



## The College of New Jersey

### 2014 Annual Notification: The Drug-Free Schools and Communities Act [EDGAR Part 86]

This document details the implemented programs “to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by all students and employees on school premises or as part of any of its activities” (EDGAR Part 86 Subpart A 86.3). Note that employees of The College of New Jersey are governed by the Alcohol and Other Drug Policy. The complete Student Conduct Code and its appendices are available for review at [www.tcnj.edu/conduct](http://www.tcnj.edu/conduct).

In addition, The College of New Jersey has a specific Alcohol and Other Drug Policy including, but not limited to, students and employees. The policy in its entirety can be viewed at <http://policies.tcnj.edu/policies/digest.php?docId=9139>.

#### Overview

The College of New Jersey promotes wellness and fosters the development of the whole person. The College of New Jersey has standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The complete code and its appendices can be accessed at <http://conduct.pages.tcnj.edu/student-conduct-code/>.

#### I. Prohibited Conduct

The following is from The College of New Jersey Undergraduate Conduct Code (and Graduate Student Conduct Code), section D. **Violations of Expectations for Student Conduct:** *The following is a non-exhaustive list of conduct that does not meet The College's expectations for student conduct. Such misconduct is a violation of the Undergraduate Student Conduct Code and may result in disciplinary sanctions. Other conduct not found in this code may still be deemed unacceptable and may be addressed by the College.*

##### 6. Drugs, Narcotics, Controlled Substances, and/or Paraphernalia

- a. Unlawful possession, use, purchase, or attempted purchase of drugs, narcotics, or controlled substance and/or paraphernalia.
- b. Unlawful manufacture, distribution, or intended distribution of drugs, narcotics, or controlled substance and/or paraphernalia.
- c. Misuse or misappropriation of any prescription or over-the-counter medication.
- d. Knowingly being in the presence of the *illegal* use of a drug, prescription drug, narcotic, or controlled substance.
- e. Disrupting the campus or off-campus community or engaging in any policy violation while under the influence of a drug, controlled substance, or narcotic.
- f. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local

authorities for a drug overdose (nor a student who seeks medical attention on behalf of the affected student) and cooperates with and/or assists any medical, College, or law enforcement officials will be formally charged under the *Undergraduate Student Conduct Code* for the unlawful use or possession of a drug. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process. |

g. Although New Jersey state law permits the use of medical marijuana within narrowly tailored circumstances, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any College property, nor is it allowed at any College-sponsored event or activity off campus.

## **7. Alcoholic Beverages**

a. Being in possession of, attempting to purchase, purchasing, or consuming alcoholic beverages on or off campus while under the age of 21.

b. Selling, distributing, or serving alcoholic beverages to a person under the age of 21.

c. Possession and/or utilization on campus of devices for the rapid, high-risk consumption of alcohol including, but not limited to funnels, beer pong accessories, beer bongs, luges, etc., regardless of age.

d. Consuming alcoholic beverages or carrying alcohol in open containers in any public area without the receipt of an alcohol permit, regardless of age.

e. Hosting the underage consumption of alcohol in a social space, residence hall room, common area, or off-campus space that is occupied by, under the control of, or reserved for the use of a student or organization.

f. Possession of common source containers of alcohol on campus whether empty or full, including but not limited to kegs, punch bowls, etc., regardless of age.

g. Excessive use of alcohol resulting in a state of intoxication which endangers oneself or others.

h. Disrupting the campus or off-campus community or engaging in any policy violation while a student is intoxicated.

i. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for intoxication (nor a student who seeks medical attention on behalf of the affected student) and cooperates with and/or assists any medical, College, or law enforcement officials will be

formally charged for the unlawful use or possession of alcohol. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.

## II. Applicable Legal Sanctions

There are applicable legal sanctions under federal, state, and local laws for the unlawful possession or distribution of illicit drugs and alcohol. A non-exhaustive selection of New Jersey Statutes can be accessed at <http://conduct.pages.tcnj.edu/files/2011/08/APPENDIX-A.pdf>.

A non-exhaustive selection of Ewing Township Ordinances can be accessed at <http://conduct.pages.tcnj.edu/files/2011/08/APPENDIX-B.pdf>.

## III. Health Risks

The following table includes descriptions of health risks associated with the abuse of alcohol and illicit drugs.

