

**University of West Florida**  
**Biennial Review of Alcohol and Other Drug (AOD) Programs**  
**2016-2018**

Biennial AOD Review

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## **Introduction**

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education to document their efforts related to the prevention of alcohol abuse and the use and or distribution of illegal drugs by both employees and students. At a minimum, schools must annually distribute the following in writing to all students and employees:

- Standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs or alcohol by students and/or employees
- A description of the legal sanctions under local, state, or federal law related to the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs available to students and/or employees
- A clear statement that the institution will impose sanctions on students and employees, a description of those sanctions, up to and including expulsion/termination of employment, for violations of these standards of conduct

The law further requires institutions to conduct a biennial review of its alcohol and other drug prevention efforts with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if needed
- Ensuring that sanctions are consistently and evenly applied

The biennial review must also include information regarding the number of AOD related violations and fatalities occurring on the campus, as well as the number and type of sanctions imposed on students and employees for violations of the applicable standards of conduct.

The following campus units provided information for this report:

- Office of Student Rights and Responsibilities
- Counseling and Psychological Services
- Human Resources
- Intercollegiate Athletics
- Dean of Students-Student Involvement
- Fraternity and Sorority Life
- Housing and Residence Life
- University Police Department

The intent of this document is to meet the legal requirements of conducting the biennial review, as well as to document the AOD prevention efforts at the University of West Florida (UWF) for the 2016 - 2017 and 2017- 2018 academic years.

## **Annual Notification**

### **Student Notification**

The following notice is sent via MyUWF to all students at the beginning of each academic year:

“DRUG FREE SCHOOLS AND CAMPUSES ACT of 1989: This federal law requires that institutions of higher education provide students and employees with a copy of the written policies and laws related to drugs and alcohol. The University of West Florida clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. To obtain information on applicable legal sanctions, the health risks associated with drug and alcohol abuse, available counseling and treatment programs, and disciplinary sanctions associated with student and/or employee violations, contact the Dean of Students Office at (850) 474-2384 or visit the web site <http://uwf.edu/drugfreecampus>.

To have this information mailed to you, please contact Dean of Students Office at (850) 474-2384.

Using the email account that is registered with the University, the notification is sent to all students at the beginning of the Fall semester, and to all newly enrolled students at the beginning of the Spring semester.

The following statistics were compiled for the annual notifications in this reporting period:

### **Drug Free Campus Student Notification Fall 2016 – Spring 2018**

	<b>Fall 2016*</b>	<b>Spring 2017*</b>	<b>Fall 2017</b>	<b>Spring 2018</b>
<b># of Students Notified</b>	N/A	N/A	13164	12508
<b># of Students who opened the message</b>	N/A	N/A	12989	12339
<b># of Students who acknowledged the message</b>	N/A	N/A	12306	11569

\*The university moved to a new trackable system in Fall of 2017. 2016-2017 numbers were unable to be confirmed.

### **Faculty/Staff Notification**

Human Resources distributed messages to all UWF Faculty and Staff (an email database of over 3,000 individuals) regarding Campus Drug/Alcohol policies and training opportunities as follows:

**April 1, 2016** – HR Professional Development Calendar (training opportunity notification)

**May 10, 2016** – Announcement regarding [The University's Drug-Free Workplace/Drug-Free Schools Policy Statement](#)

**June 1, 2016** – HR Bulletin ([The University's Drug-Free Workplace/Drug-Free Schools Policy Statement](#))

**April 1, 2017** – [HR Bulletin \(Training opportunity notification\)](#)

**April 1, 2017** - HR Professional Development Calendar (Training opportunity notification)

**April 2, 2018** – [HR Bulletin \(Training opportunity notification\)](#)

**April 2, 2018** - HR Professional Development Calendar (Training opportunity notification)

**July 6, 2018** – Announcement regarding [The University's Drug-Free Workplace/Drug-Free Schools Policy Statement](#)

The University's Drug-Free Workplace/Drug-Free Schools Policy Statement that is distributed to all university employees states:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and unlawful use of alcohol is harmful, and is prohibited in and on the University of West Florida campus, the University's owned or controlled property, or as part of any of its activities. Any University of West Florida employee determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination and/or referral for prosecution. No employee is to report to work or class, or any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee will be reason for: (1) evaluation/treatment for a drug/alcohol use disorder, and/or (2) disciplinary action up to and including termination in accordance with applicable collective bargaining agreements for employees and other policies and procedures; and/or (3) referral for prosecution consistent with local, State, and Federal law.

Employees are advised of the following Florida State Laws regarding the unlawful possession or distribution of illicit drugs and alcohol:

Florida Statutes, Chapter 893.147: Use, possession, manufacture, delivery or advertisement of drug paraphernalia.

1. **Use or Possession of drug paraphernalia:** It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia:
  - a. To plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of this chapter; or
  - b. To inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this chapter. Any person who violates this subsection is guilty of a misdemeanor of the first degree, punishable as provided in s.775.082, s.775.083, or 1s.775.084.
2. **Manufacture or delivery of drug paraphernalia:** It is unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia, knowing, or under circumstance where one reasonably should know, that it will be used:

- a. To plant, propagate, cultivate. Grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of this act; or
- b. To inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of this act. Any person who violates this subsection is guilty of a felony of the third degree, punishable as provided in s.775.082, s.775.083, or s.775.084.

Florida Administrative Code 6C6-3.021:

**Alcoholic Beverages:** Possession and use of alcoholic beverages on university premises shall comply with state law. Consumption of alcoholic beverages in public places on campus is prohibited except in those areas and under those conditions specified in 6C6-3.021(s) (3) and (4). All buildings and grounds on the campus are considered to be public places, except residence halls. As provided in Florida Statutes Chapters 561 (Beverage Law: Administration), 562 (Beverage Law: Enforcement), 563 (Beer), 564 (Wine) and 565 (Liquor), it is illegal for anyone to manufacture, distribute, or sell alcoholic beverages without a license obtained under Florida Law.

The use of illegal drugs and abuse of alcohol can lead to serious health problems, effects on one's mental, physical and personality characteristics and death. Substance abuse can adversely affect an employee's job performance and jeopardize the safety of co-workers and the public. The University of West Florida has an Employee Assistance Program offered through the Office of Human Resources. Employees who are in need of treatment/counseling are referred to local agencies. Payment is the responsibility of the employee and care is coordinated by the Office of Human Resources with the individual's health insurance plan. Employees who do not have health insurance are referred to various volunteer groups within the area and are assisted in enrolling in a health plan at the next available enrollment period. Emergency short term services can normally be coordinated at no cost. All assistance/referrals are strictly confidential and do not become a part of the employees personnel file. In order to comply with Federal Drug-Free Workplace Act, the University of West Florida requires that an employee employed on a grant or contract notify the employer of any criminal drug statute conviction of a violation occurring in the workplace no later than five (5) days after such conviction. The University must notify any Federal-contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. The University will take disciplinary action on any employee who is so convicted or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

## **Policies**

UWF Policies and Regulations regarding alcohol and illicit drugs are seen in every area of campus life. These policies are found in the Student Code of Conduct, the online UWF Student Handbook, the Employee Handbook, Recreation and Wellness (Sports Services' Intramural/Sports Clubs/Outdoor Adventures Handbooks), Intercollegiate Athletics Manuals and the Residence Hall Standards of Community Living.

## University Policies and Regulations

In addition to the policies laid out with regards to alcohol use in the Student Code of Conduct, additional regulations/policies include (See **Appendix 1** for copies of each policy):

- Alcoholic Beverages on Campus Property, UWF/REG-5.017
- Alcohol Policy for Student Organization Sponsored Events, SA-24.02.07/15
- Alcohol Marketing Guidelines, SA-33.02-08/13

## Policies for Faculty/Staff

Policies related to AOD use for faculty and staff are found in the Employee Code of Ethics (Policy HR-15.00-2004/07).

