

TIFFIN UNIVERSITY

TIFFIN UNIVERSITY
DRUG AND ALCOHOL
ABUSE PREVENTION
PROGRAM

July 2016

INTRODUCTION

The Tiffin University Drug Free Schools and Communities Act Policies and Procedures document describes the requirements of the 1989 amendments to the Drug Free Schools and Communities Act (DFSCA) as articulated in the Education Department General Administrative Guidelines (EDGAR) Part 86. Part 86 pertains to drug and alcohol prevention. This Act and the U.S. Department of Education's supporting regulations require that institutions of higher learning adopt and implement programs "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities." The regulations contain specific recommendations for the content of a written notification and specify the items that the annual notification to students and employees must comprise.

As a requirement of these regulations, Tiffin University is to disseminate and ensure receipt of this policy/information to all students, staff, and faculty on an annual basis. This process is formally conducted by the Vice President of Human Resources and Student Services emailing the DAAP to all students, staff & faculty each spring, summer and fall semesters. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to Lori Hall, Vice President of Human Resources and Student Services at (419)448-3433 or email at hallla@tiffin.edu or Jennifer Boucher, Director of Campus Safety & Security at (419)448-5137 or email at BoucherJ@tiffin.edu.

The President of the University has overall responsibility for the implementation and administration of this policy and has delegated its overall management to the Vice President of Human Resources and Student Services and Director of Campus Safety and Security. In addition, the President or his/her designee will generate a review of the institution's alcohol and other drug policy and program as required by law.

Tiffin University is a community of learning with our mission to offer quality, professional- focused, learning-centered undergraduate and graduate degree programs and life-long learning opportunities to prepare traditional college age students and adult students for successful careers and for productive and satisfying lives of excellence, leadership, and service. The University represents a new kind of institution in America, the professional university, where the career objectives of traditional college age students and adult students are optimized through professionally focused undergraduate and graduate programs that have a broad general education foundation. This fundamental institutional strategy appropriately positions the University for the future.

Should you have any questions or concerns regarding the content of this annual report, please feel free to contact the following individuals at Tiffin University.

Lori Hall
Vice President of Human Resources and Campus Services
Phone: 419-448-3433
Email: hallla@tiffin.edu

Michael J. Herdlick
Dean of Students
Phone: 419-448-3582
Email: herdlickm@tiffin.edu

Jennifer Boucher
Director of Campus Safety
Phone: 419-563-5611
Email: boucherj@tiffin.edu

SECTION 1 STUDENT POLICY

ALCOHOL BEVERAGE POLICY

Alcohol Policy - Tiffin University's alcohol policy expects Students to (1) adhere to state and local laws regarding the possession, consumption and distribution of alcoholic beverages, and (2) to adhere to university's restrictions and prohibitions governing the use and consumption of alcoholic beverages

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

- **Law:** Any alcohol related violation of the Ohio Revised Code including, but not limited to:
 - Distribution of alcohol to any person under the age of 21 and possession of alcohol in the presence of any person under the age of 21.
 - Possessing an open container in a public place including a motor vehicle, parked or moving.
 - Using false identification to obtain alcoholic beverages.
 - OVI- Operating a Vehicle while impaired or under the influence of alcohol.
- **Underage and Alcohol: If you are under the age of 21, the following additional actions/behaviors are prohibited under this policy:**
 - Use and/or possession of alcohol under the age of 21.
 - Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in apartment/house are not over the age of 21.
 - Occupancy in a room where alcohol is present.
 - Complicity to alcohol use.
 - Alcohol containers of any kind (whether empty or full) are not permitted for use by those under the age of 21.
- **Abuse/Misuse:** Consumption of alcohol that clearly impairs a Student's personal health and/or safety, regardless of age.
- **Disorderly Conduct:** Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.
- **Public Intoxication:** Public intoxication and/or drinking in public.
- **Common Source/Keg:** Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- **Mass Consumption:** Participation in activities and/or drinking games (ie. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- **Devices:** Use and/or possession of mass consumption devices (ie. beer bong, funnels, etc.).

