

**Thaddeus Stevens College of Technology**  
**Drug Free Schools and Communities Act**  
**Biennial Review**  
**2024**

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Thaddeus Stevens College of Technology (TSCT) is committed to maintaining a healthy and safe community through education and intervention efforts on alcohol and other drugs. TSCT community members uphold policies and abide by local, state, and federal laws pertaining to alcohol and other drugs. Individuals accept personal responsibility for the outcome of their decisions regarding alcohol and other drugs. TSCT policies regarding alcohol and other drugs are covered in the Student Conduct Code, the Residence Hall Regulations, and campus-wide alcohol and drug policies. Each of these are available in the Student Handbook and the TSCT website.

TSCT complies with the Drug-Free Schools and Campuses Regulations through means including but not limited to the following:

- The college documents drug prevention activities and maintains a copy of its drug prevention program. This information is maintained online or in the Office of Student Services
- The college annually reviews programming, and discipline trends to identify changes for the upcoming year.

**Employees**

1. The College annually provides online training to all employees regarding effects of substance use and abuse, as well as where to go for help as a part of the SEAP program. Each employee must complete the training which includes:
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
  - c. A description of applicable legal sanctions under state, local, and federal law
  - d. A description of applicable counseling, treatment, or rehabilitation programs
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees
2. Key faculty and staff who have direct contact with students participate in Reasonable Suspicion Training, which includes the following elements:
  - a. Signs and symptoms of substance use
  - b. How to intervene with a suspected use situation
  - c. The process for referral
3. Key faculty and staff also participate in periodic review trainings through meetings and professional development.

4. Current information related to substance use and abuse is forwarded via email to faculty and staff through the following means:
  - a. Electronic delivery of the policy and resources to all faculty and staff
  - b. Required in-service training through the Pennsylvania Department of Education
  - c. Information is posted on TSCT web site

Various means of distribution provides reasonable assurance that each staff and faculty member receive the materials annually.

### **Students**

Students are provided information about the Drug Free Campus Policy, Code of Conduct, effects of alcohol and drug use, legal implications of substance use, as well as the effect of substance use on academic success and employment through the following means:

- New student orientation sessions
- Electronic copy of the Student Handbook
- Posting on Counseling web site
- Educational programs offered throughout the year
- Review of campus policy and procedures by residence life directors during resident meetings

The college provides students with information regarding substance use, effects on their education, health and employment and where to seek treatment both on and off campus. Various means of distribution provides reasonable assurance that each student receives the materials when the students arrive on campus. Furthermore, as part of new student orientation, all students are required to sign an agreement that they have reviewed the handbook.

### **Program Review**

TSCT conducts at least a biennial review of its drug prevention programs to determine its effectiveness, implements necessary changes, and ensures that disciplinary sanctions are enforced through the following means:

- Review of Counseling, Residence Life, Medical, and Student Support Services programming through use of the CAS Standards
- Related data analysis including student discipline reports, accident reports, and security incident reports

The Office of Student Services conducts the biennial reviews in consultation with Counseling and Residence Life, as well as with Medical and Security services. Copies of the biennial review are housed in the TSCT library and posted publicly on the college web site.

## **Description of Alcohol and Other Drugs Program Elements**

### **1. Alcohol and Drug Free Options**

The campus fosters an alcohol and drug free environment by providing alternative activities and by implementing the following initiatives:

- a. Promoting a zero tolerance for substance use
- b. Enforcing policies and procedures for maintaining a drug free campus
- c. Advising students as to the implications of substance use with respect to employability in their chosen field
- d. Providing substance free alternatives such as community service opportunities; campus-wide cultural activities; athletic programs; intramural sports; tournaments and weight training in the state-of-the-art recreation center; a student center equipped with pool tables, foosball, movies, TV, video games and a snack bar; and participation in fifteen student clubs and organizations.

### **2. Education and Resources**

The campus community receives education and related resources about substance use and abuse and related treatment through the following media:

- a. Pamphlets obtained through SAMSHA and National Drug Clearinghouse
- b. Individual meetings with a counselor for students involved in substance use discipline
- c. Alcohol education workshops provided by local experts
- d. Links on College's Web site to NA, AA, and Smart Recovery, National Drug clearing House, SAMSHA providing education and support resources

### **3. Normative Environment**

The campus creates a social, academic, and residential environment that supports health promoting norms in the following ways:

- a. Attendance, punctuality and academic responsibility are emphasized as workplace standards.
- b. All residence halls are substance-free.
- c. The College's strategic plan focuses on employable graduates.
- d. Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high risk and illegal alcohol and drug use.
- e. Counseling staff provide education to faculty, staff and students regarding how to identify someone who may be abusing alcohol or drugs and how to refer them for help.
- f. Faculty and staff are trained and encouraged to share behavioral, academic, or health

concerns about students through an online program which is monitored by members of the campus Retention Team.

- g. Technical Faculty interact with students 20 hours a week in their program areas which provides an opportunity to observe behavioral changes.
- h. Faculty are encouraged to engage in non-academic contact with students through office hours, and extracurricular activities.
- i. Students are educated about misperceptions of drinking norms through new student orientation, social marketing and social-norming initiatives throughout the year.
- j. Students are provided current information regarding state and federal laws with respect to marijuana use, medical marijuana use, and opioids
- k. Students in recovery on a case by case basis have opportunities to advise and mentor their peers who are trying to quit.

#### **4. Alcohol Availability**

The College's prevention program limits alcohol availability through the following means:

- a. Students are not permitted to have alcohol on campus regardless of age.
- b. Alcohol use is prohibited on campus for any student event, and College funds cannot be used to purchase or support alcohol use off campus.