### (6) Drug Free and Smoke Free Workplace

- (a) Students, Faculty, staff, and guests are required to comply with all Federal and State laws, municipal ordinances, as well as University rules and regulations concerning alcoholic beverages, drugs, and smoke free buildings.
- (b) The University prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances in or on University property or as part of any University activity.
- (c) The University shall take disciplinary action if an employee violates these standards of conduct.

## Policies for Students

Policies related to AOD use for UWF students are located in the Student Code of Conduct (UWF Reg 3.010). All residential students are provided each year with a link to the online UWF Student Handbook, which includes the Student Code of Conduct. The policy is also available on the University website.

## Student Code of Conduct (Prohibited Behaviors)

8. Violations (or conduct which could constitute a violation) of federal, state, local laws, County or municipal ordinances, Board of Governors or University regulations, or policies including, but not limited to:
  - a. Prohibited Uses of Drugs
    - i. Possessing or using narcotics, prescription drugs (without a valid prescription or in an unauthorized manner), or other controlled substances, or possessing drug paraphernalia, as prohibited by Florida Law.
    - ii. Using non-controlled substances not intended for human consumption (i.e. spice, bath salts, rubbing alcohol) or not in compliance with manufacturer specifications for the purposes of reaching an altered or intoxicated state.
    - iii. Sale or distribution of narcotics, prescription drugs (without a valid prescription or in an unauthorized manner), other controlled substances, or drug paraphernalia, as prohibited by Florida Law.
    - iv. Being under the influence of any substance to the point at which an individual has lost normal control of his or her body or mental faculties or both.

- v. Disorderly conduct while under the influence of a substance including but not limited to endangering the safety of himself/herself or, another person, destruction of property, or causing a public disturbance
  - vi. Being under the influence of an illegal substance and endangering his or her own safety or the safety of another person or property
- b. Prohibited Uses of Alcohol:
- i. Any possession or consumption of alcohol that is in violation of the University's Alcohol policy.
  - ii. Possessing, purchasing or consuming alcohol if under the legal age.
  - iii. Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
  - iv. Purchasing, furnishing or serving alcohol to any underage person.
  - v. Possessing, furnishing or consuming alcohol in unauthorized areas of the University.
  - vi. Possessing or using a common source of alcohol (i.e. kegs, beer bongs, or their equivalent) on University Premises.
  - vii. Being intoxicated to the point at which an individual has lost normal control of his or her body or mental faculties or both.
  - viii. Disorderly intoxication: being intoxicated and endangering the safety of another person or property or being intoxicated or drinking alcoholic beverages in a place on campus at which it is not permitted and causing a public disturbance.
  - ix. Drinking games: participation in games which involve the consumption of alcoholic beverages on University Premises

### **University Housing Standards of Community Living**

Policies articulated in the Housing and Residential Communities "Standards of Community Living" regarding alcohol or other drugs are provided to all residential students. Relevant Housing and Residence Life policies include:

- Alcohol: Beer kegs, party balls, funnels, drinking games, and hard liquors are not permitted in or around University Housing. Collections or displays of empty beer or alcohol bottles, cans or containers (Flask) or other such items are not permitted in University Housing areas.
- Possession of open containers of alcohol or consumption of alcoholic beverages in public areas such as TV lounges, walkways, balconies, grounds areas, pool areas, stairwells, courtyards, picnic areas, community kitchen areas, parking lots or loading zones adjacent to University Housing, or other University Housing areas is prohibited.
- Postings: No flyers advertising events with alcohol, other drugs, or sexually explicit materials will be permitted to be posted.
- Illegal Substances: In accordance with state law, the possession, manufacturing, growth, sale or use of illegal substances is prohibited. Possession of illegal substance related paraphernalia is also prohibited. Violations of the University Drug Policy will result in a referral by the University Police Department to the Office of Student Rights and Responsibilities and/or criminal charges.

### **Recreation and Wellness Policies**

Policies specific to Recreation and Wellness Student Staff, Outdoor Adventures, Intramural Sports, and University Sport Clubs regarding alcohol or other drugs are provided to all participants.

- Student Staff Drug, Alcohol, and Tobacco Policy

- As an employee of Recreation and Wellness, you are NOT allowed at any time to possess any drugs, alcohol, or tobacco while you are at work. Nor are you allowed to be under the influence of any drugs, alcohol, or tobacco while you are at work. Being under the influence of any of these while at work is unsafe and you will not be able to perform at your best. If you are caught with any substances or under the influence, you will be sent home and disciplinary action will follow. Violation of this policy is grounds for termination.
- Outdoor Adventures (OA) requires students who are participating in OA activities to read and sign the Outdoor Adventure Drug and Alcohol Policy which states:

University of West Florida prohibits the transportation and/or consumption of alcohol, illegal drugs and controlled substances in University vehicles. The possession and/or use of said substances in National and State Parks or Forests is also prohibited by law. Violation of these laws can result in punishment by fine and/or imprisonment, in accordance with the State or Federal law in violation. In addition, the philosophy and principle of the Outdoor Adventure Program at University of West Florida prohibits the use of alcohol and drugs during the course of any event sponsored by that Program and the University. If a violation of this policy occurs, you as a participant are requested to assist in policy enforcement, for the benefit of the violator, yourself, and the group as a whole. You, as a participant, must realize the violation of these principles may endanger the health and/or lives of other participants, prohibit your participation in any future Outdoor Adventure event, jeopardize your academic standing and/or continuance at UWF, and disallow UWF from protecting you from prosecution by law enforcement authorities. As a program participant, I understand the drug and alcohol policy and agree to abide by it. I also understand that Recreation and Wellness will take disciplinary action against me should I violate this policy. Such violators may also be referred to the Dean of Students for appropriate action.

- Intramural Sports provides a handbook to participants. Section 15 of the handbook addresses alcohol, drugs, and tobacco use while engaged in Intramural Sports Activities.
  - Article 1: Alcohol and Drugs: The Intramural Sports playing areas are “no alcohol or drug” areas. If any of these substances are present, the contest will not be played and will be considered a forfeit. This policy includes spectators. The supervisor and/or officials have the authority to make decisions regarding students who are not permitted to play.
  - Article 2: Tobacco will also not be permitted in any activity areas. This applies to both participants and spectators. A supervisor will ask you to leave the area if you are seen with any tobacco products within the playing areas.
- Sport Clubs provides a handbook to participants. The handbook states:
  - Clubs, members, and participants may receive discipline based on drug, alcohol, or other substance abuse. Non-compliance may result in disciplinary action including written warning, suspension/freezing of the club, or revocation/cancelling of the club.



- All sport club participants are expected to comply with all applicable local and state laws and University policies pertaining to alcoholic beverages at sponsored programs or events. All club participants should be familiar with the UWF student alcohol policies.
- Events: No sport club may sponsor a sporting event, which consists of, but is not limited to, practices, workouts, or competitions, on or off-campus in which alcohol is present without permission from the Competitive Sports Office. If a club wishes to sponsor an event in which alcohol will be served, they must first get approval from the Competitive Sports Office, and then follow the Student Activities procedures and guidelines.
- Businesses/Products: A club cannot have any association with alcohol or tobacco products. This includes but is not limited to sponsorships, donations, advertising, etc.
- Minors: Please be reminded, it is illegal to sell, give, or serve alcohol to persons under the age of 21. A person may not misrepresent one's age to induce someone to serve alcohol to persons under the age of 21.
- Individual participants and respective sport clubs can be held liable for injury or damage caused by or resulting from the intoxication of a minor or a person habitually addicted to alcohol if the individual sold or furnished alcohol to such a person. Possession of open containers of alcoholic beverages in vehicles is prohibited, both for drivers and passengers.

