

**Oregon**

**TECH**

**BIENNIAL  
REVIEW**

ACADEMIC YEARS 2018-2020

*Gaylyn G. Maurer, MA, LPC*

*Administrative Director, Integrated Student Health Center*

*Substance Abuse Commission Chair, 2018-2020*



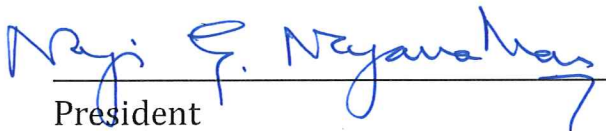
The information contained in this report is designed to maintain institutional compliance with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations.

It is respectfully submitted, and has been reviewed and approved by both the Vice President of Students Affairs and the President of the university. Copies of this Biennial Review will be accessible in both the Student Affairs and Presidential offices, and is available for download through the Oregon Institute of Technology website, as well.

Questions concerning the material included herein should be directed to:

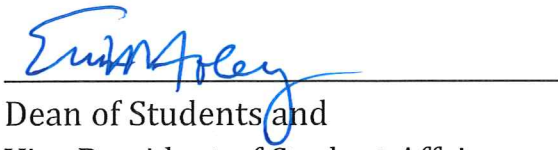
Dr. Erin Foley  
Dean of Students and Vice President of Student Affairs  
Oregon Institute of Technology  
3201 Campus Drive  
Klamath Falls, OR 97601  
541-885-1011

Approvals:

  
\_\_\_\_\_  
President

Dr. Nagi G. Naganathan

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean of Students and  
Vice President of Student Affairs

Dr. Erin Foley

  
\_\_\_\_\_  
Date

# TABLE OF CONTENTS

Drug & Alcohol Prevention Program Elements	
Multifaceted Approach: Environmental _____	3
Alcohol-free Options _____	3
Normative Environment _____	8
Alcohol Availability _____	11
Marketing and Promotion of Alcohol _____	13
Policy Development and Enforcement _____	14
Multifaceted Approach: Individual _____	16
Choose Well Program _____	16
MyPlaybook For Athletes _____	17
Brief Motivational Intervention _____	18
Substance Use Policy	
Policy Excerpts _____	19
Prohibitive Standards of Conduct _____	19
Description of Health Risks _____	23
Description of the Applicable Legal Sanctions _____	23
Description of Available Treatment Resources _____	24
Disciplinary Measures for Both Students and Employees _____	24
Policy Distribution _____	25
Student Distribution _____	25
Faculty and Staff Distribution _____	26
Evaluation	
Baseline Substance Use Data & Comparisons _____	27
How Do Oregon Tech Students Compare With Others? _____	27
Implications _____	31
Impact of Environmental Management Approach _____	31

# TABLE OF CONTENTS

Impact of Individual Approaches _____	32
Choose Well Program Evaluation _____	32
Implications _____	33
MyPlaybook Program Evaluation _____	34
Brief Motivational Intervention Evaluation _____	34
Drug & Alcohol Prevention Program Strengths _____	34
Drug & Alcohol Prevention Program Areas of Improvement _____	35
Drug & Alcohol Prevention Program Goals	
Progress Towards 2018-2020 Goals _____	36
Process Goals _____	36
Outcome Goals _____	37
DAAPP Goals for 2020-2022 _____	38
Process Goals _____	38
Outcome Goals _____	38
Recommendations	
Strengthening the DAAPP _____	39
Appendices:	
Appendix 1	Possession & Consumption of Alcoholic Beverages Approval Form
Appendix 2	Possession & Consumption of Alcoholic Beverages Policy (30-031)
Appendix 3	Drug-Free Campus Policy (30-034)
Appendix 4	Controlled Substance Policy (30-033)
Appendix 5	Smoke and Tobacco-Free Campus Policy
Appendix 6	Student Code of Conduct
Appendix 7	Drug-Free Campus Policy Notice

# MEMBERSHIP

## Acknowledgement

Information contained in this Review was compiled by the 2018-2019 and 2019-2020 Oregon Institute of Technology Substance Abuse Commission, whose members included:

### Both Years

- Gaylyn Gaddy Maurer, Director, Integrated Student Health Center (Chair)
- Diana Angeli, Executive Assistant, Office of the President
- Mandi Clark, Director of Housing and Residence Life
- Holly Anderson, Associate Director, Campus Life
- Kelly Caleb, Athletic Trainer
- Lori Harris, Senior Fiscal Manager
- Kevin Garrett, Humanities and Social Sciences Faculty, HAS
- Dawn Taylor, Medical Lab Sciences Faculty, Portland Metro HAS

### 2019-2020

- Sarah Henderson, Benefits Consultant, Human Resources
- Kathleen Adams, Humanities and Social Sciences Faculty, HAS
- Mason Wichmann, Student, Klamath Falls
- Nathan Fuller, Student, Klamath Falls
- Tiange Ma, Student, Klamath Falls
- Iris Crum, Student, Portland Metro
- Matthew Tugg, Student, Portland Metro

### 2018-2019

- Suzette Yaezenko, Associate Vice President, Human Resources
- Tara Guthrie, Medical Imaging Technology Faculty, HAS
- Marena Nelson, Student, Klamath Falls
- Samantha Henkell, ASOIT President, Student, Klamath Falls

**DRUG & ALCOHOL  
PREVENTION PROGRAM  
ELEMENTS**

---

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

## Multifaceted Approach: Environmental

The National Institute of Alcohol Abuse and Alcoholism has continued to encourage institutions of higher education to include a combination of both environmental and individual strategies in their drug and alcohol abuse prevention programs (DAAPPs). Environmental aspects of the Oregon Tech DAAPP include supporting alcohol-free options, creating a normative environment, limiting alcohol availability, reducing the marketing and promotion of alcohol, and developing and enforcing institutional policies.

### ALCOHOL-FREE OPTIONS

In order to encourage students to engage in healthy behaviors, Oregon Tech places a priority upon offering alcohol-free options for activities. Specifically:

#### Alcohol-free Events are Created and Promoted

The Campus Life Department, within the Division of Student Affairs, spearheads the event planning and implementation of activities for the campus community. The vast majority of events sponsored by Campus Life are alcohol-free. In fact, there is only one event (the Annual Music Garden) in which alcohol is available for sale, and there is a two drink maximum. The following lists examples of Oregon Tech sponsored events for, as an example of the breadth of alcohol-free, no or low-cost options which are available to students.

- Capture the flag
- Super Club sign-up
- Halloween crafting
- Pumpkin carving
- Comedian
- Bonfire
- Family Weekend
- Family Game Night
- Thankful poster making
- International Game Night
- Donuts with the Deans
- Holiday CarolOKE!
- Owlnighter (9pm til morning)
- Kava Ceremony
- Holiday Craft night
- Leadership Summit
- Native American Student Union
- Galentines Day (Treehouse, Diversity Center)
- Yoga (WRC/Integrated Student Health Center, ISHC)
- Love Round the World
- Geothermal Power Plant Tour
- Friggin Lazer Tag
- Talent Showcase (CAB)
- International Dinner (TDC)
- Women of Color Collective (TDC)
- Around the World Cultural Fair (TDC)
- Cultural Hours (TDC)
- Women's Health Banquet (TDC)
- Multifaith Dinner (TDC)

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

- Express Your Inner Fabulous (TDC)
- Bubble Balls Soccer
- Operation Beautiful
- Rise & Shine Morning Yoga
- Music Garden
- Summer Fun Series: BBQ, Hellgate jetboat tour, \$1 bowling, Lake of the Woods trip, Redding Water Works, \$5 movie night at Pelican Cinema
- New Student Orientation

New Student Orientation, which is the freshman introduction to life on campus and Oregon Tech as a whole, is completely alcohol-free; in fact, included in the schedule are multiple informational sessions regarding substance abuse and sexual assault.

Additionally, Campus Life staff work with student club, organization, and program advisors in terms of planning student-driven events, which are alcohol-free. Student Clubs and Organizations frequently meet weekly and plan their own recreational activities, which according to Oregon Tech policy must be alcohol-free. Examples of events hosted by student organizations and academic departments are:

- Nuclear Medicine week
- Bridging Urban America movie (Civil Engineering)
- Bishop's talk (Newman Club, Catholic students)
- Veteran's day appreciation (Student Veterans)
- Knitting party (Circle K, student service club)
- Movie night (Oregon Tech Riders, Skiing Club)
- Serving dinner at Gospel Mission (Circle K)
- Christmas caroling at Pelican Point Retirement Community (Circle K)
- Latino Club Luncheon
- Night Skiing at Mt. Shasta (Oregon Tech Riders)
- Dodgeball Tournament (Engineering Honor Society)
- Engineer for a Day (Society of Women Engineers)
- "Tickling Giants" Screening (International Club)
- Dead Week BBQ (Institute of Electrical and Electronics Engineers Club)
- "Priceless" movie showing (Sustainability Club)
- Earth Day Activity (Circle K)
- Champion League Viewing (Soccer club)
- LAN Party (Gaming Club)
- Memorial Day Flags (Student Veterans)
- Arboretum Appreciation Day (Campus Beautification Club)



# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

Further, in addition to Campus Life events, other campus partners (including the Division of Student Affairs, Athletics, Strategic Enrollment Management, the Provost's Office and other academic departments) implement programming each year which is alcohol-free and available to all students including:

- Mental Health Screenings (ISHC)
- Health Promotion events (National Collegiate Alcohol Awareness Week, etc., ISHC)
- Healthy Active Challenge (ISHC)
- Blue & Gold Auction (Athletics)
- Oregon Tech Open Golf Tournament (Athletics)
- Volley for a Cure Pink Out (Athletics)
- Black Out for Hunger (Athletics)
- Varied sporting events on campus (Athletics)
- Oregon Tech Holiday Party (President's Office)
- Doughnuts with the Deans (Academic Deans and Dean of Student Affairs)
- Breakfast Club (free breakfast on the first Wednesday of each month, Student Success Center, SSC)
- Late Night Against Procrastination (late-night study and tutoring sessions, SSC)
- Active Shooter Training (Campus Safety)
- Owls' Worth (Financial Workshop Series, Financial Aid Department)
- Provost Seminar Series (Provost's Office)

Additionally, the Outdoor Program, plans outdoor activities for each week during the quarter (ranging from a bicycle tour of the Farmer's Market to skydiving). All of these are offered at minimal or no cost, and do not involve alcohol.

Student organizations can request permission to host events on campus with alcohol (see "Policy Development" below), however these occasions are also minimal, totaling 2 per academic year at the most. At these events, the campus dining service, Sodexo, is responsible for beverage service and are very diligent about checking identification and limiting beverages as per the policy and Oregon state law. Each of their servers have completed server training and are aware of the potential liability/risk of losing their alcohol license should there be a violation.

## DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

Also, the Residence Hall Association (RHA) offers alcohol-free activities throughout each term to encourage the residential students to interact while engaging in healthy behaviors. A good example of this is Spring Fling, which is an annual event featuring alcohol-free events such as:

- Room gardening
- Taco fest
- Bowling party (with ISHC)
- Game night
- Murder Mystery Night
- Sausage fest
- Pajama Party
- Jam Session
- Spring Fling Rave
- Taran's Texas Ice Cream

Further, Residence Life (and the Residence Hall Association) hosts annual large-scale alcohol-free events including the Haunted House (averaging close to 2,000 participants annually) and Tech Con (styled after Comic Con), which is wildly popular among Oregon Tech students.

Student service learning/volunteer opportunities are created, publicized, and promoted

Campus Life also houses the Volunteer Owls (V-OWLS) program, which provides the opportunity for Oregon Tech students to participate in volunteering once a month both on campus and in the larger community. Opportunities for students during the this reporting period included:

- Pave the Way (Resurfacing of the Arboretum walking paths)
- Easter Egg Scramble (with Residence Life, community event for children)
- Run Moore! (Charity run benefitting High Desert Hospice)
- Native Garden Work Party (Weeding, gardening campus Native Garden)
- Earth Day Beautification Project
- Family Weekend Volunteering
- Tech Con Volunteering
- Spring Break GG Event
- YMCA's after school program
- Ross Ragland Theater Red Tie Romp (benefitting youth theater programs)
- Spring Break Service Trip (to San Francisco)
- Music Garden Volunteering
- Campus Beautification Day

Additionally, Campus Life provides an on-line database of contacts for local community organizations who have on-going projects and so are frequently in need of volunteers (including Citizens for Safe Schools, Citizen Review Board (foster care review),

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

Department of Human Services, High Desert Hospice, Junior Achievement, Klamath Animal Shelter, Klamath Fire District, Klamath Falls City Parks, Klamath Falls City Schools AVID, Klamath Family Head Start, Mazama High School ASPIRE program, Oregon Tech Library, Relay for Life of Klamath County, OSU Research and Extension Center, Ross Ragland Theater, Sage Community School Shasta View Retirement Community, SMART Reading Program, YMCA, and PublicHealth.org). Further, students are also encouraged to volunteer at campus-wide events such as New Student Orientation, the Haunted House, and Family Weekend.

Finally, Campus Life partners with Career Services and ASOIT (Student Government) to enhance campus job fairs in the Fall and Spring terms with options for volunteer opportunities, as well.

## Community service work is required as part of the academic curriculum

Many courses include a service learning component in their curriculum, particularly the Applied Psychology and Communication departments. Several of the Medical Imaging Technology programs participate in the “Adopt a Highway” program through the Oregon Department of Transportation. Further, many student organizations have a volunteer requirement in order to stay in good standing in the organization.

## The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings

Oregon Tech campus includes the College Union, which provides alcohol-free “drop-in” activities such as ping-pong, shuffle-board, and foosball until 10pm each night. Although plans are being currently explored with regards to building a stand-alone recreation center, the campus currently has aerobic and weight-lifting areas in the Athletic building that are open to all students. Alcohol-free meeting and lounge spaces are available in the following locations across campus: the library, the Student Success Center, the College Union, and in all academic buildings. As alcohol is not permitted in public places on campus (with the exceptions described in the “Policy Development” section below), the campus as a whole is an alcohol-free setting. Dutch Brothers, a local drive-through coffee establishment, is located less than half a mile from campus, and has extended hours.

Further, the Oregon Tech campus itself features a variety of alcohol-free activities in which students can engage on-site including visiting the Arboretum and the Native Garden, hiking to the “O” on the hill behind campus, hiking the gravel Geo-trail, and playing disc-golf on the campus course.

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

## Non-alcoholic beverages are promoted at events

As the majority of events on campus are alcohol-free, non-alcoholic beverages are primarily what is available to students. Alcohol is not sold on campus in any of the dining services or convenience store areas. Alcohol is not available at any Oregon Tech athletics event, and the Athletics Department is not sponsored by the alcohol industry.

## NORMATIVE ENVIRONMENT

Campuses in which the focus remains academics rather than upon alcohol and other drug use have demonstrated reduced rates in terms of substance abuse (NIAAA, 2015). Oregon Tech places a priority upon academic success and sustains that emphasis in the following ways:

### The academic schedule offers core courses on Thursdays and Fridays

Courses at Oregon Tech tend to either be scheduled on Tuesday/Thursdays or Monday/Wednesday/Fridays. Given the hands-on approach, most courses have corresponding labs, which are frequently scheduled into the early evening several days a week.

### Exams/projects increasingly require class attendance and academic responsibility

Oregon Tech is known for its challenging curricula, across all majors, and courses tend to build in difficulty both across each term and into the students' Senior years. Many courses include group projects, which culminate in presentations/demonstrations towards the end of the term. Being on the quarter system (with only 10 weeks per term), students frequently have exams as early as Week 2. The fast-paced nature of the curriculum, as well as the extensive emphasis on math across all areas of study, require an academic focus of students. This challenge is magnified by Oregon Tech's inverted curriculum, meaning that students take courses in their major beginning with their first term on campus. Students who are unsure of their majors or who struggle with basic skills tend to fall behind quickly, and tend to find it difficult to "catch up". The same is true of students who choose to abuse alcohol or other drugs; it is very difficult to maintain a 2.0 GPA (required in order to maintain good academic standing) with such a complex curriculum when compounding it with substance abuse.

### Substance-free residence options are available

As detailed in the "Policy Development" section below, all spaces (including lounges and group spaces) in both the residence hall and on-campus apartments are alcohol-free by default. A student who is 21 years or older can possess alcohol in his/her room, but only if all others who reside in that space are also aged 21 and older.

## DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

### The campus encourages an increase in academic standards

Several of the academic programs on campus require application by students, separate from admission to the university. These programs are particularly difficult to gain admission into, and students often apply multiple times before gaining admittance. Such programs include all of the Medical Imaging Technology departments (including Diagnostic Medical Sonography, Radiologic Science, Nuclear Medicine Technology, Vascular Technology, and Echocardiography); several of these programs accept less than 10% of applicants each year. Other programs with competitive admissions include: Dental Hygiene, OSU Nursing, Medical Laboratory Science, and Respiratory Care. Many students who are preparing to apply for these programs enroll in “Pre” programs (i.e. Pre-MIT, Pre-Dental Hygiene, and so on) at Oregon Tech in order to complete the prerequisites on site, which are quite challenging in and of themselves.

Further, again due to the applied nature of Oregon Tech’s curriculum, the majority of academic departments require their students to complete a Junior and Senior project or an extended externship. These year-long externships provide the students with an enhanced opportunity to receive “hands-on” training in the field, but place additional expectations upon students once they complete their coursework. Given the rigors of both (project or externship), most students during their last two years are required to focus primarily upon academics in order to be successful.

### Faculty are encouraged to engage in a higher level of contact with students

Given the size of Oregon Tech, faculty are better able to interact with their students in a more personalized way than might be possible at larger institutions. The total enrollment of 5,320 coupled with an intimate campus environment results in a student-to-faculty ratio of 15 to 1. Additionally, faculty serve multiple roles on campus, thereby increasing their involvement with students. For instance, each faculty member is assigned a case load of students in their major to whom they act as academic advisors. Further, many faculty choose to serve as advisors for student clubs and organizations, both social and academic in nature. As a result of these enhanced relationships between the faculty and the student body, referrals to campus resources by professors occur frequently, as they often are “in touch” with students’ needs.

### Students have opportunities to advise and mentor peers

Oregon Tech readily recognizes that students tend to respond better to their peers than to other sources of support or information. As such, there are multiple ways in which students can help one another on campus. For instance, the Peer Consulting Center (i.e. tutoring center) is staffed only by students who have actually taken the classes that they

## DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

tutor. These paid positions offer the opportunity for students who excel academically to mentor their peers who may be struggling. Additionally, leadership opportunities are promoted across campus, including paid positions (such as Resident Assistants, ASOIT – Student Government, or the Student Auxiliary Safety Patrol, which supports Campus Safety) or volunteer (such as the Student Health Advisory Committee or the College Union Advisory Board). Further, Campus Life offers a Leadership Academy in which students can gain training and experience in learning leadership skills. These students are encouraged, as part of the more advanced curriculum, to mentor their peers in a variety of areas. Finally, the Student Programs are staffed by paid student leaders, and include the Diversity Center, Women’s Resource Center, the Outdoor Program, the Student Veteran’s Program, KTEK (the campus radio station), Residence Hall Association, The Edge (student newspaper) and OTB (the digit media program for campus). Each of these programs are student-led and student-driven, and allow students to take a leadership role on campus by mentoring their peers and meeting the needs of specific campus constituencies.

### Pro-health messages are publicized through campus and community media channels

Positive messages are offered on campus in a variety of ways, including Public Service Announcements through KTEK (the campus radio station) and the Red Flag Campaign and It’s on Us (which targets sexual misconduct and other Title IX violations, but includes a substance abuse component, as well). However, the primary mechanism for pro-health messaging across campus is spear-headed by the Integrated Student Health Center (ISHC), and is known as “Choose Well”. This campaign is a research-based, nationally recognized health promotion program which is designed to encourage students to make healthier choices about their well-being (NASPA has recognized Choose Well as a Silver award winning Health Promotion program). Choose Well takes a two-pronged approach to encourage healthy decisions by 1) promoting a global list of general wellness-related behaviors utilizing promotional item distribution, and 2) focusing on topical behaviors at targeted campus-wide wellness programming events (read more about this aspect under “Individual Approaches” below).

### General Choose Well Messaging

The general Choose Well component began with the creation of a graphic consisting of abbreviated phrases such as *Balance*, *Ask for help*, *Take the stairs*, and *Limit alcohol* intertwined horizontally and vertically into a block of text (see below).



# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS



In order to gain the most exposure and provide a consistent mechanism for promotional item distribution, ISHC designed a 10 foot by 10 foot customized vinyl tent that bears the block graphic on the back panel and Choose Well logo on all 4 canopies. By pitching the tent at a variety of locations and events across campus, which draws instant attention due to its size, students became more familiar with the Choose Well branding and message.

In terms of promotional item selection, a range of wellness-related items were explored, but ISHC made it a priority to select items that directly related to the campus population and support healthy behaviors. In response to data gathered by the ISHC, items which promote positive hygiene habits were distributed with the Choose Well logo (such as tissue packets, nail files, and toothbrushes). This past year, ISHC distributed personal hygiene kits (which included shampoo, conditioner, body wash, and lotion), organic chapstick, re-usable band-aid dispensers, and individual travel deodorants.

## ALCOHOL AVAILABILITY

Whether alcohol is readily available to students can greatly impact their decisions about whether or not to engage in high-risk drinking behaviors, or even to drink at all (NIAAA, 2015). Oregon Tech students have limited access to alcohol for the following reasons:

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

## Alcohol is restricted on campus

As mentioned previously, alcohol is not sold at athletic events or within any of the retail venues on campus. Students can request to have alcohol at events on campus (see Appendix 1), but this rarely occurs. As detailed previously, if the request is approved, then the campus dining service (Sodexo) provides trained servers who monitor the amount each student consumes in order to enforce the 3 drink maximum.