#### **5. Marketing and Promotion of Alcohol**

The marketing and promotion of alcohol on campus is limited in the following ways:

- a. Alcohol advertising is banned on campus.
- b. Alcohol industry sponsorship for on and off-campus events is banned.
- c. No images of alcohol, e.g. mugs, kegs, or drinking behaviors, are allowed in publications.
- d. Alcohol promotions with special appeals to underage drinking are banned.

#### **6. Policy Development and Enforcement**

AOD policies are developed and enforced on and off-campus through the following means:

- a. Security and other staff make routine patrols of the resident halls.
- b. Disciplinary sanctions for violations of campus AOD policies are enforced.
- c. DUI laws are enforced on and off-campus by appropriate law enforcement agencies.
- d. College Personnel regularly communicate with campus neighbors and community members regarding off-campus incidents and concerns about students' behavior and safety.

### **AOD Program Goals and Goal Achievement**

TSCT is committed to educating students and the campus community about alcohol and other drugs and the risks associated with use and abuse. For students this includes not only the physical risks of use but also the academic, employment, social, and emotional risks that could be consequences of the choices they make about alcohol or drugs.

### **Assessments**

The Counseling Office administers survey assessment tools to provide a comprehensive

snapshot of the campus:

**1. Alcohol and Drug Survey**

- a. Administered every year to freshmen students.

**2. CAS ATOD Program Assessment**

In 2011, the college began to use CAS standards to guide assessment. Through the CAS assessment process, a team of reviewers was identified to assess current policy and procedures, trends as reported by the CORE, as well as discipline incidents and the perceived relationship between substances uses reported in connection with academic difficulty. This review resulted in supporting the following changes:

- a. Implementation of drug testing for “safety sensitive” programs and for reasonable suspicion
- b. Training for all faculty and staff in recognizing signs of substance use
- c. Training for counseling staff in BASICS, cognitive behavioral interventions, and SMART RECOVERY, opioid treatment
- d. Purchase of incentive items with message of “Drug Free Lifestyle”
- e. Partnering with local providers and employers to send the message that substance use is not acceptable in the workplace.

**Summaries of AOD Program Strengths and Weaknesses**

**1. First Year Entering Student Orientation Programming**

- a. Presentations are conducted by professionals regarding the realities of alcohol and other drug use in the workplace.
- b. The Counseling Office provides information related to the effect of substance use on academic success.
- c. The Director of Student Services presents to students the facts about alcohol and drug use on campus and the resulting consequences.
- d. During the first residence hall meetings each Fall Semester, residence hall staff review drug and alcohol policies and share where to go for help.

## **Outreach and Educational Programming**

### **1. Sanctioned Student Population**

Each semester, students found in violation of the TSCT policy related to alcohol and other drug use are required to meet with a counselor. The focus is to identify patterns of use, determine if level of use would benefit from further evaluation and/or treatment, and also to identify healthy alternatives and possible consequences of continued use.

### **2. Athletes**

Each team has a pre-season meeting with the Athletic Director who reviews the drug and alcohol policy.

### **3. Student College Organizations**

Student Congress passed a motion not to support any activity or organization that condones drug or alcohol use.

### **4. Health Services**

Health Services staff provide a health fair, which includes a representative from the community who discusses substance use and abuse. Staff members also share information provided by the counseling office related to effects of substance use and resources for help.

## **AOD Policy Notification and Distribution to Students and Employees**

### **1. Policy Content**

The following information is included in policy notifications to students and employees:

- a. A description of health risks associated with alcohol abuse and the use of illegal drugs
- b. A description of applicable legal sanctions under local, state, and federal laws
- c. A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees

### **2. Policy Distribution**

TSCT publicizes its alcohol and drug policies through the following means:

- a. Student Handbook/Course Catalog
- b. Employee Policy and Procedures
- c. Admissions materials
- d. New Student Orientation
- e. Professional Development
- f. Annual training for employees conducted by Human Resources

## **Recommendations for Revising AOD Prevention Programs**

The reduction of alcohol and other drug abuse on campus remains a priority for the campus community. Each year counseling contact, attrition, and discipline records are reviewed to

study the impact of substance use on student success. Best practices that have been identified are reviewed for possible implementation at TSCT. Each year the following steps are taken to revise the program:

- Review campus alcohol/drug policies on an annual basis to ensure they are consistent with current best practices and those of peer institutions.
- Continue to expand social marketing and social norming as related to alcohol and other drugs
- Collaborate with peer mentoring programs to support general wellness (including alcohol and other drug) programming, conduct health education outreach, and assist staff with the development of social marketing materials on campus
- Collaborate with the Academic Success Office, Instructors, and Residence Hall staff to provide more opportunities for presentation/programming related to alcohol and other drug education.

**Data regarding Fatalities, Violations, and Sanctions Related to Drugs and Alcohol** There have been no fatalities related to drugs and alcohol on campus during the 2011– 2014 time period; however, two students died from overdosing upon returning to their hometown. One of these two students had withdrawn from the college prior to his death. Two students died from overdoses on campus the first, Aug 2015, and the second was October 2016. Both occurred on the Orange Street residence hall. Three near fatal overdoses were recovered through the administration of Narcan which the college has had on campus since 2017.

The following information details the number of violations and types of sanctions related to Drugs and Alcohol under the Student Conduct of Code. Students who have a conduct violation related to substance use are referred to counseling for BASICS. Due to the fact that some violations result in automatic expulsion due to level of illegal activity, not all students complete the intervention.