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

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

Fraternity and Sorority Facilities

- Each Greek chapter is responsible for adhering to state and local laws, as well as standards of the University governing the possession and consumption of alcoholic beverages.

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

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

Open Containers - Consuming or possessing alcohol in an open container in any University district location is not permitted and will subject the violator(s) to disciplinary action.

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

The following situations would not be covered by the Medical Amnesty Policy:

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

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

PHILOSOPHY STATEMENT ON DRUG ABUSE PREVENTION

Tiffin University is committed to providing students with the best possible opportunity for intellectual and personal development. This includes providing definitive actions to assist all students in understanding the problems associated with substance abuse.

In January of 1988, the University initiated a drug screening policy. Should drug use be suspected on the part of a student or employee, he or she would be requested to comply with appropriate drug screening/testing procedures. Such a request could only be made upon the agreement of the Vice President for HR and Campus Services and the Dean of Students, or the President if employees are involved. If the tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed.

Being a small sized educational institution in a small town, the students are generally not subject to the pressures of drug abuse and availability that occur in larger urban universities. We are aware, however, that diligence, education and discipline on the part of the Student Affairs and other offices will help discourage

drug and substance abuse.

Only a combined effort from educational institutions, government, law enforcement and individual families can halt the increase in substance abuse. TU has been, and will continue to be, active in this endeavor.

DRUG POLICY

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

Tiffin University will have jurisdiction over student-related misconduct that occurs on university premises and/or at university sponsored activities, but may also address off-campus behavior if the University determines that the behavior or the continued presence of the student impairs, obstructs, interferes with, or adversely affects the mission, processes or functions of the University.

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

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

SOME COMMONLY ABUSED DRUGS

STIMULANTS

Amphetamines also known as *speed, uppers, bennies, pep pills, crank, crystal, ice, etc.*
Cocaine, also known as *coke, snow, crack, rock*, which is legally classified as a narcotic

- ◇ Hallucinations may occur
- ◇ Tolerance, psychological and sometimes physical dependence can develop
- ◇ Continued high doses can cause heart problems, malnutrition, death
- ◇ Confusion, depression, or hallucinations may occur
- ◇ Effects are unpredictable - convulsions, coma and death are possible

DEPRESSANTS

Barbiturates which may also be known as *barbs, goof balls, downers, blues*
Tranquilizers such as *Valium, Librium*
Methaqualone which may also be known as *soapers, quads, or ludes*

- ◇ Confusion, loss of coordination, etc. may occur
- ◇ Tolerance, physical and psychological dependence can develop
- ◇ An overdose can cause coma, death
- ◇ Depressants taken in combinations or with alcohol are especially dangerous

CANNABIS

Marijuana also known as *grass, pot, weed*
Hashish also known as *hash*

Hashish also known as *hash oil*

- ◇ Confusion, loss of coordination; with large doses, hallucinations rarely occur
- ◇ Long-term use may cause moderate tolerance, psychological dependence
- ◇ Long term use may cause damage to lung tissue

Synthetic cannabis also known as *K2, Black Mamba, Bliss, Blaze, and Spice*

HALLUCINOGENS

Lysergic acid diethylamide also known as *LSD or acid*

- ◇ Hallucinations, panic may occur
- ◇ Tolerance develops
- ◇ Effects may recur (*flashbacks*) even after use is discontinued
- ◇ Possible birth defects in users' children

Phencyclidine also known as *PCP, angel dust* and legally classified as a depressant

Mescaline, MDA, DMT, STP, psilocybin, and designer drugs

- ◇ Depression, hallucinations, confusion, irrational behavior may occur
- ◇ Tolerance develops
- ◇ An overdose can cause convulsions, coma, death
- ◇ Effects are similar to LSD effects

