

DRUG AND ALCOHOL-FREE AUC PROPERTY POLICY

Policy Statement

In accordance with Egyptian and US law, the University has adopted a drug and alcohol-free AUC property policy. All University students are required to abide by the terms of this policy.

Reason for Policy/Purpose

Students are expected to participate in academic and extracurricular life at AUC unimpeded by ingested drugs or alcohol, except as prescribed by a licensed doctor. Students deemed to be under the influence of illegal or unauthorized drugs or alcohol while on AUC property or at an AUC sponsored event are in violation of this policy. All students must cooperate when asked by authorized personnel to answer questions or submit to testing.

Failure to adhere to instructions or to cooperate with those administering a test will result in sanctions as prescribed by AUC's Code of Community Standards, up to and including expulsion from the university.

Who Approved This Policy

University Provost, Ehab Abdel Rahman

Who Needs to Know This Policy

Enrolled and prospective students and their families

Web Address for this Policy

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

Contacts

Responsible University Official: Dean of Students

Responsible University Office: 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 Assistant Dean of Students, Ms. Ghada Abdel Rahman at ext 22119 or from off campus (02) 2615-2219
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 and Old 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

Policy/Procedures

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

- **FOR-CAUSE TESTING:** The University may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following: evidence of drugs or alcohol on or about the student's person or in the student's vicinity; unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness. For-cause testing at AUC complies with the American Disabilities Act.
- **POST-ACCIDENT TESTING:** Any student involved* in an accident on-AUC property or at an AUC sponsored event off campus, or who sustains an injury on AUC property or at an AUC sponsored event where it is suggested that the student may have been under the influence of drugs or alcohol, may be asked to submit to a drug and/or alcohol test.
- **OFF-SITE TESTING:** Any student suspected of a violation of the drug and alcohol policy while on a sponsored trip or event off campus, whether in Egypt or abroad, should be tested off site whenever possible. A chaperone should accompany the student to the nearest testing venue, such as a hospital.

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

Procedures for Drug Testing Administration:

Procedures for Drug Testing

The procedures for collection and testing of urine are very detailed. Some of the most asked about provisions are presented here.

Key Definitions

Chain of custody:

These are the procedures beginning at the time of collection 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.

Drugs Covered

- Marijuana/Cannabis
- Hashish
- Cocaine
- Opiates – e.g. Heroin, Opium
- Opioids – e.g. Tramadol
- Amphetamines and Methamphetamines

Specimens may only be tested for the covered drugs and the specimen may not be used to conduct any other analysis or test.

The university may only test for other controlled substances if approved by the Director of the AUC Clinic and the Legal Office, and if there is an approved testing protocol for that substance.

Preparation for Testing

The student is not to provide any information about prescription or over-the-counter medication to the clinic or the laboratory. A standard drug testing custody and control form must be used.

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.

Specimen Collection Procedures

The area must be secure.

The chain of custody form must be completed and shipped 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 reason to believe that a particular person may alter or substitute the specimen. If specimen collection is directly observed by a non-medical person, the person must be of the same gender as the student. The following circumstances are the only grounds to believe a person may alter or substitute a specimen:

The urine specimen is outside the normal temperature range (32.5°C, 90.5°-99.8°F) and the student will not allow an oral body temperature to be taken, or the oral body temperature is 1°C/1.8°F different from the temperature of the specimen;

The collection site person observes behavior that clearly indicates an attempt to alter or substitute a specimen; or

The student has previously been determined to have used a controlled substance and the test is a follow-up test after return to service.

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.

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.

Dealing with a Positive Case:

- a. The lab receives a confirmation from the Certified Testing Laboratory
- b. 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.
- c. 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.

Students or their guardians if under 21 years of age have the option of being treated 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, we will request that the student 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 once a week.
- 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. The student should be informed that his information will be shared with a third party such as Dean of Students. FERPA guidelines are followed.
- 3-There is a deadline for the positive cases to quit/stop drug abuse:
Three month for Cannabinoids, Tramadol & alcohol.
- 4-After the requested period needed to quit have passed (Three months for alcohol and three to six months for other drugs depending on the degree of withdrawal difficulty), positive cases are re- tested without further notice. This is to monitor the percentage of Cannabinoids and or Tramadol or alcohol in the blood.
- 5-Then the case is retested on random basis to check again.

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

Positive results for the second time:

1 If a student tests positive for the second time after a period of three months from the first test, the Office of Well-being will report this to the Dean of Students, who will refer the case to the Conduct committee. The Office of Well-being works in close coordination with the Clinic and maintains the highest level of confidentiality with regard to educational and medical records.

Forms/Instructions

Related Information

Appendices (optional)

None

History/Revision Dates

Origination Date: June 2, 2017
Last Amended Date: June 2, 2017
Next Review Date: Month, Day, Year