## Alcohol use is prohibited in public places

Alcohol is not allowed in public places on campus, per campus policy (see Appendix 2). Although residents living on campus who are 21 and older are allowed to have alcohol in their rooms (if all other residents in the space are 21 and older), they are not permitted to have the alcohol in public places (such as the housing common rooms or meeting spaces).

## The number and concentration of alcohol outlets near campus is minimal

Being located in a rural setting, the concentration of alcohol outlets is limited. According to Google Maps, the closest pub (Bravada Brewhouse) is .4 miles away, while is the closest liquor store (Klamath Falls Liquor Store) is 3 miles away. The next closest liquor store is downtown, which is 5 miles away from campus (Eastside Liquor Store). In terms of grocery stores (which carry wine and beer), Sherm's Thunderbird and Fred Meyers are 4 miles, while Walmart and Albertson's are 6 miles from campus. Applebee's (which stocks a full bar) is within walking distance at .5 miles from campus, as is Abby's Pizza (which serves beer and wine). Other eating establishments that serve alcohol are further away (the next closest is 3 miles – Gino's). There is a Circle K convenience store 1.2 miles away from campus, and there are several establishments which sell alcohol downtown, which again, is 3 or more miles away. The closest gas stations (which sell beer) are Chevron (1.5 miles away, but is located across the highway), the Pilot Travel Center (located .8 miles away), and Valero, which is .7 miles down the hill from campus.

## Keg registration is required

Per Oregon Revised Statute Chapter 471 Section 478, the Oregon Liquor Control Commission requires all kegs of alcohol to have an assigned identification which designates the seller and name of purchaser, purchaser's DMV license number, and the registration number of the vehicle with which the keg was transported (Oregon Legislature, 2016).



# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

## MARKETING AND PROMOTION OF ALCOHOL

One of the keys to establishing a healthy environment on college campuses involves limiting the marketing and promotion of alcohol to the campus community (U.S. Department of Education, 2007). There are restrictions upon such marketing at Oregon Tech, including:

### Alcohol advertising on campus/content of party or event announcement is banned or limited

Per Oregon Tech policy, no one in the campus community is allowed to advertise alcohol, and no sponsorship from alcohol companies has occurred since 2014 (see below). Even if students request permission to have alcohol at an on-campus event, they are not allowed to “promote or describe (text or graphics) the availability of alcoholic beverages nor promote the consumption of alcohol by minors” (see Appendix 2 for the full policy). Additionally, Campus Life policy states that “Displays (including, but not limited to, posters, notices, banners, etc.), which are obscene, litter the campus, damage property, **advertise alcohol**, or materially interfere with the regular and orderly operation of the college are prohibited.” (emphasis added).

Additionally, the Oregon Tech Posting Policy (OIT-30-006) states that “All posting materials, methods, and locations must be consistent with the Facilities Use Policy (OIT-30-001), and the Campus Speech Activities Policy (OIT-30-002). Posting materials must **not advertise controlled substances, including alcohol**, in any way. Posting materials include flyers, notices, posters, banners, election materials, or other printed materials that advertise a group’s events, meetings, etc.” (emphasis added).

Campus announcements are moderated by the respective offices who serve as gatekeepers (Human Resources for faculty/staff and the Dean of Students office for students), and they do not distribute messaging which contains alcohol promotion. Further the Oregon Tech App is moderated by the Campus Life office, and no alcohol-related information is allowed to be posted.

### Alcohol-industry sponsorship for on-campus events is banned or limited

As mentioned above, no alcohol-industry sponsorship for on-campus events has happened in the past two years. According to the media specialist for Athletics, the alcohol industry was allowed to advertise on campus previously, primarily with responsible drinking messaging. However, two years ago, the industry withdrew its sponsorship because no alcohol is sold on campus, and Athletics has no plans to initiate that relationship again. There are currently no policies which address this issue in place.

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

## POLICY DEVELOPMENT AND ENFORCEMENT

Research has demonstrated repeatedly that the establishment of policies to address substance abuse, and the consistent enforcement of those policies can lead to reductions in the abuse of alcohol and other drugs (NIAAA, 2015). While a larger discussion of Oregon Tech substance abuse policies can be found in the subsequent section entitled “Substance Abuse Policies”, the following highlights relevant policy issues:

### On-campus functions must be registered

As mentioned previously, any event at which alcohol will be served must be requested in advance and approved by the Vice President for Finance and Administration and Vice President for Student Affairs. Generally, student groups who are planning an on-campus event (with alcohol or not), must submit an Event Approval Form to the Campus Life department, which also requires the signatures of the club advisor, Associate Director of Campus Life, Vice President of Student Affairs, and the Vice President of Finance and Administration. As such, the university is aware of all student-led events. Language within these policies states “While it is possible to plan an event that includes the service of alcoholic beverages, student organizations are encouraged to consider the purpose and goals of the planned event and whether the presence of alcohol would be appropriate and/or beneficial to those goals.” The Event Approval Form also states:

“Please keep in mind:

- At any event at which alcohol is available, sufficient quantities of nonalcoholic beverages must be available.
- Food must be available at no additional charge (above the cost of the event).
- Advertisements of social events with alcohol shall not promote or describe (text or graphics) the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
- College regulations prohibit the possession or consumption of any alcoholic beverage on OIT grounds unless the College has sanctioned the location and/or conditions for possession or consumption. The location of the event must identify an area where the alcohol is served and consumed. This area must be secure so that only those individuals 21-and-over have access to the serving area.
- Be prepared to upload a PDF diagram of the event, indicating where alcohol will be served and the access points.”

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

Non-Oregon Tech entities are allowed to host events on campus, but must complete paperwork through the Information Center at the College Union, and they are bound by the same policies with regards to alcohol as members of the campus community (see Appendix 1).

## ID checks at on-campus functions are enforced

If an event occurs on campus in which alcohol is present, the campus dining service, Sodexo, provides servers who comply with all state, local, and university policies with regards to serving alcohol. Identification is checked and participants who are 21 and older are marked in some way (typically a wrist bracelet) to deter underage drinking.

## Patrols observe on-campus parties (and events)

Campus Safety officers patrol campus 24 hours a day, seven days a week, and their department is notified when an event will occur in which alcohol will be present. As such, they will patrol the event, double-checking to make sure that campus policy and alcohol-related laws are being followed. With regards to the Campus Activity Board's Music Festival, additional Campus Safety officers were employed to remain on site during the entirety of the event, with specific locations posted near the "Beer Garden". Additionally, SASP (student employees who assist the Campus Safety department) was on hand to add another layer of security to the event.

## Marijuana policy developed and enforced

With the passing of Measure 91 and its launch as of July 1, 2015, Oregon citizens became allowed to possess limited amounts of marijuana if they are aged 21 and older (Oregon Legislature, 2015). However, as Oregon Tech continues to receive federal funding and it remains illegal to possess and use marijuana in terms of national law, Oregon Tech enhanced and clarified its marijuana policies as of Summer 2015. Specifically, it continues to be prohibited for students (even those aged 21 and older) to be in the possess of or under the influence of marijuana on campus (see Appendix 3 for the full policy). The Vice President of Student Affairs sends an e-mail to all students annually reminding them of this policy.

## Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.

According to the Oregon Revised Statute Chapter 471, Section 410 (Oregon Legislature, 2016), it is illegal in Oregon to provide alcoholic beverages to anyone who is under 21 years of age, or to an intoxicated person. Criminal penalties are clearly outlined for both violations. Additionally, the Klamath Falls City Code (City of Klamath Falls, 2015), specifically prohibits the providing of alcohol to minors (Chapter 5, Section 402).

## Multifaceted Approach: Individual

As is consistent with the most recent best practices research (National Institute on Alcohol Abuse and Alcoholism, 2015), Oregon Tech has also included individual approaches in its DAAPP in order to target high-risk student populations. The two most widely implemented prevention programs during this reporting period would qualify as having “Higher Effectiveness” according to the NIAAA Alcohol Intervention Matrix; meaning, that 75% or more of studies which investigated these types of interventions found them to have a positive impact (NIAAA, 2015). Specifically, Oregon Tech implemented a skills-training program which included intention-setting (Choose Well), and an on-line education program specific to student athletes (MyPlaybook). Further, the counseling staff at the Integrated Student Health Center employed brief motivational interviewing when working with substance abusing students (a strategy deemed to be have “Moderate Effectiveness” by NIAAA, as between 50% and 74% of studies researching this technique showed positive impact upon college student substance use; NIAAA, 2015).

### CHOOSE WELL PROGRAM

Choose Well is founded upon the Theory of Reasoned Action, which indicates that students who make a statement of intention to engage in a behavior are far more likely to follow through with doing so than students who do not make such statements (Ajzen & Fishbein, 1980). This Theory of Reasoned Action has been demonstrated to hold true across a range of behaviors, as well as with college students in particular (Jung & Heald, 2009; Nehl et al., 2009). As such, by encouraging students to select one Choose Well Behavior that they will incorporate, and having them indicate the extent of their intention to do so, the Choose Well program garners statements of intent. Thus, not only does Choose Well promote student learning focused on a variety of wellness topics, it goes a step further and seeks to impact behavior through such statements, given the link between intention and behavior.

Specifically, at each Choose Well event, students are encouraged to select one healthy behavior related to the event topic to implement into their lifestyle. Foam board posters have been created specific to each topic (see example below), which provide healthy behaviors from which students can choose. Students are contacted one month later to determine the extent to which they followed through upon that intention.

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS



According to research, then, students who select a behavior to implement and indicate a higher likelihood that they will do so are more likely to actually follow through than students who express moderate to low likelihood of follow-through.

## MYPLAYBOOK FOR ATHLETES

As the NCAA has now required that collegiate athletes participate in alcohol and other drug education annually, Oregon Tech reviewed a variety of programs and selected MyPlaybook to implement during the 2015-2016 academic year, and has been using it since then. MyPlaybook is an interactive web-based program, described as an “evidence-based tutorial designed to prevent alcohol and other drug-related harm among college student-athletes” (Drug Free Sport, 2009). There are 6 modules which include: NCAA banned substances and drug testing, alcohol, marijuana, performance enhancing drugs/dietary supplements, tobacco, and prescription/over-the-counter drugs.

Oregon Tech athletics requires participation in the MyPlaybook program as follows:

- As a Freshman, there are 5 courses that need to be completed.
- As a Sophomore, there are 5 more courses that need to be completed, in addition to the first 5 courses.
- As a returning Junior, there are 5 more courses that need to be completed, in addition to the first 10 courses.
- As a Junior transfer, the first 15 courses need to be completed.
- As a returning Senior, 20 courses in all, need to be completed.

