related problems. Further information regarding these programs and services can be obtained from the EAP by calling 570-823-5144, or contacting Health and Wellness Services which has extensive resource materials and which sponsors many educational seminars, lectures and other events which are designed to increase drug and alcohol awareness among members of the University community.

## APPENDIX A

### **Substance Abuse Taskforce**

Gail Holby Coordinator, Health & Wellness

Diane O'Brien, Director, Health Services

Mark Allen, Dean of Students

Susan Biskup, Campus Counseling

Melissa Gaudio, Counselor, Campus Counseling

Gerald Rebo, Manager Safety & Security

Phil Miller, Safety & Security

Brian Langan, PA Liquor Control Enforcement

Jacob Biel, PA Liquor Control Enforcement

Cherie Soprano, Nursing

Jeffrey Alves, SLAM

Elizabeth Swantek, Director of Residence Life

Thomas Kelly, PA State Police

Martin Connors, PA State Police

Anita Burns, Secretary, Health Services

Kristopher Rivers, Student Government President

Christopher Cousin, Commuter Council President

Bethany Sharpless, IRHC President

Nicholas Wierman, OCC President

## APPENDIX B

### **Alcohol and Drug Policies (excerpt from *Student Handbook*)**

#### *Drug-Free Schools and Communities Public Law 101-226*

University regulations have consistently supported and recognized the concerns expressed in recent legislation regarding Drug Free Campuses and work places. Alcohol abuse and the use of illicit substances and drugs constitute obvious hazards to health, safety, and well-being and destroy one's ability to function in a productive and contributory fashion. Policies have been developed and adopted by the University that strictly prohibit the use, possession and/or supplying of illicit substances not only on our property, but in the larger community as well.

University regulations regarding alcohol stand to preserve the legal and responsible use of this substance on or off campus and at events sponsored by the University. Noncompliance with these regulations will most certainly result in disciplinary procedures being instituted in an effort to protect the health, safety, and well-being of all members of the community, as well as the violator of the regulations. The University is not a sanctuary from the law and will cooperate fully with law enforcement agencies in support of these regulations.

#### *Local Laws*

Any student found to be in violation of city, Commonwealth, or University regulations regarding alcohol may be required to participate in a program of Alcohol Education and will be subject to a monetary fine. Revenues from this source will be utilized to support Alcohol and Drug Information/Education and the Safe Rides Program. Referrals may be made to local rehabilitation programs. Additional disciplinary sanctions will be imposed as appropriate and may include referral to rehabilitation services and programs.

Members of the University community are especially reminded that the laws of Pennsylvania pertaining to alcoholic beverages are applicable to the campus and, as such, the responsibility for observance of the laws of Pennsylvania remains with each individual. The University will not serve as a sanctuary from the law.

The Pennsylvania Liquor and Penal Code states:

1. All persons, while in the Commonwealth of Pennsylvania, are subject to Pennsylvania Liquor and Penal Code.
2. It shall be unlawful for a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcohol or malt or brewed beverages within this Commonwealth.
3. It is unlawful to sell or furnish alcoholic beverages of any kind to persons under 21 years of age. No person under 21 years of age may pass assessments that will be used in whole or in part for the purchase of alcoholic beverages.

4. It is a misdemeanor to lawfully transfer a registration card for the purpose of falsifying age to secure alcoholic or malt beverages.
5. It is unlawful to misrepresent one's age to obtain alcoholic beverages or to represent to a liquor dealer that a minor is of age.

The University expects that all members of the University community be aware of these laws and of their responsibility for compliance with them. Members of the Students Affairs staff will, as a matter of routine, notify parents of students whose health or safety is endangered.

This includes, but is not limited to situations involving substance abuse.

Students should be aware of the following Wilkes-Barre city ordinances:

#### Section 1: Purchase, consumption, and possession or transportation of intoxicating beverages

- A. A person commits an offense if he or she attempts to purchase, purchases, consumes, possess, or transports any alcohol, liquor or malt or brewed beverages within the confines of the parks, recreation areas, or conservation areas within the limits of the City of Wilkes-Barre.
- B. A person commits an offense if he or she openly consumes any alcohol, liquor, or malt or brewed beverages on any public thoroughfare within the limits of the City of Wilkes-Barre.