	<b>Risk of Dependence</b>	<b>Possible Short-Term Effects</b>	<b>Possible Long-Term Effects</b>	<b>Effects of Overdose</b>
<b>Alcohol</b>	High	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, confusion, hallucinations, convulsions
<b>Narcotics</b> (e.g. heroin, morphine, codeine)	High	Slowed physical activity, constricted pupils, flushed face/neck, constipation, nausea, vomiting, slowed breathing, drowsiness, apathy	Physical and psychological dependence, pulmonary complications, infection of the heart lining, liver disease	Constricted pupils, cold clammy skin, confusion, convulsions, extreme drowsiness, slowed breathing
<b>Depressants</b> (e.g. GHB, benzodiazepines)	Moderate	Calmness, relaxed muscles, impaired judgment	Physical and psychological dependence, chest infections, hallucinations	Slowed heart rate, slowed breathing, loss of consciousness

<b>Stimulants</b> (e.g. cocaine, amphetamine, methamphetamine)	High	Exhilaration, enhanced self-esteem, improved mental and physical performance, increased activity, reduced appetite, extended wakefulness	Tolerance, agitation, hostility, panic, aggression, suicidal or homicidal tendencies.	High fever, convulsions, cardiovascular collapse
<b>Hallucinogens</b> (e.g. LSD, PCP, ecstasy, mushrooms, peyote)	Moderate-High	Hallucinations, elevated heart rate, increased blood pressure, dilated pupils, perceptual distortions, anxiety, confusion, rage, panic, vomiting, blurred vision	Changes in memory, sleep patterns, mood and senses, depression, anxiety, paranoia, irreversible changes in perception and thinking	Respiratory depression, coma, convulsions, seizures, respiratory arrest
<b>Inhalants</b>	Low - High	Flushing, hypotension, headache, impaired memory, slurred speech, drunken behavior, nausea, anxiety, irritability	Weight loss, muscle weakness, disorientation, inattentiveness, lack of coordination, irritability, depression, and damage to the nervous system and other organs	Loss of consciousness, death
<b>Cannabis</b> (e.g. marijuana, hashish, hashish oil)	Moderate	Impairment, distorted perception, anxiety, problems with thinking, loss of coordination, increased heart rate, dry mouth and throat	Damage to reproductive system, chronic bronchitis, attention and learning impairment, lowered verbal IQ	No death from overdose of marijuana has been reported.

Adapted from [http://www.justice.gov/dea/docs/drugs\\_of\\_abuse\\_2011.pdf](http://www.justice.gov/dea/docs/drugs_of_abuse_2011.pdf)

#### IV. Drug and Alcohol Programs

This section will provide descriptions of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) available to TCNJ students and employees on campus and in the surrounding community.

##### School Programs

- *The Alcohol and Drug Education Program (ADEP)* is available to all TCNJ students and strives to teach and model healthy life choices. ADEP goals include educating students on alcohol and other drugs, working for prevention, providing resources, and promoting responsible alcohol use. ADEP welcomes students in recovery, or those looking to explore their alcohol and other drug use, to utilize the programs and services offered, such as individual or group counseling. Services offered include BASICS (Brief Alcohol Screening and Intervention for College Students), a program

approximately 3-4 individual sessions long for sanctioned or self-referred students, and CHOICES, a small group educational program addressing alcohol use. Location  
**Phone:** office, 609.771.2571; Program Coordinator, Joe Hadge, 609.771.2572

**Email:** [adep@tcnj.edu](mailto:adep@tcnj.edu)

**Website:** <http://adep.pages.tcnj.edu/>

- TCNJ created the TCNJ Clinic which is a community based clinic providing low cost counseling and therapy services to individuals, couples and Families. An extension of the TCN Clinic is *The Employee Assistance Program (EAP)* is available to all TCNJ employees. TCNJ's EAP provides confidential assistance to employees and their family members through assessment and evaluation of problems, short term counseling, referrals to professional and community resources, support groups, conflict resolution and employee seminars.

**Location:** Forcina Hall room 124

**Phone:** 609.771.2139

**Email:** [eap@tcnj.edu](mailto:eap@tcnj.edu).

**Website:** <http://eap.pages.tcnj.edu/>

- *SMART Recovery (Self-Management and Recovery Training)* meetings are offered on campus to TCNJ students. SMART Recovery's 4-Point Program helps people to recover from all types of addictive behavior, including: alcoholism, drug abuse, substance abuse, drug addiction, alcohol abuse, gambling addiction, cocaine addiction, and addiction to other substances and activities. This program offers tools and techniques for each program point: 1) Building and maintaining motivation, 2) Coping with urges, and 3) Managing, thoughts, feelings, and behaviors.

**Location:** TCNJ Clinic in Forcina Hall, room 124, Wednesdays and Thursdays 7-8PM.

**Phone:** 609.771.2700

- TCNJ has been selected to operate the *Intoxicated Driver Resource Center (IDRC)* for Mercer County. The TCNJ Clinic provides IDRC services to Mercer county residents and other individuals who have been convicted of operating a motor vehicle or boat under the influence of alcohol or drugs.