Academic Year	Drug Violation	Alcohol Violation	Drug and Alcohol	Suspicion of Drug Use	Totals
2011-12	1	10	0	0	11*
2012-13	9	16	0	3**	25
2013-14	13	10	0	0	23
2014-15	11	19	5	0	35
2015-16	0	1	0	0	1
2016-17		18			18
2017-18	10	5			15
2018-19	19	17		1	36
2019-20 <sup>+</sup>	6	0		1	7
2020-21	2	3			5



2021-22	4	2	6
2022-23	23	9	32

\*Data for spring semester only

\*\* Strong evidence of drug use, warning letter sent to students

+ **COVID-19 students sent home in Mid March**

Counseling Referrals: Basics (from 2011 to 2018 Annual Discipline Report)

	#	CSLD	Repeat	TX
2012	11	11	3	
2013	23	23	4	
2014	23	20	2	
2015*	24	9	0	
2016	18	11	1	3
2017	15	9	0	1
2018	36	20	2	5
2019				
2020	17	11	3	2*
2021	**	**	**	**
2022	**	**	**	**
2023	8	4	0	0

\*came from treatment facility, relapsed and did not follow thru with treatment recommendation

\*\*Due to change in employment and structure during these two years, data is unavailable

## **APPENDICES**

- A. Student Handbook: Drug and Alcohol Policy
- B. Policy: 200-10-005 Drugs, Alcohol and Prescribed Medicines in the Classroom and Laboratory 2/22/10

## APPENDIX A

### Student Handbook: Drug and Alcohol Policy

#### **DRUG AND ALCOHOL POLICY**

The College's Drug-Free Campus Policy (referred to as "the Policy") can be found in its entirety online, posted in the residence halls, and in the Student Services Office on campus. The complete policy includes the scope, application, student responsibilities and duties, drug and alcohol testing, and prohibited conduct.

Students enrolled in safety sensitive programs will be required to participate in random drug and/or alcohol testing while enrolled. Students enrolled in the college may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. "Reasonable suspicion" is defined by the Policy listed below. Failure to consent to any requested test will result in immediate recommendation for expulsion from the college. Below are some of the portions of the Policy that related to student conduct and discipline:

#### **STUDENT PROHIBITED CONDUCT**

***Illegal Drugs.*** It is a violation of the Policy for a Student to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence or test positive for controlled substances, as defined hereafter, in contravention of federal or state law (or to attempt any of the foregoing acts). "Controlled substance" is defined in the Policy as a drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.

***Prescription Drugs.*** Prescription medication usage while the Student is subject to the terms of this Policy is not prohibited when taken in standard dosage and/or under a physician's written prescription, provided, however, that the prescribed drug would not pose a threat to campus safety or render the Student unfit-for-duty. Abuse of prescription drugs is strictly prohibited including, but not limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended or using a prescribed medicine which was prescribed to another individual.

***Over-the-Counter Drugs.*** Over-the-counter medication usage is not prohibited when taken in the standard dosage, provided, however, if taken as directed it does not render a Student unfit for duty or otherwise negatively impact campus safety. The College prohibits Students from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e. misuse of over-the-counter drugs) while subject to the terms of this Policy.

***Alcohol.*** The College prohibits Students from illegally using, possessing, selling, buying, distributing or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including, but not limited to, driving under the influence and underage drinking violations, while subject to the terms of the Policy. For purpose of the Policy, the term alcohol includes any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols and includes any medication or food containing alcohol. Furthermore, the College prohibits its Students from the following alcohol-related conduct while subject to the terms of this Policy:

- a. Possessing opened containers of alcohol;
- b. Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
- c. Operating a motor vehicle on campus property while under the influence of drugs and/or alcohol;
- d. Using or consuming alcohol within four (4) hours before arriving on campus, and participating in any campus related activities or program related coursework and operating any tools or machinery.
- e. Consuming alcohol within eight (8) hours following an accident and/or before a post-accident test as specified in the Policy.

***Inhalants and Legal Substances.*** Students are prohibited from being on campus property or participating

in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at school, any inhalant. An “inhalant” is defined as any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

***Other substance used to create altered state.*** The College also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses. Students are prohibited from being on campus property or participating in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at the College, any such legal substance for these purposes.

## **DRUG AND ALCOHOL TESTING**

***Random drug and alcohol testing.*** Students enrolled in safety-sensitive programs as defined by the Policy will participate in random drug and alcohol testing. Students will be selected randomly for a drug and alcohol test using computer generated random numbers to identify students for testing. Students selected for a random drug and alcohol test must comply and agree to be tested within 12 hours of notification by the College or test results will be recorded as positive and treated according to the Policy.

***Reasonable Suspicion.*** The College shall require a Student to submit to reasonable suspicion drug and/or alcohol testing when, in the sole judgment of the College and based on information known at the time the decision to test is made, the Student is unfit for duty or there is a reasonable suspicion to believe that a Student is using drugs or alcohol in violation of the College’s Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, objective facts and reasonable inferences. Such facts and inferences may be based on, but are not limited to, any of the following:

1. Observable behavior, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indications of the chronic and withdrawal effects of the illegal use of drugs;
2. A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in college related activities which appears to be related to substance abuse or misuse;
3. The identification of a Student as the focus of a criminal investigation into unauthorized drug possession, use, trafficking, or misuse of alcohol, including the admission by the Student that he/she is involved in the illegal use of drugs or misuse of alcohol;
4. Repeated violations of the College’s code of conduct, safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse or misuse that may violate the College’s Policy;
5. A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
6. Evidence that an individual has tampered with a drug or alcohol test; or
7. A Student’s failure to report an accident

***Post-Accident.*** The College shall require a Student involved in a campus-related accident to submit to drug and/or alcohol testing following the accident. The College may also test any individual whose performance created a “near miss or unsafe condition” or was a contributing factor to a campus related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s) following an

accident or to prohibit a Student from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

In order to ensure the appropriate application of this Policy, Students are required to report the occurrence of accidents to their instructor, nurse, residence hall director or other assigned staff within 24 hours of the occurrence and thereafter submit to a post-accident test as directed. The failure to timely report and submit to a post-accident test will constitute a refusal to test, subjecting the Student to discipline up to and including expulsion. It will also constitute reasonable suspicion to test the Student once the College receives notice of said accident.

