

**Date of Request:** Fall 2014  
**Policy Name:** Substance Abuse Policy and Guidelines  
**Responsible Officer:** Vice President of Student Life and International Education  
**Responsible Office:** Student Life

## SUBSTANCE ABUSE POLICY AND GUIDELINES

### A. Policy

The University is committed to maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community.

**Alcohol** – The University neither condones nor sanctions the use of alcohol.

Upper Iowa University encourages students to hold substance free events and programs. All individuals are expected to observe the alcoholic beverage laws of the state or province and country in which the campus is located. Members of the University community who are legal age are expected to make responsible decisions about the use of alcohol and to assume full responsibility for their personal conduct and actions. This includes respecting the rights of those individuals who choose not to use alcohol. In consideration of state and local laws, the possession and use of alcohol by underage persons is prohibited on University property. The possession, use or sale of alcoholic beverages is prohibited on University property unless otherwise permitted under the guidelines.

**Drugs** – In consideration of federal, state and local laws, the possession, use or sale of illicit drugs or possession of drug paraphernalia is prohibited on any University campus.

### B. GUIDELINES

1. A student or employee shall not make alcoholic beverages available to any student, employee or guest who is under legal drinking age.
2. Students of legal age living in the residence halls can consume alcoholic beverages inside their rooms on a personal basis. The student choosing to consume alcoholic beverages shall do so with care and in a responsible manner. When consuming alcoholic beverages, the student is responsible for his or her actions and will avoid conduct that is disruptive to the general area. Open containers of any kind containing alcoholic beverages are not permitted outside the student's room, including, but not limited to, all common areas of the residence hall. Students of legal age are not permitted to give alcohol to any student not of legal age.
3. Full-time employees who reside on University property or in University owned housing are exempt from the University's alcohol policy related to the serving and /or the consumption of alcoholic beverages in University owned personal residences. They are required to obey all federal, state and local laws related to alcohol. Employees are expected to behave responsibly when consuming or possessing alcoholic beverages.

4. The possession or consumption of alcoholic beverages is not permitted at any campus social activity, athletic event, intramural activity, student campus organization activity, University sponsored student trip, student activity for prospective students and recreational areas of the University unless the event has been approved by the following: **Residential Campus – Vice President of Student Life and International Education and the President; Extended University – Vice President for Enrollment Management and the President; and International Education - Vice President of Student Life and International Education and President.** A department requesting such an event shall complete the Alcohol Availability Request Form which can be obtained from **Student Life** or the Office of the President. Departments requesting permission to serve alcohol must meet the following requirements:
- a) Responsibility for obtaining proof of age before serving an alcoholic beverage lies with the licensed vendor. Departments, organizations, individuals or groups hosting or sponsoring the event must provide adequate supervision and implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
  - b) All individuals or registered groups must comply with local, state, and federal laws applicable to the location of the campus/center in which student is enrolled or to which the group is affiliated, and the policies of Upper Iowa University. It is the duty and responsibility of the sponsoring organization(s) or individual(s) to provide adequate supervision and to comply with all applicable laws and university regulations including the activity authorization process.
  - c) Alcohol must be served through a licensed vendor. The University's contracted food service must be the vendor if the event is at any location on the Fayette campus.
  - d) Outside security must be provided if deemed necessary by the **Vice President of Student Life and International Education**, Vice President for Enrollment Management or his/her representative.
  - e) The quantity of alcohol available at an activity is to be based upon the number of people of legal drinking age expected to attend and the duration of the activity.
  - f) Nonalcoholic beverages and food are to be provided whenever alcohol is served. They must be displayed as prominently as the alcohol. They must also be available in appropriate quantities depending upon the number of people in attendance.
  - g) Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited.
  - h) Consumption of alcohol on trips or sanctioned by Upper Iowa University shall be consistent with relevant, local laws. Trips include but are not

limited to athletic trips, interim trips, conventions and field trips. The determining factor of legal aged students drinking on these trips is the choice of the chaperone and still needs approval from the Vice President of Student Life and International Education, Vice President for Enrollment Management or his/her representative.