**Website:** <http://clinic.pages.tcnj.edu/files/2013/08/SMART-Recovery-flyer.pdf>

- *National Alcohol Screening Day* will be held on April 9, 2015. Held annually on Thursday of the first full week of April, National Alcohol Screening Day is an outreach, education, and screening program that raises awareness about alcohol misuse and refers individuals with alcohol problems for further treatment.

**Website:** <http://www.mentalhealthscreening.org/events/national-alcohol-screening-day.aspx>

### Community Programs

- *The Blake Recovery Center (BRC)* at Carrier Clinic in Belle mead, NJ is a substance abuse and drug and alcohol addiction treatment and rehabilitation facility that has helped patients recover from their addictions and turn their lives around for the past 30 years. At the Blake Recovery Center, a freestanding New Jersey Department of Addiction Services-licensed residential alcohol and substance abuse treatment program, addiction can be treated in a caring, supportive environment.

**Location:** 252 County Road 601 in Belle Mead, NJ 08502

**Phone:** (800) 933-3579.

**Website:** <http://www.carrierclinic.org/programs-addiction.php>

- *Catholic Charities, Diocese of Trenton* strives to provide meaningful services for the good of the individual as well as the community. Their programs offer ongoing follow-up psychiatric care and therapy for substance abuse issues.

**Location:** 383 West State Street, Trenton, NJ 08618

**Phone:** (609) 394-5161

**Website:** <http://www.catholiccharitiestrenton.org/cc3/index.php?page=addiction-services>

- *Corner House* provides prevention, education, and treatment programs to promote the health and well-being of Princeton area young people and their families, as they confront substance abuse and other emotional issues.

**Location:** 369 Witherspoon Street, Princeton, NJ 08540

**Phone:** (609) 924-8018

**Website:** <http://www.cornerhousenj.org/treatment/>

- *The Substance Abuse Recovery Program at the Family Guidance Center* provides outpatient treatment services for a full range of addictive disorders. There are locations in both Hamilton and Trenton, and the goal of the program is to provide affordable, accessible, and professional addiction treatment for individuals with a primary dependence on alcohol or other drugs.

**Location:** 2300 Hamilton Avenue, Hamilton, NJ 08619, (609) 587-7044

**Phone:** (609) 587-6641 (Access Center)

**Email:** Shirley Bellardo, Director, [Shirley.bellardo@fgccorp.org](mailto:Shirley.bellardo@fgccorp.org).

**Website:** <http://www.fgccorp.org/page/ProgSAP.aspx>

- *High Focus Center* provides structured outpatient behavioral health and addiction treatment programs in New Jersey. Their experienced clinicians provide expert assessment and individualized treatment for adults and adolescents who are struggling with emotional or substance abuse issues.

**Location:** Locations in Paramus, Freehold, Parsippany, Branchburg, Cranford, NJ.

**Phone:** 1-800-877-3628

**Website:** <http://www.highfocuscenters.com/>

## V. Violations of Expectations for Conduct

### Student Conduct Codes

#### Student Violations

The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the *Undergraduate Student Conduct Code*. See also Appendix E for specific sanctioning procedures for selected violations.

1. **Loss of privilege.** Denial of any specified privilege for a designated period of time. Examples include but are not limited to: guest privileges, restriction from a College event or program, and/or area or building.

**2. Restitution.** Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.

**3. Discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.

**4. Restorative justice.** Participation in a mediated discussion with any persons or departments harmed and development of a shared agreement of how to correct the harm. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative justice process. Restorative justice and mediation programs will not be available to students accused or found responsible for any sexual misconduct.

**5. Master education plan.** Develop a master education plan with the aid of the Director of Student Conduct and mentor committee, agree to the terms of the plan, and to continuous evaluation.

**6. Parental notification.** Notification may be sent to parents or guardians of a student who is under 18 years of age, or financially dependent on his or her parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting sanction.

**7. Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.

**8. Pending termination of housing.** This status serves as a housing probationary status assigned to a student for a specified period of time before his or her housing privileges are terminated. While on this status, any further violations of College policy may result in termination of housing. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the College.

**9. Termination of housing.** Removal of a student from College housing after a specific date and for a specified period of time. Through the duration of the termination, the student will be restricted from entering all residential floors in College buildings. Students who are removed from College housing for disciplinary reasons will receive the refund available based on the time of the semester according to the Department of Residential Education and Housing policies and the housing contract. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the College.

**10. Pending suspension.** This status serves as the disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of College policy may result in suspension from the College. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the College.

**11. Suspension.** Termination of course registration and residency (if applicable) from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Dean of Students to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.