For purposes of this Policy, a “campus-related accident” is defined as an unplanned, unexpected or unintended event that occurs on or involves college property, or occurs while representing the college off campus and results in any of the following:

1. a serious violation of a safety rule or the program standards;
2. a fatality of anyone involved in the accident;
3. a serious bodily injury requiring medical treatment
4. other serious property, vehicular or equipment damage occurs.

## **TESTING PROCEDURES**

***Procedures for Drug Testing.*** Testing for illegal use of drugs normally will be conducted through a 9 panel plus alcohol urine specimens collected at a collection site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana, amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

***Procedures for Alcohol Testing.*** The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content (BAC) is less than 0.02, the test is considered negative. If the screening test results show an alcohol concentration level of 0.02 or greater, a confirmation test will be conducted. The confirmation test shall be performed by using breath specimen conducted on an Evidentiary Breath Testing (EBT) device approved for use in the United States Department of Transportation’s Drug and Alcohol Misuse Prevention Program. If the confirmation test reads positive, 0.02 or greater, the test results shall be considered positive and the Student will be subject to disciplinary action as specified in this Policy.

***Dilute Specimens.*** If the Medical Review Officer informs the College that a drug test was positive dilute, the College will treat the test as a verified positive test. The “Medical Review Officer” is defined as a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results. The College shall not direct the Student to take another test based on the fact that it was dilute. For negative-dilute test results, the College shall require a Student to take another test immediately, but it shall not be collected under direct observation unless there is another basis for use of direct observation. If the College directs another test, then the result of the second test, not the original test, becomes the controlling test result.

***Re-collections.*** When the College directs the Student to take another test, the Student shall be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test, not the original test, is the test of record. Any student required to take another test, which is also negative and dilute, will not be permitted to take a third test. Provided, however, that if the MRO directs the College to conduct a re-collection under direct observation, the College must immediately do so. If the College directs the Student to take a second test and the Student refuses, the test will be treated as a positive result.

***Refusal to Test and Test Tampering.*** Any Student who refuses to submit to testing, tampers, manipulates, adulterates or attempts to tamper with the testing will be treated as having a verified positive test result and violating this Policy. A refusal to submit to testing shall include, but not be limited to, the following:

1. Fails to timely report a campus-related accident as outlined in Section
2. Fails to appear for any test within a reasonable time, to be determined by the College, after being directed to do so by the College;
3. Fails to remain at the collection site until the testing process is complete;
4. Fails to provide urine specimen when required for a drug test or a saliva or breath specimen for an alcohol test;
5. In the case of directly observed or monitored collection in a drug test, fails to permit directly observed or monitored collection;
6. Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
7. Fails or declines to take a second test as directed;
8. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
9. Fails to cooperate with any part of the testing process; or
10. Is reported by the MRO as having a verified adulterated or substituted test result.

### **RETURN TO SCHOOL**

The College shall require a Student who has violated this Policy and desires re-admission to test negative on a return-to-school drug test before returning to school. Additionally, the College may require a return-to-school alcohol test if the prohibited conduct involved alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph, in no way obligates the College to make an offer to readmit a Student.

***Follow-up.*** Following a determination that a Student in need of assistance in resolving problems associated with alcohol misuse and/or illegal use of drugs, the Student may be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The Student may be required to undergo follow-up testing for both alcohol and drugs, if the treatment professional determines that follow-up testing for both are necessary for that particular Student.

Follow-up testing shall remain in place throughout the student's enrollment at the College from the date of the Student's return-to-school. Inclusion of this paragraph in no way obligates the College to reinstate the Student or conduct follow-testing.

### **DISCIPLINE FOR POLICY VIOLATIONS**

Any Student who is reasonably believed to have violated this Policy shall be recommended for expulsion.

**Referral to Law Enforcement.** In addition to imposing discipline, the College may refer information about criminal activities and transfer any suspected illegal drugs or illegal drug paraphernalia to appropriate law enforcement.

### **STUDENT HEALTH ISSUES**

The College encourages its Students who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems on campus. A Student's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Students may not avoid imposition of discipline by first requesting such treatment or a leave of absence after being selected for testing or violating the College's Policy.

**APPENDIX B**  
College Drug Testing Policy (2015)

**Policy Statement**

Students planning to enroll in safety-sensitive majors are subject to drug and alcohol testing. Student enrolled in safety sensitive programs will be required to participate in pre-acceptance as well as random drug testing while enrolled. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission, or a recommendation for expulsion from the college. Students enrolled in the college may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-free Campus policy.

The College identifies programs it considers to be "safety sensitive", including but not limited to: Automotive Technology, Cabinetmaking & Wood Technology, Carpentry Technology, Collision Repair Technology, Construction Electrical Technology, Electrical Technology, Electro-Mechanical Technology, Electronic Engineering Technology, Heating, Ventilation, Air Conditioning & Refrigeration Technology, Machine Tool & Computer-Aided Manufacturing Technology, Masonry Construction Technology, Metal Castings Technology, Metal Fabrication & Welding Technology, Plumbing Technology, Residential Remodeling Technology, Water Environment Technology, Welding Program, and the Pre-Major program.

