

POLICIES AND PROCEDURES

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Schools that provide financial aid are required to address the following key points. In addition they need to be distributed in writing to students and employees:

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drug and alcohol by students and employees on the property or as part of any of the institutions activities
 2. Description of applicable legal sanctions under state, local, and federal law
 3. Description of health risks
 4. Description of available counseling, treatment, rehabilitation, or re-entry programs, and
 5. Clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions.
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Alcohol and Drug Policy and Sanctions

Faculty, staff, and administration of Columbia College of Nursing, Inc. (CCON), are committed to maintaining an alcohol and drug-free environment, in which the safety and well-being of its community members are of utmost importance. CCON strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, the CCON policies regarding the use and consumption of alcoholic beverages and controlled substances by students, student groups, employees, and other facility users must be strictly adhered to by students, staff, faculty, and administration.

This policy will be distributed in writing to new students and employees during orientation and annually each August.

This policy is reviewed by administration on an annual basis to determine its effectiveness by:

- The number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities which have been reported to campus officials.
- The number and type of sanctions that are imposed.
- Ensuring sanctions are consistently enforced.

CCON may implement changes, if needed, based on the annual review.

The abuse of alcohol or the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at the College or at College-sponsored activities. The controlled substances prohibited in the College include, but are not limited to, marijuana, cocaine, heroin, narcotics, or other drugs not prescribed by a licensed physician for the treatment of a current medical disorder. Employees must abide by this policy as a condition of employment, and students must abide by this policy as a condition of enrollment.

College Sanctions

Violation of this College policy, which includes unlawful conduct, will be subject to corrective action, up to and including suspension or termination for all classifications of employees and dismissal for students, depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all individuals, unless an individual's actions necessitate immediate and decisive disciplinary measures, including suspension or termination.

Corrective action normally will be administered in accordance with the sanctions in the Standards of Conduct for students and in the following order for employees:

- I. Verbal warning - any available drug or alcohol counseling, rehabilitation, and employee assistance programs
- II. Written warning
- III. Final written warning or suspension
- IV. Suspension or termination with due process

In the event that an individual is convicted under a criminal drug or alcohol statute for conduct in the workplace, academic or clinical setting, the employee or student must report the conviction to the President/Dean or Associate Dean of Academic Affairs, no later than five (5) calendar days after the conviction. An individual so convicted may be subject to immediate termination or suspension, or dismissal from the Nursing Program.

CCON recognizes its responsibility to maintain and support civil laws, and therefore, the College administration will cooperate fully with law enforcement agencies by providing information and assisting in the prosecution of illegal use, possession, distribution, and sale of illegal drugs.

A. Sanctions

1. Violations of this policy may result in sanctions. If a student or employee displays conduct on campus or at a College-recognized event that results in criminal prosecution, the College may sanction the individual according to College disciplinary procedures, regardless of the action taken by government authorities. The College reserves the right to involve civil authorities at any time it deems appropriate.
2. When use of alcohol is irresponsible or illegal, the College must take appropriate disciplinary action. Sanctions will not necessarily be limited to those listed in the

Standards of Conduct, the Undergraduate Student Handbook: Policies and Procedures, particularly in the case of additional violations of College policy.

B. Federal Student Aid Penalties for Drug Convictions

According to the Higher Education Act of 1965, as amended (HEA), a student who is convicted under any Federal or State law for any offense involving the possession or sale of illegal drugs, during a period of enrollment for which the student was receiving federal aid, (including grant, loan, or work assistance), suspends their eligibility to receive Title IV aid, during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Possession of a Controlled Substance		
Ineligibility Period	First Offense	1 year
	Second Offense	2 years
	Third Offense	Indefinite
Sale of a Controlled Substance		
Ineligibility Period	First Offense	2 years
	Second Offense	Indefinite

A student who has lost eligibility for financial aid based on the possession or sale of a controlled substance may regain eligibility before the above stated ineligibility period if:

1. The student successfully completes a drug rehabilitation program that;
 - a. Includes at least two unannounced drug tests; and
 - b. Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
 - i. Is administered or recognized by a Federal, State, or local government agency or court;
 - ii. Has received or is qualified to receive payment directly or indirectly from a Federal – or State – licensed insurance company; or
 - iii. Is administered or recognized by a Federal – or State – licensed hospital, health clinic or medical doctor.