**12. Interim suspension.** Immediate separation of a student from the College and/or housing by the Assistant Vice President pending a hearing. Through the duration of the interim suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the College or College property or to ensure the student's own physical or emotional safety and welfare. Students who have been suspended on an interim basis must have a conduct hearing within a practical period of the interim suspension.

**13. Expulsion.** Permanent dismissal from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct indefinitely. Expulsion is the most serious disciplinary action taken by the College and is generally reserved for only those cases of behavioral misconduct in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent removal from the College.

**14. Degree Revocation.** Permanent revocation of an earned degree from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct indefinitely. Degree revocation is reserved for only those case of behavioral misconduct that occur while an individual is a student, but is not made known to the College until after a degree is earned, and in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent revocation of an earned degree from the College.

The following comes from Appendix E: Specific Sanctions for Selected Violations and can be accessed at <http://conduct.pages.tcnj.edu/files/2011/08/APPENDIX-E.pdf>.

#### **Alcohol and Drug Related Sanctions**

In response to the Drug-Free Schools and Communities Act of 1989, the College has published the following possible sanctions for alcohol and other drug violations in the *Alcohol and Other Drugs Policy*:

A student who commits a violation of expectations outlined in the *Student Conduct Code* is subject to sanctions commensurate with the offense consistent with local, state, and



federal law, up to and including removal from College assigned housing, expulsion from the College, and referral for prosecution, as well as the possibility of revocation of privilege to consume alcohol on campus and/or to attend College-sponsored events at which alcohol will be served or consumed. Referrals to the Alcohol and Drug Education Program (ADEP) and/or Counseling and Psychological Services (CAPS) may be required.

The 1998 HEA amendments to The Family Education Rights and Privacy Act (FERPA) of 1974 added an exception that allows institutions of higher education to disclose to a parent or legal guardian information regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol if the student is under 21, or the use or possession of a controlled dangerous substance without regard to a student's age, and the institution determines that the student has committed a disciplinary violation with respect to use or possession. The College may choose to apply this exception and communicate with the family of a student who meets the established criteria, in an effort to partner with the family to assist the student.

## **Alcohol and Other Drug Policy**

The following is from Section E, Administrative Responsibility: The Vice President for Student Affairs has overall responsibility to administer, support, and enforce the Alcohol and Other Drug Policy. Any member of the campus community who violates the Alcohol and Other Drug Policy will be subject to disciplinary action:

- i. A **student** who violates the Alcohol and Other Drug Policy is subject to referral and adjudication through the student conduct process and applicable local or state legal authorities. Possible sanctions may include community service, referral to the Alcohol and Drug Education Program (ADEP), education mandates, administrative directives, removal from College assigned housing, and suspension or expulsion from the College. The 1998 HEA amendments to The Family Education Rights and Privacy Act (FERPA) of 1974 added an exception that allows institutions of higher education to disclose to a parent or legal guardian information regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol if the student is under 21, or the use or possession of a controlled dangerous substance without regard to a student's age, and the institution determines that the student has committed a disciplinary violation with respect to the use or possession.
- ii. A **student organization** that violates the Alcohol and Other Drug Policy is subject to referral to the applicable student organization conduct process with possible sanctions including a written reprimand, education mandates, restriction, or loss of privileges, and loss of official recognition. Individual members of the student organization may also be referred to the student conduct process for their involvement in the violations pursuant to this section.
- iii. An **employee** (e.g., faculty and staff) who violates the Alcohol and Other Drug Policy will be referred to the Office of Human Resources for appropriate action consistent with progressive discipline and applicable local, state, and federal law.
- iv. A **contractor or vendor** performing work on College property found to be in violation of the Alcohol and Other Drug Policy will be subject to sanctions commensurate with the

offense consistent with local, state, and federal law, up to and including termination of contract.

v. A **visitor** to campus found to be in violation of the Alcohol and Other Drug Policy will be subject to sanctions commensurate with the offense consistent with local, state, and federal law, up to and including removal from College property.

### **Employee Violations**

All College of New Jersey employees are required, as a condition of their employment, to abide by the terms of the Drug-Free Workplace Act and Executive Order 204. As required by law, the College has certified to the federal Department of Education that it will take action against employees, including student employees, convicted of the unlawful manufacture, distribution, dispensing, possession or use of drugs. Such action may require the employee to participate in an approved drug abuse assistance or rehabilitation program, and /or may involve formal disciplinary action up to and including termination. The appropriate action must be taken within 30 days of receiving the conviction notification.

Employees are required to notify the Office of Human Resources within five days of conviction for drug violations which occur in the workplace. In the case of employees working under grants, the College is responsible for notifying grant agencies within ten days after receiving notification of drug related convictions. The State Forfeiture of Public Office statute requires forfeiture of public employment if an employee is convicted of third degree crimes or higher.