

DRUG AND ALCOHOL AUC STUDENTS POLICY

Policy Statement

As per the US and Egyptian Laws, AUC has decided to implement the following drug and alcohol policy. All University students are required to abide by the terms of this policy.

Reason for Policy/Purpose

The objective of this policy is to provide the students' community with a safe environment that is conducive to learning. Students are expected to participate in academic and extracurricular life at AUC unimpeded by drugs or alcohol, except as prescribed by licensed doctor.

Institutional Responsibility

In collaboration with the Well-being Office, constituents at AUC community including but not limited to the Student Union (SU); First Year Experience (FYE) are to be actively engaged raising awareness about the issues related to alcohol and drug abuse.

Who Approved This Policy

University Provost, Ehab Abdel Rahman
The Senate (2017)

Who Needs to Know This Policy

Enrolled students

Web Address for this Policy

<http://in.aucegypt.edu/university-policies>

Contacts

Dean of Students, Office of the Dean of Students

If you have any questions on the policy or procedure for the Drug and Alcohol Free Campus policy, you may:

1. Call the Executive Assistant to the Dean of Students , ext 2218 or from off campus (02) 2615-2218
2. Send an e-mail to deanofstudents@aucegypt.edu

Definitions

Terms	Definition as it relates to this policy
Student	All enrolled students, both degree-seeking and non-degree, both Egyptian and non-Egyptian, both undergraduate and graduate, both full- and part-time
AUC Property	All areas or facilities owned by AUC, including both the New Cairo and Tahrir Campuses and any other property off campus, such as housing facilities
AUC Sponsored Events	Any event, whether on or off campus, that is sponsored or held by any organizational unit belonging to or within AUC
Authorized Personnel	<ul style="list-style-type: none"> ● AUC Clinic Medical Personnel ● Dean of Students ● Well-being Office Personnel ● Chaperone for off campus events in Egypt or abroad.
Justifiable Cause	A cause that is based on a well-founded belief.
Reasonable Suspicion	<p>1. Direct observation of the physical symptoms of being impaired by drugs or alcohol:</p> <p>Physical signs</p> <ul style="list-style-type: none"> ▪ Bloodshot eyes/dilated pupils. ▪ Slurred speech. ▪ Unsteady walk/uncoordinated movements. ▪ Shakes or tremors. ▪ Unexplained sweating or shivering. ▪ Fidgeting/inability to sit still. ▪ Unusual body or breath odor. ▪ Deterioration in appearance/grooming. <p>2. A pattern of abnormal conduct with the following symptoms:</p> <p>Psychological signs:</p> <ul style="list-style-type: none"> ● Sudden mood changes, threatening behavior towards themselves or others, or inappropriate laughing. ● Unexplained fear or paranoia. ● Inability to focus or concentrate on simple and straightforward tasks <p>3. Evidence that a student has tampered with a previous drug test.</p>

Refusal to submit	To obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested forms; or to fail to promptly provide a specimen(s) for testing when asked to do so, without a valid medical basis for the failure.
Chain of custody	The procedures beginning at the time of collection a sample to account for all handling and storage of each specimen
Confirmatory test	A second laboratory procedure used to analyze a positive test result from a screening test. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation test.
Cutoff level	The concentration of a drug or drug metabolite in the urine at which a specimen is considered positive.
Medical Review Officer (MRO)	A licensed physician who is qualified to interpret and evaluate test results and other relevant medical information.

Policy/Procedures

The university may conduct drug and/or alcohol testing under any of the following circumstances:

- **FOR-CAUSE TESTING:** Only authorized personnel may ask a student to submit to a drug and/or alcohol test in the cases of evidence of use, or a justifiable cause, such as possession and/or distribution of drugs or alcohol on or about the student’s person or in the student’s vicinity.
 - Note: Because the symptoms listed under the definitions of reasonable suspicion could be attributable to causes other than drugs or alcohol, the person reporting the student will document those facts that led him/her to believe the student was impaired. In addition, the AUC clinic will evaluate the student before testing to ensure that other likely causes have been reasonably considered.
- **POST-ACCIDENT TESTING:** If a student is involved¹ in an accident on-AUC property or at an AUC sponsored event off campus, or who sustains an injury on AUC or at an AUC sponsored event where there is justifiable cause to be asked to submit to a drug and/or alcohol test.
- **OFF-SITE TESTING:** If there is justifiable cause to suspect a student is in violation of the drug and alcohol policy while on a sponsored trip or event off campus, whether in Egypt or abroad, he/she may be tested at a local facility or even possibly sent back to Egypt to be tested if necessary.

¹ Meaning either the student who bears some form of injury as a result of mishap or someone potentially directly or indirectly causing the accident or injury in some way.

Confirmation and Documentation of Suspicion

Note: When a member of faculty, staff, administration, security, or another student has reasonable suspicion that another student is impaired by drugs or alcohol, if at all possible he or she should immediately inform one of the following to confirm the observation and suspicion:

- another faculty or staff member
- another administrator
- another security officer
- another student
- an AUC chaperone

Assuming a second person was available and the suspicion has been confirmed by a second person, the reporting person should then inform one of the Authorized Personnel and Security (if needed), to escort the impaired student to the clinic. If the incident is offsite, then the person should notify the chaperone. In all cases and immediately after reporting, the reporters must write a statement documenting their belief for reasonable suspicion. This report should be sent to the dean of students, where it shall remain confidential. The use of the report will be limited to those who handle conduct cases at AUC.

Amnesty Guidelines:

In emergency cases, when a student (or an individual) aids an intoxicated or impaired individual by contacting any Authorized Personnel or Security for assistance or bringing the individual to the clinic neither the intoxicated individual nor the individual or student reporting the emergency will be subject to formal student conduct action for the consumption of alcohol or other drugs as a first offence.