NARCOTICS

Heroin also known as *H, scag, junk, smack*

Morphine also known as *M, dreamer,*

Codeine

Opium

- ◇ Lethargy, apathy, loss of judgment and self-control may occur
- ◇ Tolerance, physical & psychological dependence can develop
- ◇ An overdose can cause convulsions, coma, death
- ◇ Risks of use include malnutrition, infection, hepatitis

DELIRIANTS

Aerosol products, lighter fluid, paint thinner, amyl nitrite (poppers), and other inhalants

- ◇ Loss of coordination, confusion, hallucinations may occur
- ◇ An overdose can cause convulsions, death
- ◇ Psychological dependence can develop
- ◇ Permanent damage to lungs, brain, liver, bone marrow can result

ALCOHOL

Don't be fooled by the fact that alcohol is not controlled in the same way that other drugs are - alcohol is a powerful depressant.

NICOTINE

The nicotine found in tobacco is a drug! Long-term cigarette smoking is linked to emphysema, lung cancer, and heart disease. Physical and psychological dependence can develop.

PAIN RELIEVERS (such as Vicadin and Oxicotin)

Dependence upon pain relievers can turn into an abusive situation if not managed properly.

*Mixing any of the above with alcohol or with each other can potentially be lethal.

TYPES OF SANCTIONS-UNIVERSITY AND COMMUNITY

At Tiffin University, as part of our continual effort to promote and inspire professional excellence, we attempt to provide students with sanctions that are fair, educational and which leave the student with a better understanding of personal and professional accountability for actions. The following types of sanctions are based upon the above mentioned criteria. *It is understood that these guidelines and policies are in effect for the entire time the student is enrolled at Tiffin University. They are in effect for actions both on and off campus.*

INDIVIDUAL SANCTIONS (*may include one or more of the following, depending upon the incident*)

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

- A. Apology Letter** – Students can be sanctioned to craft an apology letter to a third-party. The letter is to be completed and delivered to University Officer currently assigned to the case. The destination of an apology letter is up to the discretion of the University Officer.
- B. Campus Accessibility Restriction** – a permanent or temporary restriction of access to certain campus areas, properties, buildings, living units, public spaces, parking lots, activities, etc.
- C. Disciplinary Hold** - Students that fail to cooperate with the Student Conduct Process can be placed on Disciplinary Hold. Once on Disciplinary Hold, Students cannot receive a transcript or register for classes at Tiffin University. To have this hold lifted, Students are required to attend a Student Conduct Hearing and/or comply with assigned sanctions and/or outcomes.
- D. Disciplinary Probation** - A status set by a University Officer for an established amount of time where any further violation of the Code of Student Conduct will result in further sanctions and/or jeopardize the Student(s) status with Tiffin University.
- E. Dismissal** - the permanent separation of Tiffin University and a Student. Any student that is dismissed is **not** permitted to be on campus, unless given prior permission from the Dean of Students. Students found to be in violation of their dismissal may face legal action by the University.
- F. Educational Sanction or Assignment** - Educational Sanctions and/or Assignments are designed to assist in the development of students found responsible for violating the Code of Student Conduct. Examples of Educational Sanctions or Assignments include, but are not limited to: Paper assignments, bulletin board creation, Reslife.net, and the Tiffin University Community Standards workshop (for more information, see Item O.)
- G. Housing Sanctions or Restrictions** - Housing Sanctions or Restrictions include:
 - **Housing Relocation** - Students may be required to relocate their housing arrangements.
 - **Housing Removal** - The immediate removal from Tiffin University Housing either permanently, or for a set period of time.
 - **Interim Housing Relocation** - Relocation within Tiffin University Housing at the discretion of the Student Conduct Hearing Officer until Student Conduct Processes can take place, and/or it is determined that said Student can return.
 - **Interim Housing Removal** - Removal from Tiffin University at the discretion of the University Officer for a period of time until Student Conduct Processes can take place and/or it is determined that said Student can return.
 - The University reserves the right to remove anyone from housing immediately should circumstances warrant it. This action can be temporary or permanent.
- H. Interim Suspension** - In certain instances, the University Officer may suspend a Student or a Student Organization in the interim, until such time that the Student Conduct Process can be completed.