For all Recreation and Wellness activities, it is further noted that:

- Any alcohol or drug misconduct will be reported to and adjudicated through the formal University of West Florida (UWF) conduct process under the direction of the Dean of Students.
- Activity and Service (A&S) Fee funds may not be used for the purchase of alcoholic beverages.
- Travel funding: Receipts containing words related to alcohol or tobacco (i.e. gas station called "Beer City") are not acceptable using a cash advance and are not eligible for reimbursement.
- Fundraising: Fundraisers may not be associated with alcohol, drugs, or the promotion of unhealthy lifestyles.

## **Intercollegiate Athletics (DIA) Drug Policy, Testing Program, and Disciplinary Procedures**

### **UWF DEPARTMENT OF INTERCOLLEGIATE ATHLETICS (DIA) DRUG TESTING PROGRAM**

#### **Drug Policy**

The University of West Florida does not condone the use, sale or possession of illegal drugs or drug paraphernalia. According to NCAA regulations, athletes must sign a drug testing consent form before participating in the University athletic program. This form must be signed before the student-athlete can participate in any University or team conditioning, practice, or competition. Any student-athlete under the age of 18 will be required to have a parental (or legal guardian) consent on the form. Consent forms are kept on file by the DIA and will be available for examination by a representative of the NCAA.

The University of West Florida DIA will conduct drug testing for student-athletes. The student-athlete may be drug tested randomly or by reasonable suspicion/just cause. A student-athlete may be required to be drug tested in or out of season as long as he/she is considered a student-athlete (including summer term). If eligibility has expired but the student-athlete continues to receive aid, he/she is still

subject to be tested. The DIA also reserves the right to test student-athletes who are suspected of drug use.

In addition to the testing set forth above, the NCAA may require additional drug testing during NCAA championship athletic competition. The list of banned substances can be found in the NCAA Rules Manual. Student-athletes must notify the Athletic Training Staff of any medication that they are taking as soon as prescribed, with a copy of the prescription.

### **Drug Screening Program**

Throughout the calendar year, student-athletes will be subjected to random drug screening. The student-athlete may or may not be given advance notice of the drug test. The Drug Testing Program Coordinator or his/her designee will notify the head coach or his/her designee of their selected student-athletes pending drug test, time and location. It is then the responsibility of the head coach or his/her designee to notify the student-athlete of the time and location of the test. The drug testing shall consist of the collection of a urine sample from the student-athlete under the supervision of the Drug Testing Program Coordinator or his/her designee. UWF reserves the right to include additional matrixes (Oral Fluid, Hair and/or Blood). Each urine sample will be analyzed for the presence of the listed drugs. All positive results will be confirmed by Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry/Mass Spectrometry (LC,MS,MS) by an outside independent federally certified laboratory contracted by the DIA to provide such service. The results of the test will be sent to the Drug Testing Program Coordinator. The Coordinator will provide the test results to the Athletic Director or designee.

Student-athletes are also subject to NCAA mandated drug screening pursuant to NCAA Regulations. Student-athletes should understand that the detection of any NCAA banned drug in a student-athletes urine through NCAA mandated drug screening will keep him/her from participating in his/her sport in accordance with NCAA Regulations. This action is in addition to the disciplinary actions listed below. All test results, UWF and NCAA are cumulative for the duration of the student-athlete's tenure at UWF.

### **Safe Harbor Program**

Any student-athlete may refer him/herself for evaluation or counseling by contacting a coach, athletic trainer, team physician, or athletic administrator. This arrangement is called SAFE HARBOR. It is strictly confidential and no team or administrative sanctions are imposed upon the student-athlete who has made a personal decision to seek professional assistance.

A treatment plan will be put into place under the supervision of the Coordinator. The student-athlete will not be sanctioned for entry, but a student athlete testing positive after utilizing SAFE HARBOR will be subject to the sanctions outlined in this policy. A student-athlete may not initiate SAFE HARBOR after they have been informed of their participation in an impending drug test, nor can they employ SAFE HARBOR following a positive test. A student-athlete may only utilize SAFE HARBOR once in their career.

### **Banned Substances**

Use of any of the following drugs, except as may be prescribed by a qualified physician to treat an individual's medical condition, by a member of any University intercollegiate athletic squad, whether or not such use occurs before, during, or after the season is expressly prohibited.

Amphetamines

Barbiturates

Benzodiazepine

Cannabinoids (Marijuana)

Cocaine Metabolites

Codeine

Ephedra

Heroin

Methaqualone  
Morphine  
Opiates

Phencyclidine (PCP)  
Synthetic Marijuana

\*\*\* Positive drug profile results are reported only after confirmation by Gas Chromatography/Mass Spectrometry (GC/MS) analysis of the submitted specimen.

### **Disciplinary Action for Positive Drug Test Results**

If a student-athlete tests positive for any prohibited/banned substance during a UWF DIA drug testing, the following actions will be taken:

#### **1st Positive**

- The AD or designee will notify the Head Coach and the student-athlete.
- The student-athlete will attend counseling set up by the DIA with the University of West Florida Counseling Center. If the athlete desires counseling other than what is set up by the DIA, a referral will be made to an outside counselor. The UWF DIA will not pay for outside referrals. Initial counseling session must be scheduled or completed within 7 days after student-athlete is notified of a positive test. Number of counseling sessions will be determined by treating counselor.
- Student-athlete must sign the Student Release of Information Form.
- Student-athlete will be suspended for 10% of competition during playing season. Partial games will be rounded to the nearest whole game. If resulting suspension occurs at or near the end of the regular season and the team is eligible for postseason play then suspension will carry into postseason.
- Student-athletes will be reinstated for competition after suspension is completed and initial counseling session is attended and confirmation received by the Athletic Director or designee.
- If the student-athlete refuses or fails to attend counseling, it will result in immediate suspension from all practices and competitions equaling 50% of total competition playing season, and any future positive test will result in immediate and permanent suspension from the University of West Florida athletic programs. Loss of eligibility will result in the inability to renew athletic scholarships, and existing scholarships may be subject to cancellation. The student-athlete will not be reinstated until counseling completed.

Mandatory drug testing as determined by the Coordinator.

Notification of parents (or legal guardian) of test results.

#### **2nd Positive**

- In addition to the above listed sanctions, the student-athlete will be suspended for 50% of the playing season. In addition to being ineligible for games, the athlete will not be allowed to participate in any practice, conditioning, or weight-training with the team during suspension.
- Further athletics aid will be contingent upon compliance with testing and counseling mandate.
- Notification of parents (legal guardians) of test results.

#### **3rd Positive**

- Immediate and permanent suspension from practice and competition without opportunity for further competition at the University of West Florida.

- Notification of parents (legal guardians) of test results.
- Loss of eligibility may result in the inability to renew any athletic scholarships, and existing scholarships may be subject to cancellation as determined by the Director of Athletics.
- These actions for a positive drug test are the minimum that can be applied to those with positive drug test. Head coaches may impose greater sanctions as deemed necessary and in accordance with written team policy.

### **Refusal/Failure to be Tested**

If a student-athlete fails to show up for a test at the specified time or otherwise fails to provide the urine sample when requested, he/she will be required to meet with the Head Coach and the Athletic Director. At this meeting, the student-athlete will be given the opportunity to explain his/her actions. If, as a result of that meeting, the Athletics Director determines that the reason(s) given are not satisfactory, the student-athlete will be suspended immediately for a period of one year from date of refusal and will not be allowed to participate in any practice, conditioning, or weight-training with the team during suspension. The student-athlete will also be considered to have 2 positives against him/her in regards to the UWF DIA Drug Policy. Any other refusal or failure to be tested and/or a positive drug test will result in immediate and permanent suspension from athletic competition at the University of West Florida. In addition your parents (legal guardians) will be notified. Loss of eligibility due to the above reasons may result in the inability to renew any athletic scholarships, and existing scholarships may be subject to cancellation as determined by the Director of Athletics.