For more information regarding federal student aid eligibility please visit:

<https://studentaid.ed.gov/sa/eligibility/criminal-convictions>

C. Legal Sanctions

Federal

The Federal government revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these current guidelines, courts can sentence a person up to two years of imprisonment and a \$100,000 fine for unlawful possession of a controlled substance such as marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 and up to 20 years of imprisonment.

Wisconsin

Local laws are consistent with state laws.

The Laws of Wisconsin prohibit drug possession and delivery through Uniform Controlled Substance Act, and mandate stiff penalties of up to 30 years in prison and include fines of up to \$1,000,000. Penalties vary according to amount of drug confiscated, type of drug found, number of previous offenses, and whether the individual intended to manufacture the drug, sell, or use the drug. See Wis. Stat Uniformed Controlled Substance Act, Ch. 961.

Wisconsin law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person (WI Statute, Alcoholic Beverages, Ch. 125). Driving under the influence of alcohol or other drugs also is illegal. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

Health Risks

The use of illegal drugs and alcohol abuse can dull senses, impair coordination, memory, and judgment. Taken over a long period of time or in large quantities, alcohol can damage the liver and cause permanent brain damage, even death. Effects for selected substances are as follows:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

Amphetamines, Methamphetamines (Speed, Crystal, etc.)

Physical effects include increased alertness, increased heart rate and blood pressure; insomnia and loss of appetite. Mental effects include a sense of well-being, high energy, competence and power.

Cocaine (Coke, Snow, Big C, Crack, etc.)

Physical effects include increased heart rate and blood pressure, blood vessel constriction, increased respiratory rate, dilated pupils, and exaggerated movement. Mental effects include intense euphoria and strong feelings of energy and alertness. User appears confident, in command, may be agitated, anxious and unhappy.

Ecstasy (MDMA, X, XTC, E, etc.)

Physical effects include increased heart rate and blood pressure, loss of appetite, tense muscles, nausea, blurred vision, rapid eye movement, faintness, and chills/sweats. Mental effects include a sense of empathy, openness, caring, increased awareness of touch and sound; possible paranoia, confusion, depression, and severe anxiety.

Hallucinogens (PCP, LSD, Mescaline, Mushrooms, etc.)

Physical effects include slowed perception of time, slowed body movement, dulled senses, dizziness, weakness, nausea, and drowsiness. Mental effects include vivid distortion of senses ranging from extreme excitement to absolute terror; can cause illusions and hallucinations.

Marijuana (Cannabis, Weed, Ganja, Grass, etc.)

Physical effects include increased heart rate, lowered blood pressure, and limited control of movement. Mental effects are distorted perceptions of reality.

Narcotics (Heroin, Oxycodone, etc.)

Physical effects include euphoria, drowsiness, respiratory depression, sleep, and nausea. Mental effects include rapid increase in pleasure, numbness, lack of pain, euphoria; anxiety and depression can occur after use.

Further information is available at <http://www.justice.gov/dea/druginfo/factsheets.shtml>.

Counseling and Treatment Resources

A variety of counseling services and treatment centers are available throughout the Milwaukee area for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty and staff should utilize Columbia-St. Mary's Employee Assistance services. Students should avail themselves of the following referral sources to identify the services or programs which most closely meet their specific needs.

Alcohol/Drug Abuse Community Referral Agencies

Addiction Resource Council	262-524-7921	Cocaine Anonymous	414-445-5433
Alcoholics Anonymous	414-771-9119	Ozaukee Council, Inc.	262-375-1110
Milwaukee Council on Alcoholism and Drug Dependence (Impact)			414-256-4808