An Interim Suspension will be enacted to ensure the safety and well-being of the Tiffin University community and property, as well as the physical and/or emotional well-being of any Student(s) or Student Organization(s) involved.

- I. Monetary Fine** - Monetary fines may be imposed for any Student found in violation of the Code of Student Conduct. Additionally, Students may be fined for any damages that occur in incidents where Students are found responsible.
- J. No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents.
- K. Parental/Guardian Notification** - The University reserves the right to notify parents/guardians of dependent students regarding any student conduct situation as it deems necessary. The University may also notify parents/guardians of dependent and non-dependent students of alcohol and/or other drug violations.
- L. Counseling Referral** - A student may be sanctioned to consult with a counselor for an assessment and any follow-up appointments that stem from that assessment. Responsibility for costs related to counseling may be placed on the Student. Failure to keep appointments will be documented separately as a Failure to Comply violation.
- M. Restitution** - A Student may be sanctioned to pay for damage to property, for personal injury expenses and/or other expenses. Students may also be required to complete restitution through service. (For example: A student that intentionally vandalizes a bathroom could be sanctioned to assist Tiffin University Housekeeping Staff in cleaning efforts). Additionally, a Student can be sanctioned Restitution through community service.
- N. Restorative Justice Session** - In many instances of conflict, there is a need to “repair the harm” between involved parties. With the buy-in of all impacted parties in an alleged incident, a University Officer may sanction a Restorative Justice Session involving the alleged, as well as any negatively affected parties in the incident. This Session will be facilitated by the University Officer. This Session is not designed to have the alleged plead their case to the student, but rather provide a unique opportunity for the students to work toward a mutually agreeable solution to their conflict and/or student conduct incident.
- O. Suspension** - A set period of time in which the student is physically separated from the University for violations of the Code of Student Conduct. Certain requirements may be placed on the student that must be completed before the student may return to campus. Any student that is suspended is **not** permitted to be on campus, unless given prior permission from the Dean of Students. Students found to be in violation of their suspension may face legal action and further disciplinary action by the University.
- P. Tiffin University Community Standards Workshop** - A monthly educational workshop offered through the Office of Student Affairs. This workshop will focus on an in-depth look at policies and procedures, as well as the importance of being a responsible-minded community member of Tiffin University.
- Q. Warning** - Students may receive either verbal or written warning as a result of being found in violation of the Tiffin University Code of Student Conduct. Any repetition of the same or similar behavior will result in further disciplinary action.

Organizations and Team Sanctions - Sanctions may include one or more of the following, depending upon the incident, as determined by the University Officer or their designee.

- Warning status
- Restitution for damages
- Monetary Fine
- Probation period of up to four years – places organization in jeopardy of suspension of University recognition and/or funding.
- Suspension of Charter or Organizational Constitution for period up to two years. A suspended organization may not receive funding nor use University facilities for meetings, advertising, housing, or other uses. In order to be reinstated, an organization that has been suspended must go through the same

process as required in order to establish a new student organization at TU.

- If the University Officer determines that an organization’s Charter or Organizational Constitution should be suspended, procedures for appeal will follow previously established appeal processes.

OFFENSES AND SANCTIONS

Any student involved in a violation of Tiffin University student conduct policies or other institutional policies will face disciplinary action through the following procedures, which are subject to revision based on the severity of the incident.

Alcohol Sanctioning Guidelines - Incidents that result in:

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

Drug Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one academic year, parental/guardian notification, and \$300 fine.	Written warning, educational sanction or assignment, disciplinary probation for no less than two semesters, parental/guardian notification, and \$200 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$350 fine.	Substance abuse assessment, disciplinary probation for no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$250 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and \$400 fine. Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$300 fine.

