



Roosevelt University

Drug & Alcohol Abuse Policy Statement

Policy 2.6

Responsible Executive: Vice President of Human Resources

Originally Issued: month, day, year

Revised: 09/2005

Effective date: month, day, year

Drug & Alcohol Abuse Policy Statement

ANNUAL DISTRIBUTION OF THIS POLICY TO EVERY STUDENT AND EMPLOYEE IS REQUIRED BY FEDERAL REGULATIONS.

I. Statement of Policy

In compliance with federal, state and local law, University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or while conducting University business or activities. In carrying out this commitment, Roosevelt University will fully comply with the federal Drug-Free Schools and Communities Act of 1986 as amended by Public Law 101-226 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, Section 5160).

II. Disciplinary Sanctions

Consistent with federal, state and local laws, the University will impose disciplinary sanctions upon students and employees who violate this policy. Violations of the federal, state and local laws and ordinances governing drug and alcohol abuse by employees or students may result in referral for criminal prosecution. Legal sanctions, including fines and/or imprisonment, may be imposed by the courts.

Students in violation of the policy may be required by the University to receive treatment, change housing assignments, or to be suspended or expelled. Faculty and staff in violation of this policy may be required by the University to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of this policy, up to and including termination.

III. Employee Notification of Criminal Drug Statute Conviction

Employees must, as a condition of employment, comply with this policy and notify their immediate supervisor of any criminal drug statute conviction for a

violation occurring in the workplace no later than 5 calendar days after such conviction. The supervisor is responsible for notifying the Department of Human Resources immediately upon notice from the employee.

IV. Health Risks Associated with Illicit Drugs and Alcohol Abuse

Our primary interest is to assist Roosevelt students, faculty and staff in avoiding the physiological and psychological damage that results from drug and alcohol abuse. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment such as liver, heart, digestive tract disease and mental impairment such as memory loss, impaired judgment and other personality disorders.

V. Information Concerning Treatment and Rehabilitative Services Available to Students and Employees.

Faculty, staff and students may receive confidential alcohol and drug counseling treatment through the counseling staff and referral information regarding drug or alcohol counseling, treatment and rehabilitative programs available through Cook County or Public Services, other support groups, and local licensed mental health care professionals.

VI. Counseling Services Available to Students and Employees

Students or employees who are having difficulty with drug or alcohol use are urged to seek confidential counseling from appropriate University offices. Anyone who is aware of others (either students, faculty or staff) with drug or alcohol abuse problems should also seek guidance, in complete confidence from these offices.

Questions and referrals concerning the policy with respect to students' use of drugs or alcohol may be directed to the following offices:

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| Michigan Avenue Campus | Albert A. Robin Campus |
| Office of Student Services | Office of Student Services |
| Room HCC 110 | Room 125B |
| Phone: 312-341-2006 | Phone: 847-619-7979 |

Questions and referrals concerning the policy as it applies to faculty and staff may be directed to these Michigan Avenue Campus offices:

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| Vice President for Business and Finance | Room 806 | 312-341-3580 |
| Director of Human Resources | Room 860 | 312-341-4334 |

Expanded information about Roosevelt's drug prevention program, including a matrix of physiological drug outcomes, legal sanctions and employee testing and rehabilitation policy is available upon request from the offices listed above.