- i) No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.
  - j) The service of alcoholic beverages is to be a secondary position in respect to programmed activities. Alcoholic beverages are regarded as a social amenity related to educational, cultural and recreational programs, and the sale of such beverages will be confined to this purpose.
5. Student campus organizations sponsoring activities off campus must follow the guidelines established by the Substance Use, Education and Prevention (SUEP) Committee and observe local, state and federal laws.
  6. University departments may host events on or off campus for alumni, University employees or guests that include the serving of alcoholic beverages. Those events must meet University guidelines and be approved by the **Vice President of Student Life and International Education** or his/her designee. Requests are to be made in writing using the Alcohol Availability Form and submitted to the **Vice President of Student Life and International Education**. He/She will review and send to the President's Office. Only the President can approve funds that will provide free alcohol at approved events. All vendors must provide the University with a certificate of insurance. Food Service is authorized to hold a valid liquor license. The University has contracted with Food Service to provide food and beverages for all Fayette Campus events in accordance with federal and state laws and the policies and standards established by the University.
  7. "Tailgating" on University property may be permitted during athletic events. Tailgating involves University employees or guests consuming food and/or beverages – which may include alcoholic beverages – in advance of or after an athletic event on University property in area(s) so designated for tailgating by the University. The food and/or beverages are supplied by tailgating individuals and not by the University or any of its contracted vendors. Tailgating is a privilege and events must comply with the University's policy related to serving and consumption of alcohol in accordance with local, state, and federal law. Illicit drugs will not be tolerated and will violate policy. Tailgating events must be approved in advance by the Vice President of Student Life and International Education and the President or his/her designee.
  8. Non-University sponsored events\* are scheduled through the Events Coordinator in Fayette or the Center Director at each center. A written agreement is required between the sponsor and the University. Individuals renting University space on the Fayette Campus must contract with the

campus Food Service for any food and beverage needs. All food and beverage agreements are made directly with the Food Service.

\*Non-University sponsored events is any event that is not affiliated with or funded by the University.

9. Alcoholic beverage marketing programs specifically targeted for UIU students and/or held on campus should conform to the Extended University and Residential Student Handbook's rules and regulations. Programs should avoid demeaning sexual or discriminatory portrayal of individuals. Alcoholic beverages, such as kegs or cases of beer, are not to be provided as free rewards to individual students or campus organizations. Off-campus promotional activities that are primarily directed to UIU students regardless of campus location should be developed with the previous knowledge and approval of the **Vice President of Student Life and International Education**, Vice President for Enrollment Management or his/her representative. Posters, signs or apparel that are purchased in connection with any University group or function cannot reflect or portray alcohol.
10. The University will make known its Substance Abuse Policy to students and employees by using such means as student and faculty/employee handbooks, residence hall meetings, faculty and employee meetings, orientation programs and other efforts as deemed appropriate.

### **C. Education Program**

1. **The Director of Counseling and Wellness** (hereafter referred to as Director) has developed a system that provides accurate, current information about the health risks and symptoms of alcohol and other drug use for students, faculty and staff.
2. The Director makes efforts to establish collaborative relationships between community groups and agencies and the University for alcohol and drug-related education, treatment and referral.
3. The University promotes the development of a coordinated effort across campus for substance abuse education, treatment and referral through Counseling Services, Human Resources and the Employee Assistance Program.
4. The University supports and promotes drug-free campus activities.

### **D. Enforcement**

As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates substance abuse policies and related federal, state and local laws.

1. Substance abuse policies and guidelines are published in student and faculty/employee handbooks and available at [www.uiu.edu](http://www.uiu.edu).
2. The disciplinary body or administrator as outlined in the Student Catalog and Handbooks exercises the appropriate disciplinary action for alcohol and/or drug violations. This may include expulsion of a student or termination of an employee for the distribution of alcohol to any person under the age of 21. The sanctions are listed under in the Student Handbooks or Catalogs.

3. The University reserves the right to expel a student who is involved in the use, possession, sale or distribution of illegal drugs on the University property and/or at University functions.
4. The University reserves the right to terminate an employee who is involved in the use, possession, sale or distribution of illegal drugs on University property or at University functions.

**E. Assessment**

1. The Director will assess the University environment for any underlying causes that may be related to substance abuse.
2. The Director will survey the University community members about their awareness, attitudes and behaviors regarding substance abuse. The results will be used in program development.
3. Any other data collected by the Director or campus personnel will be used as a guide to program development.

Revised & Approved by the Board of Trustees, 2015

**(For UPC Use Only)**

**Approvals:**

<b>University Policy Committee</b>	<b>Date Approved: N/A</b>
<b>Executive Leadership Team (ELT)</b>	<b>Date Approved: N/A</b>
<b>Legal Review</b>	<b>Date Approved: N/A</b>
<b>Academic Affairs Council/Faculty (if required)</b>	<b>Date Approved: N/A</b>
<b>Board of Trustees (BOT)</b>	<b>Date Approved: 2/6/2015</b>
<b>Annual Review</b>	<b>Date Reviewed: 11/10/2016</b>

**Policy Effective Date: Immediately**