**THADDEUS STEVENS COLLEGE OF TECHNOLOGY DRUG-FREE CAMPUS POLICY**

**1.0 POLICY PURPOSE.**

1.1 Thaddeus Stevens College of Technology (hereinafter referred to as the "College") values its Students, its reputation and is concerned with accident prevention and loss control. It recognizes that Student substance abuse negatively impacts Student health and jeopardizes the College's resources. Additionally, substance abuse undermines the College's ability to operate effectively and efficiently. As part of its commitment to protect the safety, health and well-being of its Students, to protect the College's assets, and to deter the illegal use of drugs, and the misuse of alcohol, controlled substances, inhalants, and/or other substances used as alternatives to illicit drugs, the College has established a Drug-Free Campus Policy (referred to as "the Policy").

**2.0 SCOPE AND APPLICABILITY.**

2.1 Students. Compliance with this Policy is a continuous condition of enrollment and it shall apply to all full-time and part-time Students of the College (hereinafter all are referred to as "Students").

2.2 Contract Disclaimer. This Policy does not create an express or implied enrollment agreement or alter any existing agreements, if any.

2.3 When Applicable. The College's Policy is applicable in the following instances:

{L0557114.1}

- (a). while on College premises;
- (b). during all school hours (regardless of location);
- (c). during lunch and other breaks;
- (d). while operating tools or machinery on campus or at a college-sponsored event; (e). while operating a motor vehicle on campus property;

- (f). while attending College-sponsored events; or
- (g). while conducting business on behalf of or representing the College.

2.4 Policy Modification. This Policy supersedes any other College policy or practice on the subject of Student drug, controlled substance, inhalant, other substance used as alternatives to illicit drugs, and/or alcohol use, abuse, and testing. At any time, the College, with or without notice, may amend, supplement, modify or change any part of this Policy. This Policy shall automatically incorporate any changes to satisfy federal or state laws without notice to Students. Any failure to implement the Policy or any part thereof, any variation, addition, or omission to the procedures set forth in the Policy shall not confer any contractual or other rights or claims in favor of the Student not otherwise conferred by law.

2.5 Designated Information Representative (DIR). An individual at the College will be identified as the DIR. This person will maintain confidential records of student test results and record passing a drug test as “completed Drug Testing” in the applicant’s Jenzabar profile. Questions regarding this Policy will be emailed to the DIR who will forward the emails to Admissions, Counseling, or Student Services Office as appropriate.

2.6 Implementation. This Policy shall be effective August 1, 2014. 3.0 STUDENT RESPONSIBILITIES AND DUTIES.

3.1 Student Duties. This Section imposes duties on Students and failure to comply with those duties constitutes a Policy violation separate from Section 4:

(a). Report to campus, class or activities at all times in a fit-for-duty capacity which includes free of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, which pose a direct threat to campus safety.

(b). Review and understand the Policy, the negative effects of the use and/or misuse of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, the College’s Policy on testing, and voluntarily seek help with such problems prior to problems arising at school.

(c). A Student who is convicted of a drug law violation must notify the College’s DIR no later than five (5) calendar days after the conviction or the plea of nolo contendere.

(d). Whenever a Student is legally prescribed drugs or directed to take over-the-counter medication, the Student shall ask his/her prescribing physician whether the medication, if taken as directed, is likely to pose a direct

{L0557114.1} 2

threat to campus safety and if so, indicate this on his or her College physical.

(e). A Student shall notify DIR of prescription or over-the-counter medication use that may pose a direct threat to campus safety or significantly impair the Student’s fitness-for-duty prior to Enrollment or participation in campus or program related activities. When required to notify, a Student is not required or asked to report his/her medical condition or the drugs used; the Student should merely report that he/she is using medication that may pose a direct threat to campus safety. The Student shall provide a copy of the physician’s statement regarding the student’s



ability to perform the essential functions of his program of study and function safely on the college campus prior to participating in campus or program related activities.

(f). If a Student is legally using a prescription or over-the-counter drug that poses a direct threat to campus safety, then the College shall determine whether the Student may continue to remain on campus or attend class during the course of treatment. The College may seek a second opinion from a medical professional of its choice and may require the Student to undergo an examination by the College's chosen medical professional. The College may rely on the second opinion rather than that of the Student's prescribing physician.

(g). Participate in and support College-sponsored drug, alcohol, controlled substance, inhalant, or other substances used as alternatives to illicit drug education programs if instituted.

(h). Cooperate in any investigation and support the College's efforts to eliminate drug, alcohol, controlled substance, inhalant, other substances used as alternatives to illicit drug abuse among Students where it exists.

(i). All Student medications must be kept in their original containers while on campus. 4.0 STUDENT PROHIBITED CONDUCT.

4.1 Illegal Drugs. It is a violation of College Policy for a Student to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence or test positive for controlled substances as defined in Section 4.1 (a) in contravention of federal or state law (or to attempt any of the foregoing acts).

(a) Controlled substance is defined in this policy as a drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.

4.2 Prescription Drugs. Prescription medication usage while the Student is subject to the terms of this policy is not prohibited when taken in standard dosage and/or under a physician's written prescription, provided, however, that the prescribed drug would not pose a threat to campus safety or render the Student unfit-for-duty. Abuse of prescription drugs is strictly prohibited including, but not limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended or using a prescribed medicine which was prescribed to another individual.

4.3 Over-the-Counter Drugs. Over-the-counter medication usage is not prohibited when taken in the standard dosage, provided, however, if taken as directed it does not render a

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Student unfit to perform essential functions of program of study or otherwise negatively impact campus safety. The College prohibits Students from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e. misuse of over-the-counter drugs) while subject to the terms of this policy.

4.4 Alcohol. The College prohibits Students from illegally using, possessing, selling, buying, distributing or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including, but not limited to, driving under the influence and underage drinking violations, while subject to the terms of this policy .