# DRUG & ALCOHOL PREVENTION PROGRAM ELEMENTS

## BRIEF MOTIVATIONAL INTERVENTION

The counselors at the Integrated Student Health Center (ISHC) regularly utilize brief motivational interviewing techniques with individual students who struggle with alcohol or other drug use. However, there is no formalized program, such as BASICS, currently employed.

# SUBSTANCE USE POLICY

---

# SUBSTANCE USE POLICY

## Policy Excerpts

Oregon Tech has established and consistently enforces campus policies with regards to alcohol and other drugs. Note: There have been no policy changes during this reporting period, although each of these policies will be under review by the new Associate Vice President for Human Resources during the coming reporting period.

Identified with each excerpt below is the appendix number of this report in which each policy is provided in its entirety; selections are presented here for the reader's convenience to highlight relevant sections, but do not contain the full policy content. Corresponding Appendix numbers have been provided as a reference to the full policies. Also, the population to which each policy is targeted and a brief summary are provided for each excerpt.

### PROHIBITIVE STANDARDS OF CONDUCT

Oregon Tech has multiple policies which specifically prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol.

- **30-031 Section IIA** ("Possession and Consumption of Alcoholic Beverages Policy")- Specific to: All students and employees. Summary: prohibits the sale of alcohol, providing alcohol to minors, or possessing on campus; also prohibits consuming alcohol if it results in adverse effects or violates laws; prohibits alcohol at athletic events. Full content: Appendix 2.

#### *A. OREGON TECH Prohibits:*

- 1. The illegal or unauthorized possession, consumption, or sale of alcoholic beverages, or the furnishing or possession of alcoholic beverages to persons under the age of 21 years on property owned or controlled by the college or as part of any OREGON TECH event, or possession and consumption of alcoholic beverages in unauthorized areas by those over 21 (OAR 578-033-0220, subsection 18).*
- 2. The consumption of alcoholic beverages by all College students and employees so as to 1) adversely affect academic or job performance, 2) endanger the physical well-being of other/one, and/or 3) leads to damage of property.*
- 3. The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local*



# SUBSTANCE USE POLICY

*laws, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on OREGON TECH property or as part of any OREGON TECH event. No State funds (including College and student fees) may be used to purchase alcohol.*

4. *Alcoholic beverages are not allowed on campus for athletic contests or events unless authorized by the President.*

- **30-033 Section I** (“Controlled Substance Policy”)– Specific to: All students and employees. Summary: prohibits use of, possession, and sale of illicit drugs. Full content: Appendix 4.

A. *Controlled substances include (but are not limited to) prescription medications and illegal drugs such as cocaine, marijuana, PCP, psilocybin, LSD, peyote, heroin, amphetamine, methamphetamine, mescaline, opium and its derivatives, and “designer” drugs.*

B. *Consistent with State and Federal Law, OREGON TECH will maintain a workplace and educational environment free from the unlawful manufacture, distribution, dispensation, sale, exchange, possession, or use of controlled substances and illicit drugs.*

C. *Controlled substances and illicit drugs are prohibited on any OREGON TECH property and at any site where individuals on behalf of OREGON TECH perform work. Prescription medications (appropriately prescribed for and used by the patient according to the prescription) are exempted from this prohibition.*

Note: An updated summary of Potential Health Risks has been compiled and is included with this policy in Appendix 4.

- **30-034** (“Drug-free Campus Policy”) – Specific to: All students and employees. Summary: Establishes a drug-free campus (note: dated 8/15, after the Oregon marijuana legalization law went into effect). Full content: Appendix 3.

*In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Oregon Tech prohibits:*

a. *The unlawful manufacture, distribution, dispensing, possession or use of controlled substances by college employees, students, or other members of*

# SUBSTANCE USE POLICY

*the Oregon Tech community on college premises or as part of any college activity.*

*b. The illegal or unauthorized possession, consumption or sale of alcoholic beverages, or the furnishing of alcoholic beverages to persons under twenty-one (21) years of age on college property or at college-sponsored activities, or possession and consumption of alcoholic beverages in unauthorized areas by those over twenty-one.*

*c. Marijuana possession (in any form) and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law. Although Oregon has legalized marijuana for medicinal use and recreational use (for individuals 21 years of age or older), it is prohibited on the Oregon Tech campus because as a recipient of federal funds, the University is required to comply with federal law.*

*d. The illegal or unauthorized possession, consumption or sale of marijuana, or the furnishing of marijuana in any form to persons under twenty-one (21) years of age on college property or at college-sponsored activities, or possession and consumption of marijuana in unauthorized areas by those over twenty-one.)*

- **30-035** (“Smoke and Tobacco Free Campus”)– Specific to: All students and employees. Summary: declares Oregon Tech to be smoke and tobacco-free. Full content: Appendix 5.

*Oregon Tech adopts the following policy that students, staff, faculty, visitors, and all others affiliated with Oregon Tech are entitled to and will be provided a tobacco-free environment to study, work, teach, and otherwise participate in University activities.*

*a. Effective Fall Term 2013, all campuses associated with Oregon Tech including the Klamath Falls campus and the Wilsonville campus, will become Tobacco-Free. This means that use of any type of tobacco is prohibited.*

- **Student Code of Conduct, Section III, Points 5, 14, 15, and 16.** Specific to: Students. Summary: Prohibits, tobacco, drug, marijuana (specifically), and alcohol use. Full content: Appendix 6.

# SUBSTANCE USE POLICY

5. *Use of Tobacco: The use of tobacco in any form in University classrooms, laboratories, libraries, field houses and other areas on campus except where explicitly authorized, consistent with Policy and Procedures (policy OIT-30-035).*
14. *Drug Policy: Illegal use, possession, sale, distribution, cultivation or manufacture of any state or federally controlled drug, substance or paraphernalia is prohibited. Drugs include but not limited to narcotics, methamphetamines, marijuana (see point 15), cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB. Use, abuse, or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purposes, is prohibited. Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited.*
15. *Marijuana: Possession (in any form) and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law. Although Oregon has legalized marijuana for medicinal use and recreational use (for individuals 21 years of age or older), it is prohibited on the Oregon Tech campus because marijuana is not legal under federal law and the University is required to comply with federal law. Possession/consumption by individuals under 21 will be subject to the campus conduct process as well as law enforcement actions; violations by individuals over 21 will be subject to the campus conduct process.*
16. *Alcohol Policy: Consumption, possession, distribution, sale and the serving of alcoholic beverages on university premises (including residence halls) or at university-sponsored activities regardless of age, except as expressly permitted by University policy is prohibited. Public intoxication, driving under the influence of alcohol, actual physical control of a vehicle while under the influence of alcohol, providing alcohol to minors, permitting any individual under 21 years of age to possess or consume alcohol, transporting an open container of alcohol, driving while impaired, incapacitation, possession or use of a fake ID, or being underage in possession of alcohol on or off campus are also violations of this policy.*

# SUBSTANCE USE POLICY

## DESCRIPTION OF HEALTH RISKS

Oregon Tech has provided detailed potential health risks for specific controlled substances and alcohol within the “Controlled Substance Policy” (30-33). As indicated above, an updated summary of Potential Health Risks has been compiled and is included with this policy in Appendix 4.

- **30-033 Section III, Appendix** (“Controlled Substance Policy”) - Specific to: All students and employees. Summary: Provides details regarding potential health risks for alcohol and other drug use. Full content: Appendix 4.

*OREGON TECH supports and sponsors programs aimed at prevention of substance abuse by students and employees, which includes policy enforcement, education programs and treatment services. See Appendix A for possible health risks associated with controlled substances.*

## DESCRIPTION OF THE APPLICABLE LEGAL SANCTIONS

Oregon Tech policy provides information to the campus community regarding legal sanctions that can be imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol. As indicated above, an updated summary has been compiled and is included with this policy in Appendix 4.

**30-033 Section IIE** (“Controlled Substance Policy”) – Specific to: All students and employees. Summary: Provides legal sanctions which can occur as a result of controlled substance use. Full content: Appendix 4.

- A. All OREGON TECH students, faculty and staff are expected to comply with applicable local, state and federal laws regarding the possession, use, or sale of controlled substances, whether on or off-campus.*
- B. Any student, faculty or staff member who violates this policy or applicable law may be subject to disciplinary or conduct action consistent with provisions of state and federal laws; Oregon University System and campus administrative rules; and the OREGON TECH Student Conduct Code.*
- E. State of Oregon sanctions for students and employees: OREGON TECH students or employees who violate drug laws are subject to prosecution in the courts in addition to any action taken by the institution. Penalties for possession of illicit drugs are determined by the Controlled Substance*

# SUBSTANCE USE POLICY

*Schedule upon which the drug appears. (note: specific schedules and their corresponding penalties are included in the full policy; see Appendix 4)*

## DESCRIPTION OF AVAILABLE TREATMENT RESOURCES

- **30-033 Section IV** (“Controlled Substance Policy”) – Specific to: All students and employees. Summary: Provides a list of both on-campus and off-campus resources. Full content: Appendix 4 (see the Appendix to this policy to view the list of resources).

## DISCIPLINARY MEASURES FOR BOTH STUDENTS AND EMPLOYEES

Oregon Tech policies clearly state that the institution will impose disciplinary sanctions on students and employees for violations of the institution’s codes of conduct and a description of those sanctions.

- **30-033 Section IIC & D** (“Controlled Substance Policy”) – Specific to: All students and employees. Summary: Provides potential sanctions which can occur as a result of controlled substance use. Full content: Appendix 4.

*A. All OREGON TECH students, faculty and staff are expected to comply with applicable local, state and federal laws regarding the possession, use, or sale of controlled substances, whether on or off-campus.*

*C. Institutional sanctions for **students**: Disciplinary actions for students may range from warning to expulsion as provided by the OREGON TECH Student Handbook, and may include referral to the OREGON TECH Counseling Services or another agency for evaluation and/or treatment. Students receiving federal financial aid may lose the aid. Students may also be referred for prosecution by the legal system. The severity of the sanction will depend, in part, on whether this is a first incident or a repeat violation, the seriousness of the misconduct, and the student’s attitude.*

*D. Institutional sanctions for **employees**: Disciplinary action for an employee may range from referral to an employee assistance program or drug treatment program through the Office of Human Resources, to termination from employment and/or referral for prosecution.*

It should also be noted that the Athletics Director has established a “Zero Tolerance” policy with regards to alcohol and other drug use while travelling.

# SUBSTANCE USE POLICY

Additionally, several of the athletic coaches have developed specific policies for their teams which are above and beyond what is stated in the general Oregon Tech policies described here.