Fordham University:

http://www.fordham.edu/info/21684/university_regulations/3724/medical_amnesty_policy

Drugs Covered:

Any drug that is prohibited by law or must be prescribed but for which the student does not have a prescription. Specimens may only be tested for the covered drugs and the specimen may not be used to conduct any other analysis or test.

On Campus Drug Specimen Collection Procedures:

- The student is not to provide any information about prescription or over-the-counter medication to the clinic or the certified testing laboratory. A standard drug testing custody and control form must be used.
 - Note: A statement on the form informs the student that if there is a positive test, the MRO will contact the student about prescription and over-the-counter medications. The student may list medications only on the student's copy of the form.

- The collection site must be secured.
- The chain of custody form must be completed and shipped to the certified testing laboratory with the specimen.
- The collection site person is the individual that ensures that the urine specimen is collected according to required procedures.
- Collection of urine specimens must allow individual privacy unless there is strong, justifiable cause that a particular person may alter or substitute the specimen. If specimen collection is directly observed by another person, the person must be of the same gender as the student.
- A "split sample" of urine is collected. In the split sample method, the urine specimen is divided into two containers. The purpose of the split sample is to allow the student the opportunity to have the specimen retested at a different certified laboratory for immediate testing.
- A student must provide at least 45 ml (milliliters) of urine. Failure to provide an adequate amount of urine is considered a refusal to submit to a controlled substance test and the student is considered to have engaged in actions prohibited by these rules. If the student is unable to provide the minimum amount of urine, the collection site person is to have the student drink up to 24 ounces of fluid and try to provide a sample within two hours. If the student is still unable to provide a complete sample, the test is stopped and the student is sent for a medical evaluation to determine if there is a legitimate reason for failure to provide a specimen or there is a refusal to submit a specimen.

On campus drug specimen collection is to be validated by the AUC clinic.

Dealing with a Positive Case

1. The AUC clinic receives a confirmation from the Certified Testing Laboratory.
2. A letter is delivered to the student including the positive test result and requiring him/her to abide by the recovery protocol. The letter states the consequences of not attending the rehabilitative treatment or having a second-offense.
3. A medical report is prepared by the head of Medical Services describing the history of the case in addition to the results of the two labs. These are sent to the Dean of Students.

Rehabilitation program

A recovery protocol is administered for students who test positive under the supervision of the University Psychiatrist/Well-being.

Students (or their guardians if under 21 years of age) have the option of choosing treatment by an external psychiatrist provided that the name and contact info of that psychiatrist are provided to the AUC clinic and Dean of Students.

For a student whose treatment takes place at a rehabilitation center off-campus, the student should sign a consent form to allow a resident psychiatrist or MRO to communicate with the psychiatrists at the rehabilitation center.

The Recovery Protocol includes the following

1. The student meets the Psychiatrist at the Office of Well-being as determined by the psychiatrist.
2. The Psychiatrist monitors the condition of the case, records in a file the details of each visit, and advises appropriate recovery procedures and medicines if any. A file is created for each case. Only information the student consents to sharing will be provided to authorized personnel or third parties. In the very exception that the psychiatrist finds the student to be in a position of threat to themselves or others, they can share the student's information with the authorized personnel and third parties. The psychiatrist can present progress reports to the authorized personnel and third parties if deemed necessary by the authorized personnel, provided that they ensure student's consent with the sharing of personal information and uphold the student's privacy. FERPA guidelines to be followed".
3. The AUC clinic, in consultation with the Office of Student Well-being, shall set a deadline for positive cases to quit/stop the drug use.
4. After the requested period needed to quit has passed, cases are re-tested without further notice.
5. A student whose retested cases are negative for two consecutive times, will no longer be subjected to follow-up testing.

Positive results for the second time

If a student tests positive during a retest after the period to quit has expired, the Office of Well-being or the AUC clinic will report this to the Dean of Students, who will refer the case to the Student Disciplinary Committee.

When a student refuses psychiatric counseling, a letter is sent to the Dean of Students.

Alcohol Testing Procedures

Alcohol using students come to the clinic either by self-referral or referral from the Dean of Students / Faculty member if an incidence of active using of Alcohol or being under effect of alcohol was reported in AUC.

- The first step is medical and psychiatric, so alcohol use assessments are done with blood assessment of alcohol level.
- Then, according to the assessment, either the student is referred for inpatient detoxification or he/she is enrolled in the alcohol treatment program.
- The alcohol treatment program consists of 6 sessions of Motivational Interviewing and Cognitive Behavioral Therapy as well as appropriate pharmacotherapy, if needed.
- Relapse prevention sessions are then applied once per month with a recommendation for the client to join a self-help group such as Alcoholic Anonymous.
- If the student is referred by the Dean of Students / Faculty member, coordination with the Dean of Students is established according to AUC policy.

Confidentiality, Accountability, and Protections:

- All forms of communication are to be provided in hardcopy and in writing, on a strictly need to know basis.
- Privacy and confidentiality will be maintained and no record will be added to the student's transcripts in case of a student's violation of the said Drug and Alcohol Policy.
- The Office of Well-being works in close coordination with the Clinic and maintains the highest level of confidentiality with regard to counseling and medical records.
- To ensure justifiable cause is followed in testing, all reporters are required to submit a detailed written report explaining the details of the situation that deemed there to be justifiable cause for testing.
- False accusations by anyone in within the AUC community are treated seriously, including accusations of drug or alcohol use. False accusations are covered by AUC's Code of Conduct.
- **The university will NOT conduct random testing of students unless required to by Egyptian or U.S. law.**

History/Revision Dates

Origination Date: June 2, 2017

Last Amended Date: June 2, 2017

Senate Review Date: December 2017.

Next Review Date: June 2, 2018