### **Appeals Process**

If a student-athlete believes the facts on which the sanctions were based are erroneous, or that the action(s) should not be imposed, the student-athlete may file a written appeal with the Athletic Director within 3 business days after receipt of the action(s). This appeal must include any information that might change the factual findings or the imposed action(s).

The Athletic Director will review the information submitted by the student-athlete and may reconsider its factual findings and action(s) if the Athletic Director believes a basis exists for the appeal. The Athletic Director shall make a final decision regarding the appeal and will notify the student-athlete in writing of the decision.

### **Possession of Illegal Drugs or Drug Paraphernalia**

Student-athletes caught or observed with illegal drugs or drug paraphernalia will be subject to the University of West Florida Student Rights and Regulations as listed in the Student Handbook as well as DIA policies.

\*\*\*NOTE: For purpose of this program, the DIA will use the same substance levels in the athlete's urine as the NCAA in determining a positive test result; however, in no event will the detection of any drug be considered a positive test result if the drug detected is determined to be the result of treatment prescribed by a qualified physician.

### **\*\*\*NCAA Banned Drug List**

For an updated list, please visit [www.ncaa.org](http://www.ncaa.org)

### **Resources**

NCAA website ([www.ncaa.org/health-safety](http://www.ncaa.org/health-safety)) and the Dietary Supplement Resource Exchange Center (REC) website ([www.drugfreesport.com/rec](http://www.drugfreesport.com/rec))

## **Treatment and Intervention Services**

## **University Employees**

The University of West Florida's (UWF) Employee Assistance Program, Aetna, provides a variety of drug and alcohol intervention resources for UWF employees, including:

- A confidential counseling and referral services for employees and their household members
- A starting place for addressing personal problems
- An avenue of assistance for managers and employees whose personal problems may be affecting their work performance
- Service that integrates behavioral, health, and other benefits
- Cost-free employee benefit
- National provider network
- Legal and financial consultation
- Unlimited telephone counseling 24/7/365
- Unlimited short-term counseling (1-6 visits per issue unlimited issues)
- Management consultation services
- Covers employee and household members, this include adult children under age 26
- Access to online information, tools, and resources 24/7/365

Numbers of employees who received assistance for drug and alcohol issues through the Employee Assistance Program from 2016-2018 as of June 27, 2018:

### **2016**

0

### **2017**

6

### **2018**

1

## **University Students**

Counseling and Psychological Services (CAPS) offers counseling and therapy to help students address how to manage, cope and grow with the stress associated with school and life. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to develop in ways that will allow them to take advantage of the educational opportunities at the university.

CAPS work with students on a voluntary basis to address concerns about their substance use and also provide BASICS sessions for students who are sanctioned through the Office of Rights and Responsibilities for alcohol violations.

## **Education/Prevention Efforts**

## **Wellness Student Programs**

Wellness offers students evidence-based alcohol misuse/abuse prevention and coordinates the UWF Peer Educators program. The department actively promotes alcohol misuse/abuse prevention through a philosophy of harm reduction, peer-based alcohol education, supporting healthy norms, and supporting abstinent students. Comprehensive outreach efforts are coordinated through a multitude of avenues that permeate the campus culture as one that promotes healthy choices.

Wellness also coordinates the efforts of the Campus Alcohol, Tobacco, and Other Drugs Coalition. The UWF Campus Alcohol, Tobacco, and Other Drug Coalition (ATOD) promotes student wellness, academic success and healthy lifestyle choices concerning alcohol. The ATOD is comprised of University students, staff, faculty, and administration, as well as representatives from the community. The Coalition actively guides work on campus alcohol policies and addresses environmental influences of campus alcohol practices. The ATOD Charter is attached to the end of this document as **Appendix 2**.

## **Alcohol Abuse and Misuse Staff Trainings/Administrative Duties/Resources – Ongoing during the entire 2-year period**

- Peer Educators conduct cross-campus outreach daily in which they regularly incorporate drug and alcohol education
- E-chug & E-toke subscription continued
- Student Success-Not anymore college alcohol education subscription signed for 3 years-2017
- Peer Education team continues to meet weekly and are involved in AOD awareness events, marketing campaigns, other AOD programming activities
- Campus Alcohol, Tobacco, and Other Drugs Coalition meets quarterly to review policies, create recommendations for alcohol violations, and act as advisory board for alcohol misuse/abuse prevention programming
- Regularly participate in Alcohol Misuse/Abuse Prevention webinars

## **Alcohol Abuse and Misuse – One time activities**

- Wellness staff (Professional Staff and select Peer Educators) attended annual conferences with higher education AOD programming/prevention focus (NCHA-National College Health Association Annual Meeting, & Bacchus and Gamma National Peer Education Conference.
- Not Anymore program was coordinated for all incoming FTIC students for the 2016-2017 and 2017-2018 academic years.
- Not Anymore program was coordinated for all new Fraternity and Sorority members for the 2016-2017 and 2017-2018 academic years.
- In person and Online programs were coordinated for all Athletic Teams for the 2016-2017 and 2017-2018 academic years.

The chart below specifies additional alcohol misuse/abuse prevention outreach programs and activities conducted by Wellness services during the Fall 2016 – Summer 2018 time period.

<i>Fall Semester, 2016</i>
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	<b>Activity</b>	<b>Number of sessions held</b>	<b>Total number of participants</b>
<b>July-Aug</b>	Orientation	6	535
<b>August</b>	AOD RA Training	1	87
	Outreach-Risk Reduction and Alcohol	5	65
	AOD Training: Baseball Team	1	29
<b>September</b>	AOD Training: Softball	1	18
	AOD Res Hall program	1	12
	AOD Res Hall program	1	10
	AOD Training: Men's BBall	1	15
	Opioid Awareness Event	1	150
	Alcohol Bingo	1	42
<b>October</b>	Halloween Safety-Nightmare Before Wellness	1	110
	AOD Program: Women's BB	1	13
	Outreach: Alcohol Awareness	5	95
	FSL Alcohol and Drugs	1	16
<b>November</b>	Outreach: Drugs	5	52
<b><i>Spring Semester, 2017</i></b>			
<b>January</b>	Drug outreach	5	126
	Res Hall Drug programs	6	103
<b>February</b>	Outreach: Mardi Gras and	5	124
<b>March</b>	Outreach: Overall Wellness	1	24
	Sex on the Big Screen	1	25

	AOD PProgram	1	32
	Alcohol and the body program	1	25
	Spring break safety week	4	90
<b>April</b>			
	AOD program: Swim and Dive	1	32
<b>Summer</b>			
	Orientation	10	1238
<b>July</b>	GRIT program-Alcohol	1	15

<i>Fall Semester 2017</i>			
	<b>Activity</b>	<b>Number of sessions held</b>	<b>Total number of participants</b>
<b>August</b>	RA Training	1	75
<b>September</b>			
	Redzone outreach	5	130
	Choices program: Men's Baseball	1	31
	Choices program: Men's Soccer	1	25
	Choices program: Women's Soccer	1	21
	Choices program: Football	1	109
	Choices program: Men/Women Cross Country	1	20
	Dive Deep Alcohol program	2	12
	Housing Outreach: Alcohol	4	187
	Choices program: Swim and Dive	1	28
	Choices program: Softball and Womens bb	1	28
	Choices program: Men's Basketball	1	13
	Healthy Tailgate	2	82
<b>October</b>			
	Outreach: Alcohol Education	4	51
	Alcohol and sexual health: Sigma Alpha Mu	1	42
	Outreach: AOD	4	70



	Outreach: Alcohol	2	19
	Choices: Men's Tennis	1	12
	Choices: Women's Tennis	1	9
	Choices: Volleyball	1	19
	Healthy Tailgate	1	38
<b>November</b>	Choices: Golf	1	9
	Healthy Tailgate	1	58
<b>Spring Semester, 2018</b>			

<b>January</b>	Outreach: Alcohol	3	66
	Outreach: Overall wellness	3	44
<b>March</b>	OUtreach: Plan your night	3	52
	Residence Hall Program: AOD	1	15
	Residence Hall Program: Spring Break	1	12
	Spring Break Event	1	204
<b>April</b>	Alpha Gamma Delta Alcohol program	1	67
<b>May</b>	Orientation Leader training	2	25
<b>May and June</b>	Orientation	7	564

### ***Housing and Residence Life***

The chart below specifies alcohol and drug misuse/abuse prevention programs and activities conducted by Housing and Residence Life during the Fall 2016 – Summer 2018 time period.