For purpose of this Policy, the term alcohol includes any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols and includes any medication or food containing alcohol. Furthermore, the College prohibits its Students from the alcohol-related conduct while subject to the terms of this policy:

- (a). Possessing opened containers of alcohol;
- (b). Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
- (c). Operating a motor vehicle on campus property;
- (d). Using or consuming alcohol within four (4) hours before arriving on campus, and participating in any campus related activities or program related coursework and operating any tools or machinery.
- (e). consuming alcohol within eight (8) hours following an accident and/or before a post-accident test as specified in the Policy.

4.5 Inhalants and Legal Substances. Students are prohibited from arriving on campus property or participating in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at school, any inhalant. An “inhalant” is defined as any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

The College also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses. Students are prohibited from arriving on campus property or participating in campus related activities or program related coursework and operating tools or machinery while under the influence of, or using while at the College, any such legal substance for these purposes.

The College shall use reasonable suspicion to determine a Policy violation involving a Student’s use of inhalants or other substances used as alternatives to illicit substances. Reasonable suspicion may be based on, but is not limited to, any of the following circumstances:

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- (a). Observable behavior, such as direct observation of such use, possession or distribution of inhalants or other substances used as alternatives to illicit drugs, or the physical symptoms of being under the influence of inhalants or other such items such as, but not limited to, bad breath, substance odor

on breath or clothes, runny nose, watery eyes, drowsiness or unconsciousness, poor muscle activity, mood swings, irritability, anger, agitation, uncontrolled laughter, nausea, loss of appetite, vomiting, hallucinations, convulsions, facial rashes and blisters, constant sniffing and coughing, slurred speech, depressed reflexes, rapid movement of the eyeballs, and dilated pupils. Observation may include indications of the chronic and withdrawal effects of the use of inhalants or other legal substances;

- (b). A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in college related activities which appears to be related to the use of inhalants or other legal substances;
- (c). The identification of a Student as the focus of a criminal investigation into the illegal use of inhalants or other legal substances;
- (d). The admission by the Student that he/she is involved in the illegal use of inhalants or other legal substances;
- (e). Repeated violations of the College's safety or College's rules that pose a substantial risk of physical injury or property damage and that appear to be related to inhalant or other legal substance misuse that may violate the College's Policy; or
- (f). A report of inhalant or other legal substance misuse provided by reliable and credible sources and which has been independently corroborated.

4.6 Drug Paraphernalia. Students are prohibited from bringing paraphernalia related to the illegal use of drugs onto College property at any time.

## 5.0 STUDENT DRUG AND ALCOHOL TESTING

5.1 Testing a Condition of Enrollment. The College may require its Students to be tested for illegal use of drugs and/or alcohol in the circumstances listed below. In order to carry out such testing, a Student may be asked to submit a saliva, urine, blood or breath sample for testing. Student acceptance of testing when requested is a mandatory condition of initial and continued enrollment at the College through graduation.

The College identifies programs it considers to be "safety sensitive", including but not limited to: Automotive Technology, Cabinetmaking & Wood Technology, Carpentry Technology, Collision Repair Technology, Construction Electrical Technology, Electrical Technology, ElectroMechanical Technology, Electronic Engineering Technology, Heating, Ventilation, Air Conditioning & Refrigeration Technology, Machine Tool & Computer-Aided Manufacturing Technology, Masonry Construction Technology, Metal

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Castings Technology, Metal Fabrication & Welding Technology, Plumbing Technology, Residential Remodeling Technology, Water Environment Technology, Welding Program, and the Pre-Major program.

Students planning to enroll in safety-sensitive majors are subject to drug and alcohol testing. Failure to consent to any requested test will result in immediate withdrawal of the students offer of admission, or a recommendation for expulsion from the college.

- (a). Pre-Acceptance. The College shall require a pre-acceptance (post offer) drug test to be administered to any applicant who has received a conditional offer of acceptance. Any applicant who is given a conditional offer of acceptance must provide a verified negative drug test result prior to enrolling in their courses and no later than 30 days prior to the start of the semester in which they plan to enroll. Additionally, any applicant who tests positive, refuses to submit to a pre-acceptance drug test, or attempts to tamper with a test or the testing procedures shall be treated as

withdrawing his/her application and the College shall revoke its offer of acceptance.

(b) Random drug testing. Students enrolled in safety-sensitive programs will participate in random drug testing. Students will be selected randomly for a drug test using computer generated random numbers to identify students for testing. Students selected for random drug test must comply and agree to be tested within 12 hours or test results will be recorded as positive and treated according to the Policy.

(c). Reasonable Suspicion. The College shall require a Student to submit to reasonable suspicion drug and/or alcohol testing when, in the sole judgment of the College and based on information known at the time the decision to test is made, the Student is unfit for duty or there is a reasonable suspicion to believe that a Student is using drugs or alcohol in violation of the College's Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, objective facts and reasonable inferences. Such facts and inferences may be based on, but are not limited to, any of the following:

(i). Observable behavior, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indications of the chronic and withdrawal effects of the illegal use

of drugs;

(ii). A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in college related activities which appears to be related to substance abuse or misuse;

(iii). The identification of a Student as the focus of a criminal investigation into unauthorized drug possession, use or trafficking;

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(iv). The admission by the Student that he/she is involved in the illegal use of drugs or misuse of alcohol;

(v). Repeated violations of the College's code of conduct, safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse or misuse that may violate the College's Policy;

(vi). A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;

(vii). Evidence that an individual has tampered with a drug or alcohol test; or

(viii). A Student's failure to report an accident

(c). Post-Accident. The College shall require a Student involved in a campus related accident or incident to submit to drug and/or alcohol testing following the accident. The College may also test any individual whose performance created a "near miss or unsafe condition" or was a contributing factor to a campus related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s) following an

accident or to prohibit a Student from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

In order to ensure the appropriate application of this policy, Students are required to report the occurrence of accidents to their instructor, nurse, residence hall director or other assigned staff within 24 hours of the occurrence and thereafter submit to a post-accident test as directed. The failure to timely report and submit to a post-accident test will constitute a refusal to test, subjecting the Student to discipline up to and including expulsion. It will also constitute reasonable suspicion to test the Student once the College receives notice of said accident, regardless.