## Policy Distribution

### STUDENT DISTRIBUTION

Oregon Tech distributes these policies which relate to alcohol and other drug use in a variety of ways to the student body. Specifically:

- The Dean of Students sends an e-mail to all students at the beginning of the academic school year in regard to maintaining a drug-free educational environment. Included in this notification are a copy of the Oregon Tech Controlled Substance Policy (OREGON TECH-30-033), which includes a list of sanctions, and health risks associated with use or abuse of specific drugs (Appendix 4).
- The Associate Vice President of Human Resources sends an e-mail to all students, faculty, and staff at the beginning of each term which outlines the Drug-free Campus policies and provides links to resources.
- The Student Code of Conduct is available to all students on the Oregon Tech webpage.
- The Registrar's Office distributes a message during the fifth week of fall term, after registration has closed. This e-mail to all students notifies them where they can find certain information, including drug and alcohol policies and sanctions. There is a direct link to the website information.
- New students are given the Oregon Tech Student Academic Planner, which includes policies regarding drug-free campus, marijuana possession and use, possession of alcoholic beverages, as well as the smoke and tobacco-free campus.
- Students at each Orientation (Fall, Winter, and Spring) are provided information about the student Code of Conduct as well as other substance use policies.
- Residence Life training for the Resident Assistant student leaders is implemented annually, during which substance abuse policies are reviewed.
- The New Student Orientation team (NSO team) and Associated Students of Oregon Institute of Technology (ASOIT) program leaders attend an annual training to help them understand policies and procedures.

# SUBSTANCE USE POLICY

- The Annual Security Report from the Campus Safety Department is distributed in hard copy to students from a variety of locations on campus, and includes the Student Code of Conduct, as well as the Drug-free Campus policy (30-034), and Controlled Substance Policy (30-033).

## FACULTY AND STAFF DISTRIBUTION

Similarly, Oregon Tech distributes policies which relate to alcohol and other drug use in a variety of ways to the institution employees. Specifically,

- The Drug-free Campus Policy Notice (which overviews the policy, 30-034, Appendix 7) is issued each term via individual Oregon Tech e-mail to all faculty and staff.
- Notice of policies for faculty and staff and the web-based location of Oregon Tech's policies and information pages are presented during new employee orientation sessions, which are required of new faculty and staff, regardless of their start date.
- All substance abuse policies are included in the Faculty and Adjunct Faculty Handbooks. Additionally, these policies are reviewed annually in the mandatory Advisor training, which all new faculty must attend.
- The Annual Security Report from the Campus Safety Department is distributed in hard copy to faculty and staff from a variety of locations on campus, and includes the Student Code of Conduct, as well as the Drug-free Campus policy (30-034), and Controlled Substance Policy (30-033).
- The Human Resources office maintains all institutional policies and procedures on the departmental webpage at <http://www.oit.edu/hr> and often reference the policies in their employee training opportunities (the Office of Workplace Learning, OWL, series).

# EVALUATION

---



## Baseline Substance Use Data & Comparisons

### HOW DO OREGON TECH STUDENTS COMPARE WITH OTHERS?

Oregon Tech administered the National College Health Assessment in the Spring 2017 term, during the previous period. This data is included in this Review because it is serving as a Baseline for campus. Although a follow-up NCHA was scheduled to launch during the Spring of 2020, it was determined that the impact of the COVID-19 pandemic would skew student response. As a result, it is anticipated that the assessment will be implemented in the coming Spring term.

The American College Health Association provides comparison data from their national sample, and so the NCHA can be useful in terms of comparing Oregon Tech to other college students nationally. Further, during academic year 2017-2018 an Oregon cohort was established from eight universities across the state who administered the NCHA that year. Those institutions agreed to provide data to Oregon Tech. As a result, comparisons will be provided between not only the national sample but to the Oregon cohort as well.

A total of 313 students from both Klamath Falls and Wilsonville campuses participated in the 2017 NCHA. (Unfortunately, as no customized questions were added that year, there is no way to differentiate between responses from the 2 campuses. Upon the next administration, custom questions will be purchased which will allow Oregon Tech to do so.) This represented an 11% response rate, as the web-based survey was sent to 2,923 degree-seeking students enrolled at the time. Table 1 (see next page) provides demographic data for the sample, as well as for both the national NCHA reference group and the Oregon cohort.

# EVALUATION

**Table 1: Demographic Comparison of NCHA-2 Samples**

As can be seen, Oregon Tech differed slightly from the state and national samples in terms of age (slightly older population) and ethnicity (more dominantly White). Oregon Tech respondents were also less likely to be international students (3% as compared to 4% across Oregon and 5% nationally), or to live on-campus (22% as compared to 32% across Oregon and 37% nationally).

	OREGON TECH (N=313)	OREGON COHORT (N=3,706)	NATIONAL REFERENCE (N= 80,139)
<b>Age:</b>			
<b>18 – 20 years</b>	41%	47%	54%
<b>21 – 24 years</b>	32%	37%	35%
<b>25 – 29 years</b>	11%	7%	6%
<b>30+ years</b>	16%	9%	5%
<b>Gender:</b>			
<b>Female</b>	59%	67%	66%
<b>Male</b>	37%	28%	31%
<b>Non-binary</b>	4%	5%	3%
<b>Classification:</b>			
<b>Freshman</b>	19%	21%	26%
<b>Sophomore</b>	24%	21%	23%
<b>Junior</b>	27%	26%	25%
<b>Senior</b>	15%	22%	19%
<b>5<sup>th</sup> or more year</b>	12%	10%	8%
<b>Graduate Student</b>	3%	0%	0%
<b>Ethnicity:</b>			
<b>White</b>	85%	79%	64%
<b>Black/African American</b>	.6%	2%	5%
<b>Hispanic/Latino(a)</b>	9%	10%	18%
<b>Asian/Pacific Islander</b>	6%	14%	16%
<b>Am. Indian/Alaskan Native/Native Hawaiian</b>	5%	4%	2%
<b>Biracial/Multiracial</b>	5%	6%	5%
<b>Other</b>	2%	3%	3%

# EVALUATION

Table 2 compares the reference group composition for the state-wide cohort and the national NCHA sample.

**Table 2: Reference Group Composition**

	OREGON COHORT (N = 7)	NATIONAL REFERENCE GROUP (N=137)
<b>Type of Institution</b>		
<b>Public</b>	5	87
<b>Private</b>	2	50
-----		
<b>2-year</b>	0	11
<b>4-year or above</b>	7	126
<b>Campus Size</b>		
< 2,500 students	0	31
2,500 – 4,999	3	16
5,000 – 9,999	1	21
10,000 – 19,999	0	25
20,000+	3	44
<b>Campus Setting</b>		
<b>Very large city</b> (pop. over 500,000)	2	28
<b>Large city</b> (250,000-499,999)	0	12
<b>Small city</b> (50,000-249,999)	3	43
<b>Large town</b> (10,000 – 49,999)	2	36
<b>Small town</b> (2,500-9,999)	0	13
<b>Rural (under 2,500)</b>	0	5

# EVALUATION

In terms of alcohol and other drug use, Table 3 compares the rates at which Oregon Tech students report having used within the past 30 days with those from state-wide and national institutions.

**Table 3: Alcohol and Other Drug Prevalence, Past Month**

	OREGON TECH	OREGON COHORT	NATIONAL REFERENCE
<b>Cigarettes:</b>			
<b>Never Used</b>	80%	72%	77%
<b>Have used, not past 30 days</b>	15%	16%	14%
<b>Used in past month</b>	3%	9%	7%
<b>Used Daily</b>	2%	3%	2%
<b>Alcohol:</b>			
<b>Never Used</b>	85%	15%	21%
<b>Have used, not past 30 days</b>	12%	16%	17%
<b>Used in past month</b>	1%	32%	61%
<b>Used Daily</b>	2%	1%	1%
<b>Marijuana:</b>			
<b>Never Used</b>	59%	46%	60%
<b>Have used, not past 30 days</b>	25%	22%	21%
<b>Used in past month</b>	13%	27%	16%
<b>Used Daily</b>	3%	5%	3%

As can be seen, Oregon Tech students reported much lower rates of alcohol and other drug use than their counterparts across Oregon and the country. They represented the largest group of students who report having never used cigarettes (over three-fourths, 80%) or marijuana (over half, 59%). The most striking contrast, however, is with regards to alcohol use. The vast majority of Oregon Tech students indicated that they had never used alcohol (85%) as compared to less than a fifth of other Oregon students across the state (15%) and less than a quarter of college students nationally (21%). This is made more interesting by the fact that Oregon Tech had the lowest percentage of underage students complete the NCHA this year as compared to the state and national samples (41% as compared to 47% across Oregon and 54% in the national sample who were younger than 21 years old).

# EVALUATION

Although rates for daily use for tobacco, alcohol, and marijuana were low (less than 3% of the Oregon Tech student body), these rates are concerning. The Substance Abuse Commission expressed an interest in focusing upon prescription stimulant abuse this reporting period, based upon anecdotal information from students. However, it appears that there are a low percentage of Oregon Tech students who struggle with this issue (2%) as compared to 9% of the Oregon state-wide sample and to 7% of the national sample.

## IMPLICATIONS

Although Oregon Tech students are similar in many ways to other students who are enrolled at Oregon institutions as well as at other schools nationally, the data does confirm that there are many areas in which our students differ, primarily in positive ways. The NCHA data will continue to be analyzed in order to determine in what areas prevention efforts could be directed, explored to gather data for normative campaigns, and shared with campus partners to better inform them of student behavior, attitudes, and perceptions. In subsequent years, specific items will be added to the campus-wide assessment to better tease out the impact of specific environmental strategies.

## Impact of Environmental Management Approach

It can prove difficult to examine the impact of environmental strategies upon substance use on a college campus, but having the NCHA results will be helpful in establishing the baseline, as discussed above. In subsequent years, specific items will be added to the campus-wide assessment to better tease out the impact of specific environmental strategies.

That said, Oregon Tech has reviewed what data is currently available during this reporting period. For instance, the Department of Campus Safety's Annual Security Report (available on the Campus Safety website at <https://www.oit.edu/faculty-staff/campus-safety/reporting/annual-reports>) documents a marked decrease in alcohol violations over time (11 in 2015, 31 in 2016, and 3 in 2017, and 0 in 2018). This trend is reflective of comparable drug arrest rates, with 4 in 2015, 3 in 2016, 2 in 2017, and 2 in 2018. This trend could be the result of more diligent enforcement and messaging regarding substance abuse on campus, but until comparative data is established through a subsequent campus-wide survey, it is difficult to ascertain what is impacting the trends.