<b>Community</b>	<b>Program Title</b>	<b>Program Date</b>	<b>Total Number of Attendance</b>
Pace	Make Your Own Mocktail	9/14/2016	19
Pace	Alcohol	9/15/2016	19
Argo	Alcohol Awareness	9/15/2016	19

Village East	Drunk Mario-Kart	9/16/2016	10
Presidents	Booze Clues	10/27/2016	20
Argo	Alcohol Education	11/18/2016	25
Argo	Drunk in Love	1/23/2017	20
Martin	Pick Your Poison	1/24/2017	15
Pace	Pugs Not Drugs	1/24/2017	12
Village West	We D.A.R.E You	1/25/2017	27
Heritage	Facts on Tap	1/26/2017	15
Pace	Be a Smart Booze Traveler	3/8/2017	28
Martin	BeerioKart	9/14/2017	45
Pace	Who's The Sauce Boss?	9/18/2017	30
Presidents	Rum for Alcohol	9/19/2017	25
Martin	Beeriocart	9/21/2017	10
Village West	Be a Party Smarty	9/21/2017	17
Pace	What's in YOUR glass?	9/26/2017	22
Village East	"Come Get Your Drugs and Alcohol"	10/26/2017	8
Martin	Not Your Drink of Choice	11/29/2017	17
Martin	Look What You Made Me Do	1/22/2018	8
Argo	What's in your drink?	1/24/2018	12
Pace	No Drugs More Hugs	1/24/2018	15
Presidents	Mocktails	1/25/2018	5
Village East	Marissa Marchionne	1/25/2018	17
Village West	Don't Be Nuts, Stay Away From Drugs	1/26/2018	21
Presidents	Drink Drank Drunk	3/6/2018	13
Village East	Safety Tips// Spring Break Edition	3/8/2018	1
Village East	Sex on the Beach	6/2/2018	8
Village East	Trick or Treat	6/20/2018	5

**University of West Florida Police Department AOD Programs**

The UWF Police Department provides educational programming/training by request to student groups, organizations and residence halls.

Alcohol prevention programs offered by UWF Police include information regarding the dangers of alcohol abuse, date rape drugs and alcohol, impaired driving, secondary effects of alcohol, and

current trends.

Drug prevention programs offered by UWF Police include information regarding drug identification, dangers of abuse, secondary dangers, current trends on college campuses, and resources for help.

**Fall 2016:**

Drugs: 3  
Alcohol: 3

**Total in attendance for both programs:**

537

**Spring 2016:**

Drugs: 6  
Alcohol: 6

**Total in attendance for both programs:**

154

**Summer 2016:**

Drugs: 7  
Alcohol: 7

**Total in attendance for both programs:**

709

**Fall 2017:**

Drugs: 8  
Alcohol: 8

**Total in attendance for both programs:**

613

**Spring 2017:**

Drugs: 1  
Alcohol: 0

**Total in attendance for both programs:**

6

**Summer 2017:**

Drugs: 9  
Alcohol: 8

**Total in attendance for both programs:**

1,852

**Spring 2018:**

Drugs: 1  
Alcohol: 1

**Total in attendance for both programs:**

60

UWF Police also participate in training for Resident Assistants each year. This training involves responding to incidents involving drugs and alcohol.

## **Human Resource Staff Training**

Human Resources advertised and offered the following training options available to all University

employees:

- April 26, 2016 – Human Resources offered Alcohol and Drug-Free Workplace Training
- April 26, 2017 - Human Resources offered Alcohol and Drug-Free Workplace Training
- April 23, 2018 – Human Resources offered Alcohol and Drug-Free Workplace Training
- Online Drugs & Alcohol at Work Training (available 24/7 through the Professional Development Reservation Desk)
- A Drug-Free Campus brochure is provided to employees during NEO and is available in the HR Office and on the Human Resources website
- Information is provided in HR Policy HR-22.00-2004/07 in section 5 of the standards of conduct regarding Alcoholism, Drug Addiction, and Alcohol and Drug Abuse
- Information is provided in HR Policy HR-15.02-05/16 in section 4 of the employee code of conduct regarding Drug-Free and Smoke-Free Workplace

## **Enforcement**

There are two primary departments at the University of West Florida responsible for enforcing laws/policies related to student alcohol and other drug use: The Office of Student Rights and Responsibilities (OSRR), and the University of West Florida Police Department.

The OSRRs at the University of West Florida is charged with the responsibility of adjudicating violations of the Student Code of Conduct, including violations of AOD policies. Students charged with violations of these policies participate in the disciplinary process as outlined in the Student Code of Conduct, and students found responsible for violating these policies are sanctioned accordingly.

The following tables provide an overview of the total number of policy violations for the 2016-2017 and 2017-2018 academic years.

### **Drug Violations Academic Year 2016-2017 and 2017-2018**

<b>Charge</b>	<b>2016-2017</b>	<b>2017-2018</b>
Possession/Use	<b>50</b>	<b>24</b>
Sale/Distribution	<b>5</b>	<b>0</b>
Loss of Control	<b>2</b>	<b>5</b>
Non Controlled Substances	<b>0</b>	<b>0</b>

### **Alcohol Violations Academic Year 2016-2017 and 2017-2018**

Charge	2016-2017	2017-2018
Underage	54	22
Possession	13	23
Drinking Games	4	3
Loss of Control	1	5
Distribution	0	2
Prohibited Areas	6	0
Common source	0	1
Operating a Motor Vehicle	0	0

Students that are found responsible for violations of the AOD policies articulated in the Student Code of Conduct are assigned a variety of educational sanctions regarding their conduct. These sanctions are often used in combination with other sanctions (probation, reflection papers, parental notifications, follow-up meetings, fines, etc.). These sanctions offer a variety of approaches aimed at preventing future occurrence of problematic behaviors related to AOD violations.

**E-HUG/E-TOKE** - The e-Checkup programs are a personalized, evidence-based, online prevention intervention for alcohol and marijuana developed by counselors and psychologists at San Diego State University. Drawing on Motivational Interviewing (Miller & Rollnick, 2002) and Social Norms Theory (Perkins & Berkowitz, 1986), the eCHECKUP TO GO programs are designed to motivate individuals to reduce their consumption using personalized information about their own drinking and risk factors. E-CHUG is used as a sanction for first time, non-serious alcohol offenses. E-TOKE is used for first time marijuana offenses.

**BASICS** – Basics is a two-session appointment with a counselor in the UWF Counseling Center. These sessions include an alcohol use assessment and incorporate motivational interviewing techniques to assist students struggling with alcohol or drug abuse. BASICS is generally reserved for either repeat offenders of the AOD policies, or for students that experience negative consequences as a result of their AOD violation (i.e. hospital transport for alcohol poisoning).

**ALCOHOL EDU** – Alcohol Edu is more in-depth, personalized web-based module that personalizes content based on the users self-reported alcohol use. The sanction may be used independently, or it may be used in combination with the BASICS program (i.e. a student may be required to complete Alcohol Edu before their first BASICS session).

These educational programs are often used in combination with other sanctions. Students may be placed on probation, assigned to write reflection papers, removed from University Housing, etc. Each student's case is discussed individually among members of the OSRR/University Housing Case Conference Team, and an individualized sanction is developed with the hopes of altering that

student's behavior and preventing future violations.