For purposes of this Policy, a campus-related accident is defined as an unplanned, unexpected or unintended event that occurs on or involves college property, or occurs while representing the college off campus and results in any of the following:

- (i). a serious violation of a safety rule or the program standards;
- (ii). a fatality of anyone involved in the accident;
- (iii). a serious bodily injury requiring medical treatment
- (iv). other serious property, vehicular or equipment damage occurs.

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(d). Return-to-School. The College shall require a Student who has violated this Policy and desires re-admission to test negative on a return-to-school drug test before returning to school. Additionally, the College may require a return-to-school alcohol test if the prohibited conduct involved alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph, in no way obligates the College to make an offer to readmit a Student.

(e). Follow-up. Following a determination that a Student is in need of assistance in resolving problems associated with alcohol misuse and/or the illegal use of drugs, the Student may be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The number and frequency of such follow-up testing shall be as directed by the treatment professional. The Student may be required to undergo follow-up testing for both alcohol and drugs, if the treatment professional determines that follow-up testing for both are necessary for that particular Student. Follow-up testing shall remain in place throughout the student's enrollment at the college from the date of the Student's return-to-school. Inclusion of this paragraph in no way obligates the College to reinstate the Student or conduct follow-up testing.

5.2 Testing Procedures for Drugs. Testing for illegal use of drugs normally will be conducted through a 9 panel plus alcohol urine specimens collected at a collection site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana, amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

5.3 Testing Procedures for Alcohol. The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content (BAC) is less than 0.02, the test is considered negative. If the screening test results show an alcohol concentration level of 0.02 or greater, a confirmation test will be conducted. The confirmation test shall be performed by using

breath specimen conducted on an Evidentiary Breath Testing (EBT) device approved for use in the United States Department of Transportation's Drug and Alcohol Misuse Prevention Program. If the confirmation test reads positive, 0.02 or greater, the test results shall be considered positive and the Student will be subject to disciplinary action as specified in this Policy.

5.4 Screen and Confirmation Testing. All urine samples will undergo an initial test. If the specimen tests above the screening cut-off levels set by the U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, then the screen test shall be considered positive. The sample shall then undergo a confirmation test. Test results indicating the illegal use of drugs at levels below the confirmation cut-off limits shall be considered negative and those above the confirmation cut-off levels shall be considered positive.

5.5 Review of Test Results by Medical Review Officer. All positive drug test results will be reviewed and interpreted by a Medical Review Officer (MRO) before the test

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results are reported to the College. A MRO is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

The MRO review of a positive test result may include conducting a medical review of the tested Student's medical history, or review of any other relevant biomedical factors. If the MRO determines that a legitimate medical explanation exists for the test results, then the MRO will report to the College that the test result is negative.

If after making all reasonable efforts and documenting them, the MRO is unable to reach a tested Student directly, the MRO shall contact the DIR, who will direct the tested Student to contact MRO as soon as possible. The college will use electronic or phone methods to contact the student. In such circumstances, the College will to the maximum extent possible, ensure that the requirement on a tested Student to contact the MRO is held in confidence. If the tested Student does not contact the MRO within three (3) days after being instructed to do so, the MRO will report the test as being positive.

5.6 Validity Testing. Additionally, validity testing of a Student's urine specimen may also occur. Validity tests are the evaluation of the specimen to determine if it is consistent with normal human urine and include tests for creatinine concentration, specific gravity, pH, and substances that may be used to adulterate a specimen.

5.7 Direct Observation/Monitoring. The College reserves the right to have its collection site agent conduct a direct observation or monitoring of the urine specimen collection if the collection site personnel indicates an attempt to tamper, the specimen's temperature is out of range, the specimen appears to have been tampered with, if the laboratory reports an invalid test and the MRO states no medical reason, the result is positive, adulterated or substituted, cancelled, and for return-to-duty or follow-up testing.

5.8 Dilute Specimens. If the MRO informs the College that a drug test was positive dilute, the College will treat the test as a verified positive test. The College shall not direct the Student to take another test based on the fact that it was dilute. For negative-dilute test results, the College shall require a Student to take another test immediately, but it shall not be collected under direct observation unless there is another basis for use of direct observation. If the College directs another test, then the result of the second test, not the original test, becomes the controlling test result.

5.9 Re-collections. When the College directs the Student to take another test, the Student shall be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test, not the original test, is the test of record. Any Student required to take another test, which is also negative and dilute, will not be permitted to take a third test. Provided, however, that if the MRO directs the College to conduct a re-collection under direct observation, the College must immediately do so. If the College directs the Student to take a second test and the Student refuses, the test will be treated as a positive result.

5.10 Verification Testing. For urine drug testing, one portion of the specimen will be preserved for a very limited period of time after the Student is told the test results. If the portion originally analyzed (the primary sample) is positive, the Student shall have the right to specify

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a laboratory certified by the U.S. Department of Health and Human Services to which the preserved portion will be sent for independent analysis. The verification test cost is the responsibility of the Student. The verification test result shall be controlling.

5.11 Refusal to Test and Test Tampering. Any Student who refuses to submit to testing, tampers, manipulates, adulterates or attempts to tamper with the testing will be treated as having a verified positive test result and violating this Policy. A refusal to submit to testing shall include, but not be limited to, the following:

- (a). Fails to timely report a campus-related accident as outlined in Section 5.1(c) above;
- (b). Fails to appear for any test within a reasonable time, to be determined by the College, after being directed to do so by the College;
- (c). Fails to remain at the collection site until the testing process is complete;
- (d). Fails to provide urine specimen when required for a drug test or a saliva or breath specimen for an alcohol test;
- (e). In the case of directly observed or monitored collection in a drug test, fails to permit directly observed or monitored collection;
- (f). Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- (g). Fails or declines to take a second test as directed;
- (h). Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
- (i). Fails to cooperate with any part of the testing process; or
- (j). Is reported by the MRO as having a verified adulterated or substituted test result.