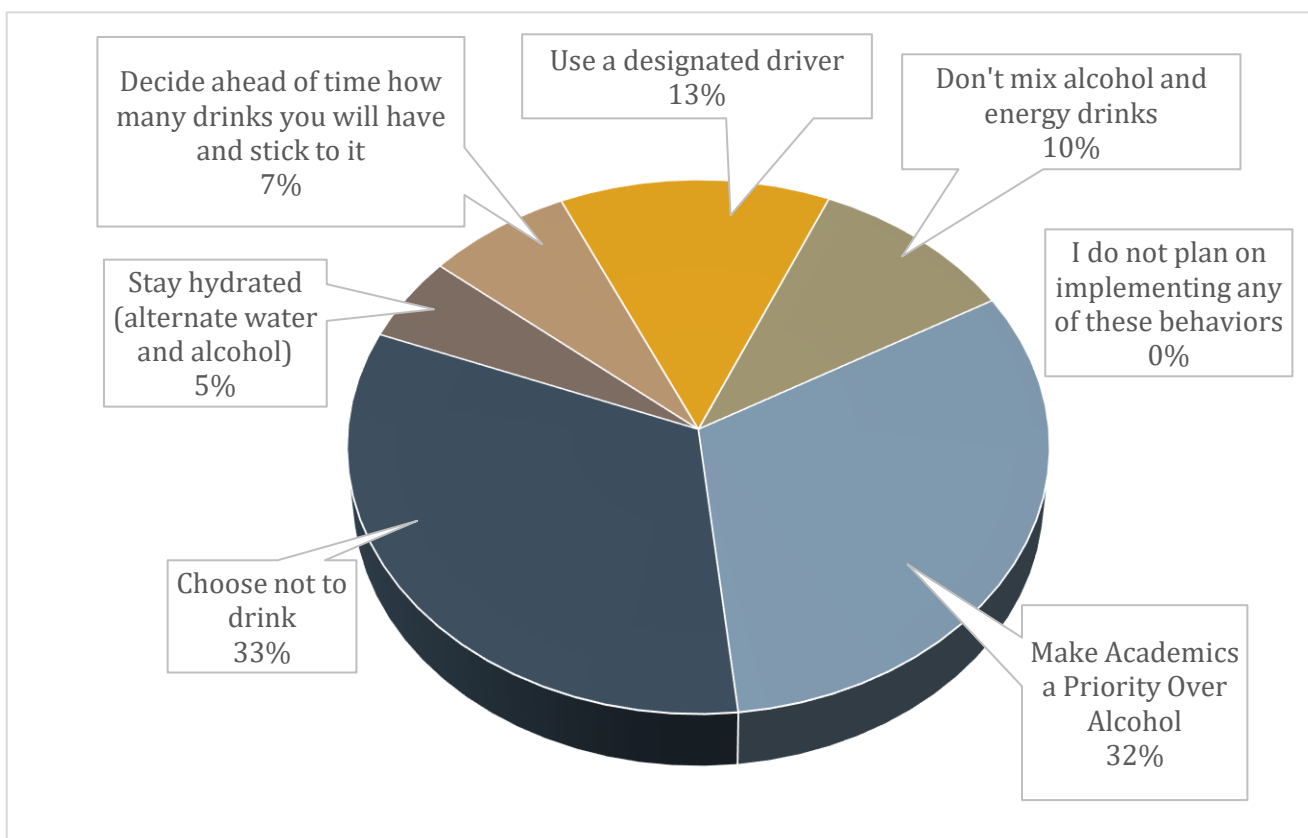
# EVALUATION

## Impact of Individual Approaches

### CHOOSE WELL PROGRAM EVALUATION

A total of 100 surveys were completed at Choose Well alcohol-specific events during this reporting period. As described previously, students were encouraged to select one healthy alcohol-related behavior from a list that they planned on implementing into their lifestyles. Chart 1 summarizes the self-protective behaviors that students selected.

**Chart 1: Alcohol-Related Self-Protective Behaviors**

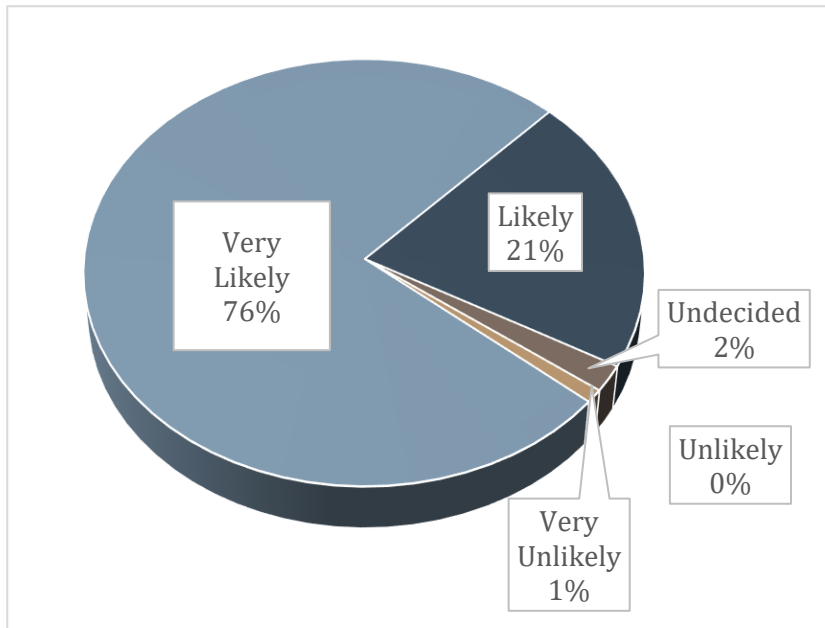


After selecting their chosen healthy behavior to implement, students were asked how difficult it would be for them to implement that behavior. Across all alcohol events, 96% of students rated the difficulty to be *Easy* or *Very Easy* (the remaining 4% selected *Neutral* in terms of difficulty). Thus, the vast majority of students did not feel that implementing their selected behavior would be difficult, which could be an obstacle for implementation.

# EVALUATION

Students were also asked at Choose Well events to estimate how likely they were to actually implement their chosen healthy behavior; Chart 2 summarizes their estimated likelihood of follow-through. As can be seen, the majority of students across all alcohol events felt confident that they would follow-through with their selected behavior, with 97% of students indicating *Very Likely* to *Likely*.

**Chart 2: Likelihood of Following Through with Behavior**



As stated previously, research indicates that people who express a strong intention to do something are far more likely than those with weaker intentions. Thus, you would expect those 97% to actually implement their behavior to a greater degree than the 3% who reported being *Very Unlikely* or *Undecided* about doing so.

## Choose Well Follow-Up Results

Unfortunately, unforeseen circumstances prevented Choose Well follow-up surveys during this reporting period.

## IMPLICATIONS

Future reporting periods will include follow-up results with regards to the Choose Well surveys.

On the whole, however, the results indicate that the Choose Well health promotion events are not only increasing awareness of health and wellness, they are actually prompting behavior change among Oregon Tech students. Once the National College Health Assessment is re-administered, larger-scale analyses will be explored to determine whether increasing the number of healthy behaviors among students via the Choose Well events is having a larger impact upon the campus patterns as a whole. Specific items will

# EVALUATION

be added to inquire whether students have completed a Choose Well survey, and then analysis can be completed comparing these students to those who have not completed a Choose Well survey, to explore differences in behavior, perceptions, and beliefs about substance use and other health and wellness topics.

## MYPLAYBOOK PROGRAM EVALUATION

Each coach in Athletics tracks their own team MyPlaybook completion rate. Once enough teams confirm completion, Oregon Tech Athletics will be deemed a “Champion of Character” school by the NCAA. During the coming reporting period, the new Director of Athletics will be approached to determine the extent to which he is comfortable providing data for this report.

## BRIEF MOTIVATIONAL INTERVENTION EVALUATION

Although it can be difficult to measure success in terms of clinical issues addressed within the counseling setting, relapse can be one indicator of progress with substance abusing clients. As such, in reviewing all of the students who participated in counseling at ISHC during academic year 2018-2019, 11% struggled with substance abuse. Of those students, 86% registered for Fall 2019 and thus were retained to the following academic year. Data from academic year 2019-2020 is currently being processed. Thus, the majority of students who were seen in counseling with substance abuse as their primary issue were doing well at the close of the year and plan on returning for the Fall term. Use of Brief Motivational techniques seems to have positively impacted these students.

## Drug & Alcohol Prevention Program Strengths

- Although Oregon Tech has not historically had a designated staff member for substance abuse prevention, this issue has been supported administratively by the university with the formation of the Substance Abuse Commission, a standing committee with appointments made annually by the President. Having “top-down” support can often assist with moving programs forward and resolving obstacles to progress. The new President, Dr. Naganathan, has remained supportive of prevention efforts since his tenure began this past academic year.
- Members of the campus community (certainly those on the Substance Abuse Commission, but not exclusively so) are invested in addressing alcohol and other drug use among students. Thus, there is wide-spread “buy in” from key constituents on campus.



# EVALUATION

- Research-based, theory-driven programming has been introduced into the DAAPP across the past two reporting periods, thereby strengthening the program as a whole.

## Drug & Alcohol Prevention Program Areas of Improvement

- Student Code of Conduct violations for substance use have not historically had specific repercussions assigned to them, and are instead treated on a case-by-case basis.
- Choose Well follow-up surveys need to have a higher priority in order to better gauge the impact of the program.
- The Commission has expressed an interest in exploring programming or marketing options to address topics such as:
  - Energy Drinks
  - Vaping
  - Stimulant Abuse

These could be more fully explored in the coming reporting period.

# DRUG & ALCOHOL PREVENTION PROGRAM GOALS

---

# DRUG AND ALCOHOL PREVENTION PROGRAM GOALS

## Progress Towards 2018-2020 Goals

### PROCESS GOALS

- 1) Continue to implement the alcohol-specific Choose Well programming, resulting in at least 700 event surveys being completed and yielding at least a 10% follow-up response rate. *As indicated previously, unforeseen circumstances (including the Coronavirus pandemic) significantly impacted implementation of the Choose Well program during this reporting period. A total of 100 event surveys were completed, falling far short of the 700 goal, and the follow-up surveys were not completed. This goal remains unmet.*
- 2) Establish realistic expectations with regards to Oregon Tech student athlete MyPlaybook completions, based upon conversations with the new Director of Athletics or his staff. *This goal remains in progress. Conversations internal to the Athletics Department have centered upon training mechanisms regarding substance abuse, and will be re-visited during the next reporting period.*
- 3) Explore launching the NCHA (with custom questions activated), timed with when Oregon cohort colleges and universities plan on implementing the survey as well, in order to have direct access to cohort data, allowing for more in-depth analysis and comparisons. *As indicated previously, arrangements had been made to implement the NCHA Spring of 2020, but the COVID-19 pandemic disrupted those plans. The Oregon cohort had been established (with the ISHC Director leading the statewide effort), but it was agreed to refrain from the cohort this year due to the potentially skewed data that would result. Most of the universities (Oregon Tech included) are planning on implementing the survey Spring 2021. This goal is unmet and will be re-established for the next reporting period.*
- 4) In order to develop more targeting programming, using the demographic data from the NCHA to:
  - a. Identify student populations who are at risk for daily use of alcohol, or tobacco, or marijuana.
  - b. Compare residential and non-residential students, paying attention to high-risk behavior.
  - c. Examine Oregon Tech student perceptions and normative beliefs that are inaccurate or exaggerated with regards to substance use.