These educational programs are often used in combination with other sanctions. Students may be placed on probation, assigned to write reflection papers, removed from University Housing, etc. Each student's case is discussed individually among members of the OSRR/University Housing Case Conference Team, and an individualized sanction is developed with the hopes of altering that student's behavior and preventing future violations.

#### **Educational Sanctions Issued for Alcohol and Drug Violations Academic Year 2016-2017 and 2017-2018**

<b>Sanction</b>	<b>2016-2017</b>	<b>2017-2018</b>
eChug	52	21
eToke	41	17
BASICS	4	3
Alcohol EDU	1	0

#### **Athletics Drug Screening Program**

In addition to enforcement of campus policies, the UWF Athletics Department, in compliance with NCAA guidelines, enforces a substance abuse policy which includes the use of drug screening as outlined in the related Policy section noted above.

## **Review of Goals from 2016 Report**

- Continue to address increasing rates of marijuana use among students by developing additional prevention/education programs, campaigns, and outreach.
  - **Completed:** A marijuana education campaign was developed in the Spring of 2017. 3 focus groups were held to better understand student marijuana usage, reasons for use, marijuana misperceptions and beliefs. A poster campaign was developed by Wellness Services. The poster campaign addressed marijuana and mental health, correcting misperceptions about use, and marijuana facts. Marijuana and other drug programs were developed and outreach programs began implementation in Fall 2017.
- Review online educational programs in order to prepare for the end of our contract with Everfi and AlcoholEdu. Recommendations will be provided to the Vice President for Student Affairs and the Office of New Student Orientation.
  - **Completed:** A 3-year contract was signed with the Student Success-Not Anymore program. The program began implementation in Summer 2017.
- Complete tailgate guidelines prior to the first UWF home football game.
  - **Completed:** Tailgate guidelines were completed and implemented for the Fall 2016 season. Guidelines were reviewed, revised, and implemented for the Fall 2017. A major change was the elimination of hard spirits for the student tailgate zone, which cut down of AOD

issues.

- Monitor and address concerns related to tailgating during our first two years of participating in NCAA Division II Football.
  - **Completed:** Tailgating guidelines were developed and implemented for the Fall 2016 season. A student tailgate zone was developed. UWF Police and university staff monitored the student tailgate zone. Guidelines were reviewed, revised, and implemented for the Fall 2017. A major change was the elimination of hard spirits for the student tailgate zone, which cut down of AOD issues. The UWF Peer Educators have staffed a resource tent at each home game during the 2016, 2017, and 2018 season. The Peer Educators pass out free water and snacks to students in the student tailgate zone. The University Police Department makes applicable student referrals, as necessary, to the Office of Student Rights and Responsibilities.
- Review sanctioning guidelines for Alcohol and Drug cases.
  - **Completed:** Sanctioning guidelines were reviewed

## Summary

The appointed review committee conducted an overview of AOD policies, programs, and enforcement practices for academic years 2016-2017 and 2017-2018. As a result of this review, the committee has determined that UWF is in compliance with the Drug Free Schools and Campuses Regulations, has an effective and consistently enforced AOD policy, and annually distributes the AOD policies to students, faculty and staff.

The University of West Florida uses a comprehensive, environmental approach to preventing illicit drug use and alcohol misuse on campus. Our approaches are grounded in evidence-based strategies recommended by the National Institutes on Alcohol Abuse and Alcoholism and the Social Ecological Framework. A variety of strategic partnership across different units on campus work collaboratively and effectively to ensure that UWF students, faculty and staff live, study and work in a safe and healthy environment.

## Recommendations for the 2018 Biennial Review Report

- Develop and implement a marketing plan for the medical immunity policy
- Create and implement new sanctions for violations of alcohol and drugs policies
- Enhance Peer Educator outreach with targeting populations such as athletes, fraternity and sorority life, etc.
- Human Resources will work to develop and implement an alcohol and drugs awareness campaign for UWF employees
- Monitor and collect data regarding the Duty to Report clause in the Student Code of Conduct (UWF Regulation 3.010)

## **Appendix 1 – University Alcohol Regulations and Policies**

Alcoholic Beverages on Campus Property, UWF/REG-5.017 Alcohol

Alcohol Policy for Student Organization Sponsored Events, SA-24.02.07/15

Alcohol Marketing Guidelines, SA-33.02-08/13



## **University of West Florida Regulations**

### **UWF/REG-5.017 Alcoholic Beverages on Campus Property**

- 1) Any individual serving, possessing, using, consuming, distributing or selling alcohol on any UWF campus must abide by all applicable federal, state, local laws and ordinances and University and Board of Governors regulations and policies related to alcohol. The University of West Florida supports responsible consumption of alcohol; discourages high risk activities such as drinking games and provides best practice alcohol awareness educational programs. The University of West Florida prohibits the unlawful sale, possession, use, consumption, distribution or service of alcohol on all of its campuses.
  
- 2) a. Alcoholic beverages may only be served on the Pensacola main campus at one of the following locations:
  - (i) The University Commons- service must be through a licensed vendor. Alcohol may not be served, consumed, or distributed in any individual offices within the Commons building;
  - (ii) The Alumni Room in Building 12 on the UWF main campus;
  - (iii) Crosby Hall conference rooms;
  - (iv) The Center for Fine and Performing Arts (lobbies and gallery areas, not backstage or in instructional or office areas);
  - (v) Argonaut Athletic Club;
  - (vi) The Oak Grove Picnic Area;
  - (vii) Other appropriate locations with the specific authorization of the President or applicable Vice President.
  
- b. Alcoholic beverages may only be served at the other UWF campuses or the Santa Rosa Island property in a manner that is consistent with this regulation, unless there is a more specific UWF regulation or policy for that location.
  
- c. This regulation does not apply to the Scenic Hills Country Club
  
- 3) Alcoholic beverages may only be served or consumed:
  - a. At a properly scheduled event or public gathering for which authorization to serve alcohol was obtained, in accordance with paragraph (4) of this regulation; or
  - b. At a departmental event for which authorization to serve alcoholic beverages was obtained in accordance with paragraph (5) of this regulation: or
  - c. By a student resident over age 21 in his or her residence hall room or campus apartment and his or her guests who are over age 21, in accordance with paragraph (1) of this regulation as long as all Residence Life policies are also complied with. Such service or consumption is limited to beer and wine.

- 4) Alcoholic Beverages may be served on University property without charge to individuals over age 21 at public gatherings or events as long as such service is in compliance with paragraph (2) and with the following provisions, as applicable:
  - a. The public gathering or event has been authorized by the appropriate Vice President or designee and is held in accordance with all applicable laws, regulations and policies.
  - b. The host department or organization has a plan in place to take precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons known to be addicted to alcohol.
  - c. The alcohol beverages served in accordance with this section must be consumed at the gathering or event.
  - d. No individual may consume alcohol or possess open containers of alcohol at any outdoor locations of the University including grounds, parking lots, roads or sidewalks ("University grounds"), except at outside public gatherings for which alcohol service and consumption has been authorized.
  - e. Non-University entities hosting events or public gatherings in University facilities may serve beer, wine or liquor as long as the alcoholic beverages are served by a licensed vendor and the event is authorized by University Commons Student Activities Conference Services or West Florida Historic Preservation, Inc., as applicable.
  - f. Student Organizations (including fraternities and sororities), may host events or public gatherings on campus at which beer and wine are served, as long as all applicable event registration guidelines and approval procedures of the University Commons Student Activities Department and the Office of Greek Affairs are followed. Student Organizations may not serve liquor.
  - g. University departments hosting public events or gatherings in University facilities may serve beer, wine or liquor as long as the alcoholic beverages are served by a licensed vendor and the service of alcoholic beverages and the event are approved by the appropriate Vice President.
  