## 6.0 DISCIPLINE FOR POLICY VIOLATIONS.

6.1 Student Discipline. Any Student who is reasonably believed to have violated this Policy shall be subject to expulsion.

The College encourages its Students who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems on campus. A Student's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Students may not avoid imposition of discipline by first requesting such treatment or a leave of absence after being selected for testing or violating the College's Policy.

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6.2 Referral to Law Enforcement. In addition to imposing discipline, the College may refer information about serious criminal activities and transfer any suspected illegal drugs or illegal drug paraphernalia to appropriate law enforcement.

6.3 Other Discipline Not Precluded. Nothing in this Policy prohibits a Student from being disciplined or discharged for other violations and/or performance problems.

6.4 Automatic Suspension. In the event that a Student is ordered to submit to a post-accident, random, or reasonable suspicion test the Student shall be suspended until the MRO verified test result is received. If the verified result is positive, then the Student is subject to discipline as described herein.

## 8.0 SEARCHES.

8.1 College Property Searches. The College may provide lockers, storage areas, equipment, briefcases, computers, desks or workstations for use by Students in order to perform the essential skills of their programs of study, or provide for housing. All such items and the data or materials generated using College property remains College property. The College reserves the right to search any College property, at any time, with or without notice or cause. No Student shall maintain any expectation of privacy on College-owned property. The College also reserves the right to use other investigative methods when reasonable suspicion exists to indicate drug-free campus Policy violations. Refusal to cooperate in the conducting of a search shall be considered a Policy violation.

8.2 Personal Property Searches. The College reserves the right to conduct a search of a Student's personal property if a violation of this Policy is suspected. A search may include all personal property located in or brought onto College property such as wallets, purses, bags, briefcases, toolboxes, lunch bags, or vehicles. Entry onto College property and continued enrollment constitute consent to search. The search shall be conducted in the presence of two College trained representatives and the Student. Refusal to cooperate in the conducting of a search shall be considered a Policy violation.

## 9.0 CONFIDENTIALITY.

9.1 Test Results. The College shall take reasonable efforts to insure that all aspects of the testing process are as private and confidential as reasonably practical. Actual test results will be provided to: a) the MRO and his staff; b) DIR c) the Student tested upon request; d) any person(s) permitted or required by law or regulation to receive such information; e) any individual(s) with a Student's written authorization; f) to law enforcement; g) the decision maker(s) in a legal action initiated by or on behalf of the Student or placed at issue by the Student in any legal, administrative or other proceeding; or h) to any governmental agency(ies) as required by federal or state law.



Nonspecific statistical information may be provided upon request to a corporation, which requires its vendors or subcontractors to maintain drug and alcohol testing programs in accordance with a contract, or to a governmental agency in accordance with law.

9.2 Separate Files. Testing results will be maintained in a locking file cabinet or a secured file room separate and apart from Student educational files.

#### 10. Costs for Testing

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Students in the application process who are enrolling for the first time, or students who are requesting re-admission are responsible for the costs related to drug testing as this is considered a part of the medical clearance and application process for students enrolling in safety sensitive programs of study.

Students who are requested to participate in drug testing as a result of an accident, random testing, or reasonable suspicion are required to pay for the drug testing, unless the testing results are negative and then the college will incur the costs.

Students who test positive and require on-going testing during their enrollment will incur the costs of all testing.

### THADDEUS STEVENS COLLEGE OF TECHNOLOGY DRUG-FREE CAMPUS POLICY STUDENT ACKNOWLEDGMENT FORM

1. Acknowledgment of Receipt and Understanding. I acknowledge that I have received, read and understand the College's Drug-Free Campus Policy. I understand that it is a part of its commitment to protect the safety, health and well-being of its Students. It is also designed to deter Students' illegal use of drugs and alcohol misuse. I understand the conditions in which I am responsible to assume the costs related to drug testing.

2. Not a Contract Agreement. I understand that compliance with this Drug-Free Campus Policy is a condition of enrollment and this Policy does not create an enrollment contract, give me any enrollment rights, nor modify any existing contracts.

3. Copying of Original. I further agree that a reproduced copy of this Student acknowledgment form, shall have the same force and effect as the signed original. My refusal or failure to sign this form shall not exempt me from the requirements of the Policy.

4. Release of Information. I understand that information relating to the drug-free campus program, including testing results, may be released without my consent as indicated in the Policy. Specifically, I understand that these results may be disclosed to the decision-maker(s) in an administrative, civil, criminal, legal or administrative hearing and nonspecific statistical information may be released to a governmental agency.

5. Testing. I understand that I am subject to testing. I agree and hereby authorize the testing agency and its representatives to release to the College my test results. I agree to sign any documents that may be necessary to permit the release of or disclosure to the College any medical examination or drug or alcohol tests. This authorization will remain in effect for the duration of my enrollment with the College. I have the right to revoke this authorization at any time by providing written notice of my intent to revoke. I understand that if I refuse to submit to testing or any attempt to tamper with the test, disciplinary action will result as set forth in this Drug-Free Campus Policy, which I have received, read and understand.

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6. Condition of Enrollment. I also acknowledge that the provisions of the Policy are part of the terms and conditions of my enrollment and that I agree to abide by them.

Student's Name (please print)

Student's Address

Student's Identification No.

Student's Signature

Date

DIR's Signature

Date

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