*As indicated above, the NCHA has been delayed to Spring 2021. This goal is unmet and will be re-established for the next reporting period.*

- 5) Explore the possibility of training staff to implement the IMAGE program taking skills sets, interest, and availability into consideration. *Although this has been considered, it does not appear at this time that staff would be able to take on the*

# DRUG AND ALCOHOL PREVENTION PROGRAM GOALS

*additional duties which would be required to implement IMAGE. This goal is met, and will be revisited in future reporting periods, should staffing availability increase.*

- 6) Continue to conduct alcohol screening events, engaging in advanced, targeted marketing to high-risk student groups (including first-time freshmen, student athletes, and student clubs/organizations) in order to increase participation by 20% above the current reporting period. *An alcohol screening was held in Fall 2018 (in which 27 students participated), and an Addiction Screening was completed in Winter 2020 (in which 13 students participated). This represented a 566% increase in screenings since only 6 students had been screened the prior year. This goal has been met.*

## OUTCOME GOALS

- 1) If custom questions are added to the NCHA, 20% more students who self-identify as having participated in a Choose Well alcohol event will endorse having implemented an alcohol-related healthy behavior within the past year than students who have not attended a Choose Well event. *NCHA not administered; Not Applicable.*
- 2) (If the Choose Well follow-up sample is large enough) Students who selected a healthy alcohol-related behavior at the Choose Well event will be more likely to have implemented it by the follow-up than students who did not select a behavior or indicated that they did not plan to implement a behavior on the event survey. *Not appropriate follow-up sample; Not Applicable*
- 3) If custom questions are added to the NCHA, students who indicate they are aware of Oregon Tech DAAPP efforts will report lower frequency and quantity of alcohol use than students who are not aware of DAAPP efforts. *NCHA not administered; Not Applicable.*
- 4) Eighty percent (80%) of students who seek counseling at ISHC for substance abuse or dependence during Year 1 of the reporting period will be retained to Year 2. *As reported previously in the Review, 86% of the students who sought counseling at ISHC for substance abuse or dependence during Year 1 of the reporting period were retained to Year 2. This goal has been met.*

# DRUG AND ALCOHOL PREVENTION PROGRAM GOALS

## DAAPP Goals for 2020-2022

Goals for the coming reporting period have been largely based upon the progress towards goals listed above, as well as potential gaps in service with regards to the DAAPP.

### PROCESS GOALS

- 1) Continue to implement the alcohol-specific Choose Well programming, prioritizing the follow-up component to generate data to determine program impact. A specific staff member in ISHC (apart from the Director) has been identified to oversee implementation of the Choose Well event and follow-up surveys.
- 2) Revisit current substance abuse prevention training with the new Director of Athletics or his staff.
- 3) Administer the NCHA (with custom questions activated), during Spring 2021 to include participation in the Oregon cohort of colleges and universities.
- 4) In order to develop more targeting programming, using the demographic data from the NCHA to:
  - a. Identify student populations who are at risk for daily use of alcohol, or tobacco, or marijuana.
  - b. Compare residential and non-residential students, paying attention to high-risk behavior.
  - c. Examine Oregon Tech student perceptions and normative beliefs that are inaccurate or exaggerated with regards to substance use.
- 5) Continue to conduct alcohol screening events, engaging in advanced, targeted marketing to high-risk student groups (including first-time freshmen, student athletes, and student clubs/organizations) in order to increase participation by 10% above the current reporting period.

### OUTCOME GOALS

- 1) If custom questions are added to the NCHA, 20% more students who self-identify as having participated in a Choose Well alcohol event will endorse having implemented an alcohol-related healthy behavior within the past year than students who have not attended a Choose Well event.
- 2) If custom questions are added to the NCHA, students who indicate they are aware of Oregon Tech DAAPP efforts will report lower frequency and quantity of alcohol use than students who are not aware of DAAPP efforts.
- 3) Eighty percent (80%) of students who seek counseling at ISHC for substance abuse or dependence during Year 1 of the reporting period will be retained to Year 2.

# RECOMMENDATIONS

---

# RECOMMENDATIONS

Recommendations from the 2018-2020 reporting period have been based upon the evaluation components detailed earlier, as well as feedback from the Substance Abuse Commission and key campus constituents.

## Strengthening the DAAPP

- Work towards developing a campaign or programming to address the following concerning behaviors abuse among the student population:
  - Use of Energy Drinks
  - Vaping
  - Stimulant Abuse
- Explore options for increased exposure of the DAAPP to the student body – Student representatives in Year 2 of this reporting period suggested establishing a requirement for training regarding substance abuse prevention could be incorporated into already existing requirements for student clubs and organizations as a condition for receiving university funds. Another suggestion was tying substance abuse prevention into the quite popular OWLS's Worth financial seminars.

# REFERENCES

---



# REFERENCES

- Ajzen, A., & Fishbein, M. (1980). *Understanding attitudes and predicting social behavior*. Englewood Cliffs, NJ: Prentice-Hall.
- Cho, Hyunyi. (2006). Readiness to change, norms, and self-efficacy among heavy-drinking college students. *Journal of Studies on Alcohol*, 67(1), 131-139.
- City of Klamath Falls. (2015). *Klamath Falls City Code*. Retrieved from [https://www.klamathfalls.city/sites/www.klamathfalls.city/assets/files/2015-08-19\\_CHAPTER\\_FIVE\\_-\\_kb.pdf](https://www.klamathfalls.city/sites/www.klamathfalls.city/assets/files/2015-08-19_CHAPTER_FIVE_-_kb.pdf)
- Drug Free Sport. (2009). *MyPlaybook: On-line Drug Education for Student Athletes*. Retrieved from <http://myplaybook.drugfreesport.com/collegiate-program/>.
- Higher Education Center for Alcohol and Other Drug Prevention. (1998). *Environmental Management: A Comprehensive Strategy for Reducing Alcohol and Other Drug Use on College Campuses*. Education Development Center, Inc.
- Jung, T., & Heald, G.R. (2009). The effects of discriminate message interventions on behavioral intentions to engage in physical activities. *Journal of American College Health*, 57(5), 527.
- National Conference of State Legislatures. (2013). *Dram shop civil liability and criminal penalty statutes, Oregon*. Retrieved from <http://www.ncsl.org/research/financial-services-and-commerce/dram-shop-liability-state-statutes.aspx>.
- National Institute on Alcohol Abuse and Alcoholism. (2015). *Planning alcohol interventions using NIAAA's College AIM (Alcohol Intervention Matrix)*. U.S. Department of Health and Human Services.
- Nehl, E.J., Blanchard, C.M., Peng, C.J., Kupperman, J., Sparling, P.B., Courneya, A., & Baker, F. (2009). Understanding nonsmoking in African American and Caucasian college students: An application of the theory of planned behavior. *Behavioral Medicine*, 35(1), 23.

# REFERENCES

Oregon Legislature. (2015). Measure 91: Control, Regulation, and Taxation of Marijuana and Industrial Hemp Act. Retrieved from <http://www.oregon.gov/olcc/marijuana/Documents/Measure91.pdf>

Oregon Legislature. (2016). Oregon Revised Statutes, Chapter 471 Section 478. Retrieved from [https://www.oregonlegislature.gov/bills\\_laws/ors/ors471.html](https://www.oregonlegislature.gov/bills_laws/ors/ors471.html)

U.S. Department of Education, Office of Safe and Drug-Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, (2007). Experiences in Effective Prevention: The U.S. Department of Education's Alcohol and Other Drug Prevention Models on College Campuses Grants. Washington, D.C.

Walters, S. T., & Neighbors, C. (2005). Feedback interventions for college alcohol misuse: What, why and for whom? *Addictive Behaviors*, 30, 1168-1182.

**APPENDIX 1: POSSESSION  
& CONSUMPTION OF  
ALCOHOLIC BEVERAGES  
APPROVAL FORM**

---

## Possession and Consumption of Alcoholic Beverages Approval Form

In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage all campus constituents to make responsible decisions about alcohol the Vice President for Finance and Administration must approve all Oregon Tech events, on and off campus, that will have alcohol present at least **3-weeks** prior to the scheduled event. In addition, student organizations must also gain approval by the Vice President for Student Affairs. Off-Campus groups must pay a deposit when the room reservation is made.

**Please keep in mind:**

- At any event at which alcohol is available, sufficient quantities of nonalcoholic beverages must be available.
- Food must be available at no additional charge (above the cost of the event).
- Advertisements of social events with alcohol shall not promote or describe (text or graphics) the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
- College regulations prohibit the possession or consumption of any alcoholic beverage on OIT grounds unless the College has sanctioned the location and/or conditions for possession or consumption. The location of the event must identify an area where the alcohol is served and consumed. This area must be secure so that only those individuals 21-and-over have access to the serving area.

Campus:	<input type="checkbox"/> Klamath Falls	<input type="checkbox"/> Wilsonville	<input type="checkbox"/> Salem	Today's Date:
Group Title:				
			<input type="checkbox"/> Oregon Tech Group	<input type="checkbox"/> Off-Campus Group
Group Contact Person:	Address:		Phone Number:	
Event Title:			Description:	
Participants (Check all that apply):			Anticipated number of participants:	
<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Community				
Date of Event:	Start Time:		End Time:	
Location:			Type of alcohol service:	
<input type="checkbox"/> On Campus <input type="checkbox"/> Off-Campus			<input type="checkbox"/> Open Bar <input type="checkbox"/> Cash Bar	

**Security Issues: Please answer each question thoroughly, using additional paper if necessary.**

1. Provide a diagram of the event, indicating where the alcohol will be served and the access points.
2. How will access to alcohol be controlled to ensure only those 21 or older will have access to alcohol? ID verification, bracelets distributed?

3. How will you monitor access in order to limit consumption to stay within reasonable health guidelines and legal intoxication limits? (Drink limit: 1 drink for each hour of event; 3 drink maximum)
4. Who will be serving the alcohol? Describe what other beverages and food will be provided. How will partially full and empty container be disposed of?

*FOR ON CAMPUS EVENTS ONLY*

College Union Manager Signature	Date	Food Service Manager Signature	Date

<b>POLICY OIT-30-031</b>			
I have read and understand the Possession and Consumption of Alcoholic Beverages Policy with the accompanying appendices. I agree to abide by the guidelines and rules of the policy, OLCC regulations, and the laws of the State of Oregon. If any rules are not followed or adhered to, the event may be cancelled, the alcohol service may be immediately terminated, and any deposit monies may be forfeited.			
Advisor Signature	Date	Group Representative or Student Signature	Date

Vice President for Student Affairs Signature	Date	Vice President for Finance & Admin Signature	Date

**APPENDIX 2: POSSESSION  
& CONSUMPTION OF  
ALCOHOLIC BEVERAGES  
POLICY (30-031)**

---

## **I. INTRODUCTION**

This alcohol policy, like other standards of conduct applicable to the College community, is intended to further the educational mission of the Oregon Institute of Technology. OIT's mission includes the development of ethically sensitive and responsible individuals who are able to understand and appreciate the need for both individual freedom and to accept the restrictions intrinsic to living in a community. Thus, while we balance personal liberty with responsibility, and educational opportunity with liability concerns, our intent is to determine the appropriateness of alcohol at each event, attempting to strike the appropriate balance of these conflicting principles.