- 5) University departments hosting gatherings or events in University facilities may serve beer, wine or liquor without a licensed vendor if:
  - a. The alcoholic beverages are not offered for sale or "sold," as defined in paragraph (6);
  - b. The approval of the appropriate Vice President has been obtained;
  - c. The department has a plan in place to take precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to alcohol;
  - d. Sufficient quantities of food is made available;

- e. Equal or greater amounts of non-alcoholic beverages and equal or greater variety of non-alcoholic beverages are made available; and
  - f. The event is not centered around drinking alcohol, and drinking games are not permitted.
- 6) Sale of Alcoholic beverages.
- a. Alcoholic beverages may be sold by a licensed vendor on the Pensacola main campus.
  - b. Alcoholic beverages may be sold at University events if the sale of alcohol at the event is authorized by the appropriate Vice President, and either:
    - (i) The alcohol is sold through a licensed vendor, or
    - (ii) The University obtains a license to sell alcohol for the event.The vendor or University licensee must have a plan in place to take precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age, or to persons known to be addicted to alcohol.
  - c. For purposes of this policy, alcoholic beverages will be considered for “sale” or “sold” at any event at which alcoholic beverages are served and for which an admission fee is charged, cups are sold, tickets are sold, donations are collected, or cash or anything else of value is exchanged for alcoholic beverages.
- 7) Specific exceptions to any provision of this regulation may be made by the University President or by a divisional Vice President, as appropriate.
- 8) University policies governing the use of alcohol in marketing activities and the alcohol policy for student sponsored events are located on the President’s website.

*History: New 8/10/09. Amended 6/14/2013.*



# Policy

## University Policy SA-24.02-07/15

**Policy Title:** Alcohol Policy for Student Organization Sponsored Events

**Originator:** Division of Student Affairs

**Responsible Office:** Division of Student Affairs

### Reason for Policy/Purpose:

Underage drinking, binge drinking, and other issues related to student alcohol consumption are considered a major national, college and university health, safety, and conduct issue. This policy is intended to address one element of this broad issue: events sponsored by student organizations.

### Who Does this Govern and Who Needs to Know this Policy?

All student clubs and organizations with an established affiliation with the University including Student Government Association, Departmental Organizations, Registered Student Organizations, Fraternities and Sororities registered as Student Organizations, and Sports Clubs; faculty and staff working with student organizations.

### Definition of Terms:

1. Closed Parties: For the purpose of this policy “closed parties” are defined as events limited to Student Organization members and their guests by means of a guest list or guest register.
2. Event Manager: For the purpose of this policy “event managers” are designated members of a Student Organization who have completed required training to attend Student Organization sponsored events and ensure that Student Organizations’ comply with all university regulations and procedures, state laws and federal law during the sponsored event.
3. Guest: For the purpose of this policy “guests” are defined as individuals who are invited by Student Organization members to attend Student Organization sponsored events.
4. Guest List: For the purpose of this policy “guest list” is defined as the final list of approved guests as reviewed, accepted, and retained by the Student Involvement staff.
5. Guest Register: For the purpose of this policy “guest register” is defined as the record of guests maintained by the Student Organization and submitted after the event for review and retention by the Student Involvement staff.

6. Members: For the purpose of this policy “members” are defined as members of the Student Organization.

7. On-Campus: For the purpose of this policy “on-campus” is defined by UWF Regulation 5.017 Alcoholic Beverages on Campus Property.

8. Public Party: For the purpose of this policy “public parties” are defined as Student Organization events that are open to the public.

9. Student Organizations: For the purpose of this policy, “Student Organizations” include all student clubs and organizations with an established affiliation with the University including Student Government Association, Departmental Organizations, Registered Student Organizations, Fraternities and Sororities registered as Student Organizations, and Sports Clubs.

10. Student Organization Sponsored Event: For the purpose of this policy “student organization sponsored events” are defined as events that are directly sponsored and promoted by a student organization. Events will be considered sponsored events, where an organization endorses, funds, promotes, and seeks authorization for the event.

**Policy Statement:**

This policy is applicable to all Student Organizations and Student Organization Sponsored Events, both on and off campus.

Student Organizations are required to comply with all applicable local and state laws and university regulations and policies pertaining to alcoholic beverages at sponsored events. This policy applies equally to events where the Student Organization provides free alcohol, where participants provide their own alcohol (BYOB), and where a cash bar is made available.

The presence of alcohol at a student sponsored event creates a need to more closely control the event and a need for the sponsoring student organization to pay greater attention to the environment. Those who plan or choose to attend events where alcoholic beverages will be offered and consumed assume full legal responsibility and liability for the consequences of their actions. The university holds Student Organizations specifically responsible for the actions of their organization, members, and guests.

The following requirements apply to all student organization sponsored events:

1. Beer and wine are the only alcoholic beverages permitted at Student Organization Sponsored Events except when the event is hosted at a properly licensed facility where beverage service is operated and controlled by the vendor.
2. Self-service common source containers (e.g. kegs, punch bowls) are prohibited.
3. Drinking games, drinking contests, and drinking devices (e.g. funnels, ice luge) are prohibited.
4. Non-alcoholic beverages and food must be available at an equivalent cost while alcohol is available. All marketing related to the event must adhere to the UWF Alcohol Marketing Guidelines.

5. Designated event manager(s) must be present and not consume alcohol throughout the duration of the event.
6. Proof of age must be provided by all persons in attendance before they are served alcoholic beverages. Only a valid driver's license, non-driver's state ID, passport, or U.S. uniformed services ID is accepted as proof of age.

**Procedures:**

I. Implementation and Compliance

The University Commons and Student Involvement Office (Student Involvement) and The Wellness Services Office (Wellness Services) will be responsible for communicating this policy to Student Organizations, faculty, and staff.

Student Involvement shall establish and maintain procedures for registering and approving Student Organization Sponsored Events regardless of whether the event is on or off campus. These procedures will address, where applicable:

1. Location, including whether the event is hosted on or off campus;
2. Venue, including whether the event is hosted at a licensed establishment (e.g., a local club), an unlicensed facility (e.g., a city park), or a private location (e.g., someone's home);
3. Attendance, including whether the event will require a guest list or guest register and whether any limits shall be placed on attendance.

At minimum any procedures for Student Organization Sponsored Events must address the following considerations:

1. Official review and registration of the event;
2. Identification and training of individuals responsible for managing the event (Event Manager);
3. Essential education components to manage risk and liability;
4. Appropriate limits on the quantity and type of alcoholic beverages to be served to any individual;
5. Minimum security requirements.

**Change Justification:**

This policy is being revised as the result of a five year review to reflect current best practices.

**Authority and Related Documents:**

UWF/REG-5.017 Alcoholic Beverages on Campus Property; University Policy SA-33.02-08/13 On-Campus Alcohol Marketing Guidelines; University Regulation 3.001-Student Code of Conduct; Student Organization Handbook, Fraternity & Sorority Life Procedures Manual, Sports Club Handbook.

**APPROVED: Dr. Judith A. Bense, President**

**Date: 7/28/15**

**History:**

SA-05.01-06/01 Alcohol Beverages, adopted June 2001; amended by SA-24.01-07/10 Alcohol Policy for On-Campus Student-Sponsored Events, adopted August 2010; revised and renamed hereby.





# Policy

**University Policy SA-33.02-08/13**

**Alcohol Marketing Guidelines**

**To:** University of West Florida Community  
**From:** Dr. Judith Bense, President  
**Subject:** On-Campus Alcohol Marketing Guidelines  
**Authority:** BOG Regulation 1.001

**Rationale:**

Underage drinking, binge drinking, and other issues related to student alcohol consumption are considered a major national, college, and university health, safety, and conduct issue. Managing the marketing and promotion of alcohol on college campuses is an effective environmental management strategy for reducing misuse and abuse of alcohol. Academic environments should be centered on goals of higher education and offer a health promoting normative atmosphere. Drinking is not central to the academic mission and should not be disproportionately promoted within the academic environment. The promotion of alcohol at any University sponsored event creates a need to monitor the messages being promoted so as not to undermine the academic mission of the institution.