#### Section 2: Posted Park Rules and Regulations

A person commits an offense if he or she violates any of the rules and regulations, as the same are posted in each of the parks, recreation areas, or conservation areas within the limits of the City of Wilkes-Barre.

#### Section 3: Penalty for Violation

Any person violating any of the provision of this ordinance shall, upon summary conviction thereof in a summary proceeding before a magistrate, be sentenced to pay a fine of not less than \$25 and not more than \$300, and costs. In default of the payment of such fines and costs, such person shall be imprisoned in the county jail for a period not exceeding 90 days. Each and every day upon which any person violates or continues to violate the provisions of this ordinance shall constitute a separate offense.

1. Anyone under the age of 21 who attempts to purchase, purchases, transports, or possess alcoholic beverages faces a fine of \$25 to \$300. Additionally, there is a mandatory suspension of a driver's license for a period of 90 days on the first offense, one year for a second offense, and two years for every offense thereafter.
2. It is a misdemeanor of the third degree and calls for a mandatory \$1000 fine for anyone who knowingly and intentionally sells or furnishes alcohol to someone under 21 years of age.

### *Assistance With Alcohol/Drug Abuse Problems*

The University supports the efforts of rehabilitation programs and will refer members of the community to appropriate rehabilitation programs. Such referrals may be part of disciplinary sanctions imposed.

Sources of drug and alcohol counseling are readily available on campus through the University Health and Wellness Services Office. Resources for assistance are designed to provide counseling, treatment, and rehabilitation that will assist a return to full health.

Referrals made to rehabilitation facilities must be kept confidential in the interest of the person seeking rehabilitation for problems with drug and alcohol abuse. Sources for referrals include the aforementioned offices, as well as the Residence Life Office and the Student Affairs Office. Community agencies knowledgeable in the area of substance abuse are located near the University campus. Meetings of Alcoholics Anonymous are held daily at locations within easy walking distance of the campus.

### *Alcoholic Beverage Policy*

The goals of the Wilkes University Alcohol Policy include protection of health and safety of students, the preservation of an environment conducive to scholarship, as well as positive social interaction, the protection of personal and University property, and the prevention of abusive behaviors related to alcohol consumption.

Wilkes University does not encourage the use of alcoholic beverages by students. The University respects the rights of individuals who are 21 years old who decide to use alcoholic beverages, but is greatly concerned about the misuse and abuse of alcohol. Students of legal age who choose to drink must drink responsibly. Those under 21 years of age are not permitted to consume, possess or be in the presence of alcohol under any circumstances on University property or at any University event.\*

\* At university events where the participants are of mixed age, those of legal drinking age are visibly identified (i.e. by bracelets). The event must be approved by the Office of Student Affairs.

### *University Regulations Regarding Alcohol*

Alcoholic beverages are prohibited outdoors on University property, including, but not limited to, Ralston Field and all campus playing fields and parking lots. They are prohibited also in all academic and administrative buildings, the Marts Center, Munson Field House and the Student Center. Exceptions to the above may only be made by the Office of Student Affairs.

Students who are under 21 must have permission from the Dean to participate in such events (i.e. senior events). They must be identifiable by bracelet or some other means. Students of legal age are permitted the use of alcohol within the confines of their room or the rooms of other students of legal age. Within the residence halls, alcohol use is not permitted by anyone in common areas (i.e. lounges, hallways, studies, kitchens, etc.). The University prohibits common supplies of alcoholic beverages. This includes

any size keg or beer ball (full, partially full, or empty), open punch bowls, or any common source from which alcoholic beverages may be served. The possession or consumption of grain alcohol is prohibited.

Those students of legal age may possess only reasonable quantities of alcohol for their own personal use. Students 21 years of age or older may bring a maximum of one case of beer (not to exceed a case of 12 oz. or 16 oz. containers), or one gallon of wine, or one case of wine coolers, or one fifth of distilled alcohol into college-owned housing. However, a room or living unit (i.e. apartment) may not have a quantity of alcohol in excess of the limit listed above. An excess of the established limit would be considered a large quantity and reason for disciplinary action. Decisions of this nature will be the judgment of the Residence Life Judicial Board. High content alcohol/caffeine (combined) beverages are prohibited from the residence halls.