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

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

PRESIDENT'S AD HOC APPEALS COMMITTEE

If a student is dismissed or suspended from the University by the Dean of Students, s/he has the option to appeal the decision to the President of the University. The president may opt for an Ad Hoc Appeals Committee to hear the appeal. The President's Ad Hoc Appeals Committee shall be composed of a faculty member, a member of the administration/staff outside of the Student Affairs Division, and a student leader. An alternate for each position shall be called if impartiality cannot be determined.

The purpose of the Appeals Committee is to determine whether the dismissal or suspension should stand. The committee is not charged with substituting a new disciplinary sanction in place of the one presently in effect, although it may make recommendations. The Committee should hear and consider all information directly relating to the matter at hand.

The Dean of Students, or designee, shall act as the adjudicator and will not be part of the committee. The adjudicator will present information to the Committee relating to the policy violations of the students in question. Any witnesses may attend and provide information upon request. If necessary, a witness's identity could be kept confidential by providing a signed statement to the committee. The committee would have the option to ask questions of the confidential witness at a different time or location. While witnesses are allowed to be present to provide information, advisors or counsel are not permitted to be in attendance.

FEDERAL AND STATE PENALTIES

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

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

With regard to beer and intoxicating liquor, Ohio law provides that a person under twenty-one years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor, or furnishes false information in order to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold may not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000. Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to twenty years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison; forfeiture of any conveyance used to transport or conceal a controlled substance; denial of Federal benefits, such as student loans, for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to \$10,000.

HEALTH, WELLNESS, AND COUNSELING SERVICES

HEALTH

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

WELLNESS AND COUNSELING

Tiffin University Counseling and Wellness Center is available to provide counseling services to its students. Referrals may be made by any member of the Tiffin University Community or via health care professionals from the University Health Services. The counselor on duty will make an assessment of the student's overall physical and mental state in order to make the appropriate counseling referral. The Office of Student Affairs (419-448-3264) will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university. Contact Dean of Students, Michael Herdlick: office 419-448-3582 or cell 419-618-5154. Individual appointments can be scheduled with the Director of Counseling and Wellness Services, Julie George via e-mail at georgej@tiffin.edu or 419-448-3578.

Student in Crisis Situations:

In the event a student is in a state of crisis and requires immediate attention or intervention by counseling services, an immediate referral will be made to the University Counseling and Wellness Center. If the student is in crisis during the normal operating hours of the University Health Services, the student will be taken to the facility and placed under the immediate care of the health professionals. They will then make the necessary referrals for the specific type of counseling that is most beneficial to the student. If the student is in crisis outside of the normal operating hours of the University Counseling and Wellness Center, the Student Affairs Office will contact a health care or counseling professional on call to aid in making the necessary referral and/or aid in making the necessary wellness recommendation for the student's overall welfare.

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

Referrals:

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

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

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

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

- Study skills enhancement and time management
- Strategies to overcome loneliness, depression, test anxiety
- Campus life or roommate concerns
- Coping with stress, relaxation techniques
- Becoming more assertive
- Sexual information or pregnancy concerns
- Alcohol and drug abuse concerns
- Decision making strategies
- Coping with death or divorce

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

MEDICAL EMERGENCY

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

MEDICAL SERVICES

If a student is ill or in need of a physical checkup, s/he should make an appointment with the University affiliated physicians at **The University Health Services**, located at **217 Miami Street, Seneca House**.

Appointments for the University Health Services may be made either in person or through the Office of Student Affairs, located in the Gillmor Student Center. Open Monday –Friday; 419-448-3429, walk-ins are always welcome.

Note: The Office of Residence Life **must** have a completed **immunization record on file** prior to attendance and living on campus. In addition, we **must** have a completed **meningitis/ hepatitis vaccination status form on file** prior to attendance and living on campus. This is in accordance with the law of the State of Ohio (Ohio Revised Code Section 1713.55). All students are strongly urged to have their medical/immunization records updated for their own protection as needed throughout their period of enrollment at Tiffin University. A copy of this information will be on file at The University Health Services Division as well.