This policy applies equally where alcoholic beverages are provided free, purchased from a cash bar, or brought by guests to an event. Further, this policy applies to all forms of marketing regardless of format.

**The following apply to all on-campus marketing or publicity activities by students, university departments, third party vendors, or others:**

1. Use of promotional materials related to alcohol or alcohol-events must be approved through the appropriate Vice President's office or designate.
2. All on campus publicity for alcohol related events must adhere to the University's policies and procedures including but not limited to solicitation, bulletin board access, and student event management.
3. Except for publicity related to alcohol misuse/abuse prevention education programs no publicity for any event may emphasize alcohol themes.



4. The promotion of alcohol shall not encourage any form of alcohol abuse nor shall it emphasize quantity or frequency of use.
5. Advertising and other promotional activities shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success; shall not link alcohol consumption with sexualized images; nor shall it be associated with the performance of tasks that require skilled reactions, such as the operation of motor vehicles, machinery, or athletic participation.
6. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
7. The consumption of alcoholic beverages shall not be the sole purpose of any promotional activity.
8. All promotion of alcoholic beverages shall also prominently note the availability of food and non-alcoholic beverages.
9. All promotion of events at which alcoholic beverages will be served and which mentions alcohol directly or indirectly shall also note that proper identification is required in order to be served or sold alcoholic beverages.
10. Marketing of Happy Hours and drink specials is not permitted.
11. No promotional materials shall promote or make reference to drinking games or competitions.
12. No promotional materials shall make reference to the amount of alcoholic beverages available at a specific event (e.g. number of beer cases or bottles or wine).
13. There can be no on-campus promotional "giveaways" of alcohol, alcohol branded, or alcohol related paraphernalia (e.g. tee shirts, glasses, cups, signs, bottle openers, key chains, etc.) to individual students, faculty, or staff, nor to student living groups, such as residence halls, or any other student groups. An exception will be made for university sponsored alcohol misuse/abuse prevention education.
14. Promotional activities shall not be associated with otherwise existing campus events or programs without the prior knowledge and consent of sponsors and appropriate University officials.
15. Student Organizations and Residence Halls are not permitted to accept donation of alcoholic beverages.

16. Alcoholic beverages shall not be provided as free prizes, rewards, or awards to individual students or campus or student organizations either directly or indirectly (e.g. free drink coupons). Drink tickets distributed at an event are appropriate means to control for age and quantities consumed and are not prohibited under this policy.

17. No uncontrolled sampling is permitted. No sampling or other promotional activities shall include or mention drinking games or contests. When controlled sampling is permitted, it shall be limited as to time and quantity. Alternate beverages, food, and planned programs must be provided.

**The following additional items apply to On-Campus marketing or publicity of Student Sponsored events:**

1. No publicity for any event may indicate free alcohol.
2. Publicity may not visually depict alcohol (e.g. mugs, bottles, kegs, cans, wine glasses, etc.), nor name any alcohol type or brand. In cases where student organizations might make a case for legitimate exceptions to this provision (e.g. in the case of a wine tasting club), exceptions may be requested from the University Commons and Student Activities Office.
3. Publicity for student sponsored events at a third party vendor's licensed establishment (e.g. pub or sports bar) must clearly indicate the name of the sponsoring organization. The name of the establishment must appear at no more than 1/3 scale of the largest element in the poster, flyer, banner, or other promotional item.

**The following additional item applies to marketing or publicity of Departmental events:**

Publicity may not visually depict alcohol (e.g. mugs, bottles, kegs, cans, wine glasses, etc.). Unlike student sponsored events, publicity for departmental events may name types of alcohol, e.g. "Wine and Cheese Social," though specific brands of alcohol may not be named.

**The following additional item applies to On-Campus marketing or publicity by vendors:**

All contracts with vendors who market alcoholic beverages must have a provision requiring the vendor to support campus alcohol education programs that encourage informed and responsible decisions about the use and non-use of alcoholic beverages.

Approved by:

Dr. Judith Bense

8/13/13  
Date

History: Formerly 05.02-06/01; amended and renumbered August, 2013

Alcohol marketing policy final July 2013

**Appendix 2 – CAC Charter**

UWF Campus Alcohol, Tobacco, and Other Drug (ATOD) Coalition Charter

## UWF CAMPUS ALCOHOL, TOBACCO, AND OTHER DRUG (ATOD) COALITION CHARTER

### PURPOSE:

Promote student wellness and academic success through environmental strategies that endorse leadership efforts supporting healthy lifestyle choices concerning alcohol, tobacco, and other drug use.

### SPECIFIC RESPONSIBILITIES

- 1) Increase campus-community knowledge about the UWF ATOD Coalition.
- 2) Act as an advisory board for ATOD prevention initiatives and grants.
- 3) Provide recommendations to applicable policy reviews, sanctions, policy violations, and environmental strategies.
- 4) Initiate collaboration with other campus and community groups in efforts to support health and safety of the entire community.
- 5) Create a campus culture that encourages responsible alcohol use and discourages illegal substance use through policies, programs, and education; create and enforce a consistent message of responsible drinking throughout the community.
- 6) Challenge the cultural acceptance of high-risk practices in order to reduce incidence of alcohol poisoning and drug overdose.
- 7) Support campus efforts in prevention-programming and evidence-based research.

### MEMBERSHIP REPRESENTATION

The ATOD Coalition will consist of:

- Chair- Professional Staff Member of Wellness Services, voting
- Minimum of two faculty members having an interest/background in relevant research representing two different academic departments; voting
- One staff representative from each of the following campus communities: UWF Police, Housing, Office of Student Involvement, Athletics, Office of Student Rights and Responsibilities, Recreation, International Studies, and Business Affairs and Auxiliary Services; Office of Student Transition, voting
- Student members to include a minimum of a student representative from each of the following campus groups: UWF Peer Educators, SGA, an undergraduate resident student, an international student, graduate student, and a student from IFC, PanHellenic, NPHC, and Athletics; voting
- Community members representing a minimum of two entities; ex-officio, non-voting

### SUBCOMMITTEE STRUCTURE

- As needs are identified, subcommittees will be charged with specific tasks to address and make recommendations. The subcommittee will report to the Coalition at scheduled meetings.

### MEMBERSHIP AND MEETING POLICIES

- The Chair shall be responsible for calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and timelines, conducting meetings and reporting outcomes.
- A quorum (defined for the Coalition as a majority of the voting membership) shall be required for any action item to be voted on. A quorum will not be required for discussion and information items.

## MEETING SCHEDULING, AGENDAS, AND MINUTES

- The Coalition will meet quarterly.
- Minutes will be distributed after the meeting.
- Agendas will be distributed in advance of the meetings and written minutes of meeting will be distributed to the Coalition for approval.

## TERMS OF APPOINTMENT

- Chair and members of the Coalition will be appointed by the Coalition Chair based on campus position, research interests, and background experience.
- Chair will be appointed for a minimum of a two-year membership, all others will serve a minimum of one year term for faculty and staff members; Coalition members have the opportunity for ongoing membership, if desired.
- One-year term for student members whom are appointed by SGA and respective Departments; students have the opportunity for ongoing membership, if desired.
- Others, continuous as desired and approved by the Coalition.

## REVIEW

- The Charter shall be reviewed annually by the committee, and recommendations for changes shall be approved by all voting members.

## LEGAL REFERENCES

- Drug-Free Schools and Communities Act (DFSCA). Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR] requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) (1) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In a biennial report, each institution must document that they are not only meeting the minimum requirements of this regulation but also outlines their best practices in relation to alcohol and other drug misuse/abuse prevention.

## RECOMMENDATIONS REPORTED TO:

- Vice President for Student Affairs