The University recognizes the legal ability of those who are 21 years of age and over to consume alcohol. However, possessing alcoholic beverages in one's room allows underage roommates and guests access to a substance that is illegal for them to have. This also places legal-age students in the role of providing alcohol to a minor, which is a more serious offense. Residents will be held responsible for any violations of this nature that occur in their room.

Students who maintain residence off campus are reminded of their responsibilities regarding the laws of the Commonwealth. Parties sponsored by independently maintained apartments off campus must comply with Commonwealth laws and local ordinances. If an incident is reported to the University that occurred off campus, it will be dealt with through the Student Affairs Council.

When official University social functions are held off campus, the price for admission may not include the costs of any alcoholic beverages. The single exception to this regulation is the President's Dinner Dance for Graduates. The University, as a matter of routine, writes to the management of hotels where off-campus events are held, reminding them of their legal responsibilities regarding the serving of alcoholic beverages. Similarly, the University supports hotel management regulations regarding compliance with the law and will fully cooperate with the hotel management staff in the discharge of responsibilities. No club or organization may enter into an agreement with an establishment serving alcohol to receive donations from that establishment as a means of promoting business.

#### *Alcohol and Guests*

Residents are responsible for their guests at all times. This includes the use of alcohol. If guests to Wilkes University are found in violation of the alcohol policy, their hosts are responsible for the sanctions resulting from the violation. Students who have guests on campus or in University buildings are responsible for advising them of the Pennsylvania laws and University policies pertaining to alcoholic beverages.

#### *Amnesty*

A member of the Wilkes University community who fears direct or immediate threat to the health or safety of an alcohol or drug-impaired individual should alert the Student Affairs on-call person, a

Resident Assistant, Public Safety or professional medical assistance. For his or her part in aiding the impaired individual, he or she will not be subject to formal University discipline for the occasion on which he or she gave assistance. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate this policy.

Those who receive medical attention in these circumstances due to abuse of alcohol or illegal drugs will be immune from University disciplinary action concerning abuse for the initial offense. They will, however, be referred to the Counseling Center. The counselor will determine if further treatment is necessary. Failure to comply with the evaluation or treatment recommendations will result in full disciplinary action for the original violation.

### *Intoxication*

Intoxication is not an excuse for irresponsible behavior and students will be held accountable for their behavior at all times. Students who demonstrate inappropriate, irresponsible behavior as a result of drinking will be subject to disciplinary action. These behaviors may include, but are not limited to, slurred speech, erratic behavior, or difficulty with physical coordination.

The sanctions imposed may range from an official reprimand to dismissal from the University.

It should be clearly understood that students who demonstrate a lack of responsibility and maturity in the use of alcohol will be required to participate in programs pertaining to alcohol education and/or abuse.

Any behavior resulting from the use of alcoholic beverages that infringes upon the rights or privacy of others will be considered a conduct violation and is subject to sanctioning.

### *Off-Campus Events*

No student who is under 21 years of age, may consume alcohol while representing the University on a University-sponsored trip. This includes, but is not limited to, sporting events, educational trips, and student-sponsored trips. Those of legal drinking age should exercise control when representing the University.

### *Tailgating*

In an effort to promote a healthy environment surrounding athletic activities, the University does not condone tailgating of any kind.

### *University Sanctions for Alcohol Violations*

#### First Offense –

\$200 penalty charge, one calendar year of disciplinary probation, parental notification, and required alcohol education class (failure to attend the alcohol education class within the prescribed timeframe will result in an additional \$100 penalty charge)

### Second Offense –

\$300 penalty charge, parental notification, and required assessment from an off campus professional regarding alcohol use (cost to be incurred by the individual).