SECTION II
EMPLOYEE DRUG ABUSE PREVENTION

EMPLOYEE DRUG AND ALCOHOL ABUSE PREVENTION

ALCOHOL POLICY

Employees are prohibited from reporting to work or working under the influence of alcohol.

Employees may not consume, possess, distribute, or be under the influence of alcoholic beverages on University property or while on University business (except at University functions at which use of alcohol is approved).

Employees aged twenty-one (21) years or older, consuming alcohol at University functions or while on University business, where such use is approved, are expected to do so responsibly.

Should alcohol use or distribution be suspected in violation of this policy, or other misconduct resulting there from, depending on the seriousness and extent of the offense, action ranging from a warning/consultation up to and including termination may be imposed. TU will evaluate each offense on a case by case basis and will biennially review all sanctions imposed on employees to ensure consistency in enforcement.

DRUG POLICY

Tiffin University is committed to providing employees with the best possible opportunity for intellectual and personal development. This includes providing definitive actions to assist all employees in understanding the problems associated with substance abuse.

Should drug use be suspected on the part of an employee, he or she may be requested to comply with appropriate drug screening/testing procedures. Such a request could only be made by the President. If the tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed.

Only a combined effort from educational institutions, government, law enforcement and individual families can reduce substance abuse. Tiffin University has been, and will continue to be, active in this endeavor.

The illegal possession, consumption, provision or sale of drugs, or misconduct resulting there-from, is a serious offense, which is subject to disciplinary action by University and civil authorities. Depending on the seriousness and extent of the offense, action ranging from a warning/consultation up to and including termination may be imposed. TU will evaluate each offense on a case by case basis and will biennially review all sanctions imposed on employees to ensure consistency in enforcement

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

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

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

FEDERAL AND STATE PENALTIES

The Vice President of Human Resources and Student Services will have jurisdiction over employee- related misconduct that occurs on university premises and/or at university sponsored activities, but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the employee impairs, obstructs, interferes with, or adversely affects the mission, processes or functions of the University. Employees of Tiffin University are also subject to the laws enforced by the law enforcement agency(s) of the jurisdiction in which the offence occurs.

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

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

With regard to beer and intoxicating liquor, Ohio law provides that a person under twenty-one years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor, or furnishes false information in order to effect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold may not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to twenty years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison; forfeiture of any conveyance used to transport or conceal a controlled substance; denial of Federal benefits, such as student loans, for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to \$10,000.

EMPLOYEE ASSISTANCE PROGRAM

The University may require an employee to attend counseling in order to promote education in the area of drug abuse or alcohol abuse prevention. Tiffin University contracts these services through the Mercy Employee Assistance Program (EAP). The EAP service is available at no cost to the employee and is confidential. Mercy EAP has highly qualified, experienced, licensed counselors who are trained to help employees with specific drug and alcohol abuse problems. Employees who wish to contact the Mercy EAP can do so by calling 419-251-1444 or 888-877-2362.

Summary of Findings from the 2014-2015 and 2015-2016 Biennial Review

Statistics

In the 2014-2015 academic year, 292 alcohol related student cases were documented with 149 students found responsible for violations under this policy.. In the 2015-2016 academic year, 134 alcohol related student cases were documented with 87 students found responsible for violations under this policy.. Sanctions that were imposed ranged from disciplinary warnings, educational mandates, monetary fines, community service, and counseling mandates to disciplinary holds and probations. Sanctions imposed for each student were assessed for consistency as part of this review. The review team found the sanctions imposed were consistent with the University's sanction guidelines.

In terms of cases involving drug related offenses, in the 2014-2015 academic year, 72 cases were documented with 21 students found responsible for violations under this policy.. In the 2015-2016 academic year, 31 cases were documented and 5 students found responsible for violations under this policy..

