

## Procedure Manual



<b>Title: Substance Abuse</b>	<b>Number: A6Hx2-5.18</b>
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A student who is unable to perform classroom, lab or clinical activities as assigned with reasonable skill by reason of illness, or use of alcohol, drugs, narcotics, chemicals or any other type materials shall be required to leave the classroom, lab or patient care area.

Students who have been removed from the classroom, lab or patient care area will earn an unexcused absence if found to be impaired or under the influence of drugs or alcohol.

Safe transportation from the clinical site will be borne by the student.

Chemical abuse offenses may result in dismissal from the program per College Student Code of Conduct Policy 5.02.

### Procedural Steps:

#### Clinical site:

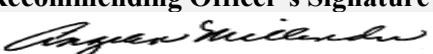
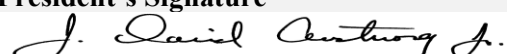
1. If the clinical staff has reason to suspect that a student is under the influence, they will immediately notify the course instructor.
2. The course instructor will meet with the clinical staff and the student.
3. If the course instructor confirms that a student appears to be under the influence of alcohol or any controlled substance, the course instructor will report the incident to the Associate Dean of the program.
4. The course instructor will document the incident in writing and notify the Associate Dean or designee as soon as possible.

Upon verification of the behavior, the Associate Dean or designee will:

- Take the student to a private setting and approach the student with the behavior which was observed.
- Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
- Accompany the student to the designated area for specimen collection and remain until the testing is completed.
- The student will be responsible for any costs associated with testing for alcohol or controlled substances.
- The results of the tests are confidential communications between the student and the Associate Dean of the program.
- Suspend the student from course until the results of the tests are available and/or appropriate action is determined.
- Student will secure transportation away from the clinical facility or if unable, the course instructor will secure alternate public transportation at student's expense.
- If the tests show positive evidence of alcohol or substance abuse, the student will be referred to the Dean for Student Affairs for violation against the Student Code of Conduct.

#### Campus setting:

1. If an instructor has reason to suspect that a student is under the influence, they will immediately meet with the student in private.

<b>Recommending Officer's Signature</b> 	<b>Date: 1-25-2011</b>	<b>President's Signature</b> 	<b>Date: 1-25-2011</b>
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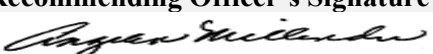
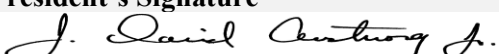
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2. If the course instructor confirms that a student appears to be under the influence of alcohol or any controlled substance, the course instructor will report the incident to the Associate Dean of the program.
3. The Associate Dean or designee will meet with the student and the course instructor.
4. The course instructor will document the incident in writing.
5. The Associate Dean or designee will notify the Dean for Student Affairs.

Upon verification of the behavior, the Dean for Student Affairs will:

- Take the student to a private setting and approach the student with the behavior which was observed.
- Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
- Accompany the student to the designated area for specimen collection and remain until the testing is completed.
- The student will be responsible for any costs associated with testing for alcohol or controlled substances.
- The results of the tests are confidential communications between the student and the Associate Dean of the program.
- Excuse the student from course until the results of the tests are available and/or appropriate action is determined.
- Student will secure transportation away from the campus or if unable, the course instructor will secure alternate public transportation at student's expense.
- Refer the student to the Dean for Student Affairs for violation against the Student Code of Conduct.

[Link to Policy 6Hx2-5.18](#)

<b>Recommending Officer's Signature</b> 	<b>Date: 1-25-2011</b>	<b>President's Signature</b> 	<b>Date: 1-25-2011</b>
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