### Third Offense -

Referral to Student Affairs Council

### Hosting/Supplying -

\$250 penalty charge

### Being in the Presence of Alcohol While Under the Age of Twenty-One –

\$100 penalty charge, parental notification, required alcohol education class

\* other sanctions may be added to alcohol violations based on individual circumstances.

### *MyStudentBody*

Contact: [Melissa Gaudio](#), Campus Counselor

MyStudentBody is a comprehensive approach to reducing the risk of drug and alcohol abuse and sexual violence among college students. MyStudentBody engages students and parents in effective, evidence-based prevention and gives administrators the data to target, evaluate, and strengthen prevention initiatives.

College students make choices every day that affect their academic success and ultimately their success in life. The choices they make about alcohol, drugs, and sexual violence can be among the toughest—and can have the most serious consequences. MyStudentBody is a comprehensive, evidence-based, online prevention program that gives students the tools to choose behavior that helps them successfully navigate the social pressures of the campus environment and achieve academic success.

MyStudentBody is the only online college prevention program that continues to provide students with health education, self-assessment, tools, and strategies to cope with behavioral risks, available 24/7 throughout the school year. MyStudentBody is also the only online college drug and alcohol program that boosts the University's prevention message with follow-up assessment at 30, 60, or 90 days. The follow-up assessment reinforces the prevention message and gathers data to track the effects of your program on student drinking, drug use, and sexual victimization.

Every incoming, first year student is required to complete the MyStudentBody program within the allotted timeframe. An email is sent to each student at the beginning of the school year with directions to participate. Failure to successfully complete the program will result in a \$100 penalty charge and required participation in a Choices alcohol education class.

### *Drugs*

The University is opposed to the use of any illicit substances. Additionally, any misuse and/or abuse of prescription or over-the-counter medications will not be tolerated. Any drugs, or drug combination (legal or illegal), deemed by the University to be detrimental to the health and safety of community

members are not allowed on campus. This would include, but is not limited to: synthetic cannabinoids (synthetic marijuana), mephedrone (street name “bath salts”), and party powders. Possession of drug paraphernalia is also illegal, particularly when there is evidence of drug use. Students who are charged with possession, use, transfer, or sale of these substances will be subject to disciplinary action that may result in penalty charges, suspension, or dismissal from the University independent of any external legal action.

Wilkes is cognizant of the growing problem of drug abuse and is concerned with the complex and serious nature of this problem. For this reason, students found to be involved in supplying drugs for others will be subject to serious disciplinary action. We define “supplying drugs” as meaning procuring and providing substances in any amount, under any conditions.

Although the University respects a student’s right to privacy, the University reserves the right to inspect individual rooms at any time, especially for reasons of maintenance, health and safety. Such searches can only be conducted by the Dean of Students or delegates.

Any illegal substances that are confiscated will be turned in to the local police. The University will cooperate fully with law enforcement officers as they continue their efforts to halt the use of illicit substances.

#### *University Sanctions for Drug Violations*

First Offense -

\$300 penalty charge, conditional suspension, parental notification

Second Offense –

\$500 penalty charge, referral to student affairs cabinet, required assessment from an off campus professional regarding drug use.

Third Offense—

Referral to Student Affairs Council

\* other sanctions may be added to drug violations based on individual circumstances.

#### *Parental/Guardian Notification*

If a student is determined to be in violation of the drug or alcohol policy and is under the age of twenty-one a letter will be sent home to the parent/guardian(s) regarding the incident. Any student who receives medical attention due to excessive alcohol or drug use, i.e. is seen by University Health Services, requires a paramedic to respond to the campus, or is transported to the hospital, will also have his/her parent/guardian(s) notified. If hospitalization is necessary, the parents will be contacted.

**Smoking/Chewing Tobacco**

Mindful of provisions of Pennsylvania Act 168, the University conforms with policies mandating non-smoking dining areas and non-smoking buildings.

Smoking is prohibited in all University-owned buildings, shuttles and vans. Chewing tobacco use is prohibited in all classroom buildings, as well as labs and offices. It is also prohibited in the Marts Center, UCOM, Munson Field House, the Farley Library, the Center for Performing Arts, the Student Center and University shuttles and vans.

Failure to comply with this policy will be considered a conduct violation.