There were no employee alcohol or other drug violations reported.

Challenges and Future Plans

- Due to the complexity of conduct incidents, a Director of Student Conduct, for academic year 2016-2017 to effectively manage the student judicial and conduct process. This has been accomplished as of May 1, 2016.
- Acquire additional feedback for improving the mode of delivery of the conduct evaluation process.
- Benchmarking, reviewing, and implementing new and additional alcohol and drug prevention programs (for example: Breathalyzer Training for students and staff)
- Work on encouraging the student body to make sound choices and avoid binge drinking through events such as the Campus Crawl that are not sanctioned by the University. This requires working in conjunction with police, landlords, and bar owners
- More accountability policies for those student staff members such as Resident Assistants, Community Assistants, and Security Staff when they violate alcohol or drug policies.

The full Biennial review report is available by emailing Lori Hall at hallla@tiffin.edu.

**SECTION III
COMMUNITY SERVICE ORGANIZATIONS
AND CONTACT INFORMATION**

COMMUNITY SERVICE ORGANIZATIONS

GENERAL ASSISTANCE First Call for Help
(Refers callers to local agencies and/or resources)
174 Jefferson St. Tiffin, OH 44883 **419-448-4357**

MENTAL HEALTH Christian Counseling Center
300 Melmore Street Tiffin, OH 44883 **419-447-8111**
Firelands Counseling and Recovery Services
76 Ashwood Road Tiffin, OH 44883 **419-448-9440 or 1-888-448-9445**
Mental Health & Chemical Dependency Hotline **1-800-826-1306**
Crisis Intervention (24 hours) **1-800-472-9411**

HEALTH CONCERNS

Seneca County Health Department (Sexually Transmitted Diseases, AIDS Clinic & Testing)
71 S. Washington St. Tiffin, OH 44883 **419-447-3691**

HOT Clinic (for students' age 19 or younger)
1st and 3rd Wednesdays 3 – 7pm
Call **419-447-3691** for appointment. Walk-ins also accepted

Mercy Hospital/Smoke Stoppers
458 W. Market St. Tiffin, OH 44883 **419-447-3130**

American Cancer Society
12 Hudson Street Tiffin, OH 44883 **419-448-4409** Sandusky Valley Center
Drug & Alcohol Counseling
67 St. Francis Avenue Tiffin, OH 44883 **419-447-8331**
National Cocaine Hotline (24 Hour Service) **1-800-Cocaine**

DOMESTIC VIOLENCE

First Step (Acquaintance Rape Counseling)
P.O. Box 1103 Fostoria, OH 44830 **419-435-7300** (call collect)

VICTIM INFORMATION & NOTIFICATION EVERYDAY Victims Right to Know-Ohio
Statewide VINE Service
1-800-770-0192
Victim Assistance Program of Seneca County
419-448-5070

DISABLED SERVICES

Easter Seals (Equipment, prescriptions, counseling, & legal assistance)
309 Garrison St. Fremont, OH 43420 **419-447-9815**

PREGNANCY COUNSELING AND INFORMATION Center for Choice (Counseling and abortion services) Toledo, OH **419-255-7769**

Heartbeat of Tiffin (Adoption and pregnancy services) (24 hour service) **419-447-8681**

Mercy Hospital Prenatal Clinic
458 W. Market St. **419-447-3130**

Planned Parenthood
1039 North Main Street Findlay, OH 45840 **419-423-4611**
www.ppnwo.org

IMPORTANT CONTACTS and EMERGENCY NUMBERS

Ambulance.....911 or 419-447-1691
Fire.....911 or 419-447-1234
Highway Patrol.....419-448-0042
Mercy Hospital.....419-447-3130
Police..... 911 or 419-447-2323
Sheriff.....419-447-3456
Tiffin University Student Affairs..... 419-448-3264
Dean of Students Office.....419-448-3582

END OF DOCUMENT