The development of a philosophy and corresponding regulations concerning the use of alcoholic beverages at OIT is challenging, yet essential. Such a policy must show concern for the health, safety and welfare of all individuals (members of the campus community as well as those from outside the campus), and for the social and educational environment of the College community. Thus, this policy includes statements regarding our Commitment to Education (Appendix A), Consequences (Appendix B), Health Risks (Appendix C), and Campus and Community Resources (Appendix D). OIT strives to balance the following principles:

- The OIT alcohol policy must be in compliance with the laws of the State of Oregon, the local community, and the College;
- In our litigious society, institutions are often found to be liable for individual behavior, particularly as to college students. At OIT functions, both on and off campus, we strive to minimize OIT's liability in this regard;
- OIT strives to provide an educational setting in which students can learn about both the freedom and the responsibility involved in the exercise of personal choice.

## **II. GENERAL POLICY AND RULES GOVERNING ALCOHOL USE**

The decision as to the extent and use of alcohol at OIT functions (on and off campus), and all non-OIT functions on the OIT campus resides with the Vice President for Finance and Administration or his/her designated representative.

### **A. OIT Prohibits:**

1. The illegal or unauthorized possession, consumption, or sale of alcoholic beverages, or the furnishing or possession of alcoholic beverages to persons under the age of 21 years on property owned or controlled by the college or as part of any OIT event, or possession and consumption of alcoholic beverages in unauthorized areas by those over 21 (OAR 578-033-0220, subsection 18).

2. The consumption of alcoholic beverages by all College students and employees so as to 1) adversely affect academic or job performance, 2) endanger the physical well-being of others/oneself, and/or 3) leads to damage of property.
3. The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local laws, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on OIT property or as part of any OIT event. No State funds (including College and student fees) may be used to purchase alcohol.
4. Alcoholic beverages are not allowed on campus for athletic contests or events unless authorized by the President.

B. Policy for Events with Alcohol (on or off campus)

In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage all campus constituents to make responsible decisions about alcohol, the following rules are designed to control the volume and nature of alcohol products available, and ultimately, reduce the risk of alcohol-related problems.

1. All events with alcohol available must be registered and subsequently approved by the Vice President for Finance and Administration or his/her designated representative. In addition, student organizations must also gain approval by the Vice President for Student Affairs or his/her designated representative. Non-OIT groups must pay a deposit when the room reservation is made. See the "Registration Form for Events with Alcohol" (see Appendix E) for specific directions, available at the College Union Information Desk and Food Service.
2. At any event at which alcohol is available, sufficient quantities of non-alcoholic beverages must be available. Food must also be available at no additional charge (above the cost of the event).
3. Advertisements of social events with alcohol shall not promote or describe (text or graphics) the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
4. College regulations prohibit the possession or consumption of any alcoholic beverage on OIT grounds unless the College has sanctioned the location and/or conditions for possession or consumption. The location of the event must identify an area where the alcohol is served and consumed. This area must be secure so that only those individuals 21-and-over have access to the serving area.



5. The service of alcohol at all on-campus events must stop one hour prior to the events' ending time, but not later than 1:00am.
6. The social event organizers must properly dispose of any partially filled and empty alcohol containers at the conclusion of the event.
7. Violators of this policy will be subject to College disciplinary actions.

C. Policy for the Residence Hall

A number of students living in the Residence Hall are 21 years of age or older, and are subject to the general rules governing alcohol use. These residents are allowed to have alcohol in their rooms if they live in the outside hallways of the first floor. These rooms are the only rooms where alcohol is permitted; alcohol is prohibited in all other rooms, including all public and semi-public areas, regardless of the resident's age. This designation may change at the discretion of the Director of Housing and Residence Life.

Recommended by:

Faculty Senate – 04/06/00

President's Council – 05/02/00

Approved:  /s/ Martha Anne Dow  
Martha Anne Dow, President

Date:  November 7, 2000

# APPENDIX 3: DRUG-FREE CAMPUS POLICY (30-034)

---

## OREGON INSTITUTE OF TECHNOLOGY

### Drug Free Campus

#### OREGON TECH-30-034

The Oregon Institute of Technology (Oregon Tech) seeks to promote the health and well-being of the entire campus community. In that spirit, Oregon Tech adopts the following policy to prevent unlawful drug or alcohol use and abuse, and to provide opportunities for education and assistance to all members of the Oregon Tech community.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Oregon Tech prohibits:

- a. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances by college employees, students, or other members of the Oregon Tech community on college premises or as part of any college activity.
- b. The illegal or unauthorized possession, consumption or sale of alcoholic beverages, or the furnishing of alcoholic beverages to persons under twenty-one (21) years of age on college property or at college-sponsored activities, or possession and consumption of alcoholic beverages in unauthorized areas by those over twenty-one.
- c. Marijuana possession (in any form) and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law. Although Oregon has legalized marijuana for medicinal use and recreational use (for individuals 21 years of age or older), it is prohibited on the Oregon Tech campus because as a recipient of federal funds, the University is required to comply with federal law.
- d. The illegal or unauthorized possession, consumption or sale of marijuana, or the furnishing of marijuana in any form to persons under twenty-one (21) years of age on college property or at college-sponsored activities, or possession and consumption of marijuana in unauthorized areas by those over twenty-one.

Non-compliance with this policy may result in penalties up to and including expulsion from the college and termination of employment. The 1988 Drug-Free Workplace Act requires employees to notify the college of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. The college should then make any reports to government agencies as required by law.

The use of alcohol by members of the college community and external groups on college-owned property and at college-sponsored events is governed by the following provisions:

- a. Alcohol consumption may be permitted in campus housing facilities only for those of legal age and in areas designated by the Director of Housing and Residence Life.

b. Individuals or groups sponsoring college events should take reasonable measures to ensure that alcohol is not sold, served, or made available to persons who are under the legal drinking age, or to persons who are obviously inebriated.

c. Persons in charge of various college facilities should, in consultation with the Vice President for Student Affairs, develop and implement guidelines consistent with this policy.

A drug-free awareness program and implementation plan has been established to inform employees and students of the following:

a. Dangers of drug or alcohol abuse on campus or at an Oregon Tech activity;

b. Existence of and content of this policy for maintaining a drug-free campus readily available for the campus community on the Oregon Tech website and in other campus locations;

c. Availability of drug and alcohol counseling, rehabilitation, and employee/student assistance programs;

d. Penalties that may be imposed for drug/alcohol use and/or abuse violations.

Oregon Tech maintains a strong commitment to the prevention of drug abuse, including alcohol. The Oregon Tech Substance Abuse Implementation Plan for the prevention of substance abuse, with recommended intervention strategies, is available from the Office of Student Affairs, Integrated Student Health Center and Human Resources.

Recommended by:

Associated Students of OREGON TECH – 1/92

Faculty Senate – 6/4/92

President's Council – 11/16/92; 7/31/15

Signed:

Christopher G. Maples, President

Date: August 4, 2015

**APPENDIX 4: CONTROLLED  
SUBSTANCE POLICY (30-  
033)**

---

## OREGON INSTITUTE OF TECHNOLOGY

### Controlled Substance Policy

#### OREGON TECH-30-033

OREGON TECH is committed to maintaining a workplace and educational environment free from unlawful manufacture, possession, distribution, and/or use of controlled substances and alcohol. OREGON TECH has therefore adopted policies to prohibit such illegal use or abuse: OREGON TECH 30-031, Possession and Consumption of Alcoholic Beverages and OREGON TECH 30-033, Controlled Substance Policy.

#### I. POLICY

Congress passed and the U.S. President signed the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Amendment of 1989. In support of that legislation, this controlled substance policy addresses illicit use of all controlled substances, excluding alcohol. (See OREGON TECH-30-031, Possession and Consumption of Alcoholic Beverages, for the campus alcohol policy.)

- A. Controlled substances include (but are not limited to) prescription medications and illegal drugs such as cocaine, marijuana, PCP, psilocybin, LSD, peyote, heroin, amphetamine, methamphetamine, mescaline, opium and its derivatives, and “designer” drugs.
- B. Consistent with State and Federal Law, OREGON TECH will maintain a workplace and educational environment free from the unlawful manufacture, distribution, dispensation, sale, exchange, possession, or use of controlled substances and illicit drugs.
- C. Controlled substances and illicit drugs are prohibited on any OREGON TECH property and at any site where individuals on behalf of OREGON TECH perform work. Prescription medications (appropriately prescribed for and used by the patient according to the prescription) are exempted from this prohibition.

#### II. CONSEQUENCES AND SANCTIONS FOR POLICY VIOLATIONS

- A. All OREGON TECH students, faculty and staff are expected to comply with applicable local, state and federal laws regarding the possession, use, or sale of controlled substances, whether on or off-campus.
- B. Any student, faculty or staff member who violates this policy or applicable law may be subject to disciplinary or conduct action consistent with provisions of state and federal laws; Oregon University System and campus administrative rules; and the OREGON TECH Student Conduct Code.
- C. Institutional sanctions for students: Disciplinary actions for students may range from warning to expulsion as provided by the OREGON TECH Student Handbook, and may include referral to the OREGON TECH Counseling and Testing Services or another agency for evaluation and/or treatment. Students receiving federal financial aid may lose the aid. Students may also be referred for prosecution by the legal system. The severity of the sanction will depend, in part, on whether this is a first incident or a repeat violation, the seriousness of the misconduct, and the student’s attitude.

## Controlled Substance Policy

### OREGON TECH-30-033

#### Page 2

- D. Institutional sanctions for employees: Disciplinary action for an employee may range from referral to an employee assistance program or drug treatment program through the Office of Human Resources, to termination from employment and/or referral for prosecution.
- E. State of Oregon sanctions for students and employees: OREGON TECH students or employees who violate drug laws are subject to prosecution in the courts in addition to any action taken by the institution. Penalties for possession of illicit drugs are determined by the Controlled Substance Schedule upon which the drug appears. Examples of the drug schedule:
- Schedule I – Class A felony: up to twenty-year jail term and/or a \$300,000 fine. Includes heroin, LSD, marijuana, peyote, mescaline and psilocybin.
  - Schedule II – Class B felony: up to ten-year jail term and/or a \$200,000 fine. Includes opium, cocaine and methamphetamine.
  - Schedule III – Class C felony: up to five-year jail term and /or a \$100,000 fine. Includes amphetamine, and depressants.
  - Schedule IV – Class B misdemeanor: up to six-month jail term and/or a \$2,000 fine. Includes various prescription drugs and misrepresentation of age to obtain alcohol.
  - Schedule V – Class C misdemeanor: up to 30-day jail term and/or a \$1000 fine. Includes other less dangerous prescription drugs and small amounts of certain drugs.
  - Possession of less than one ounce of marijuana results in a minimum fine of \$500.
  - A minor in possession (MIP) of alcohol results in a \$250 fine. In addition, the violator, if found guilty, could also be subject to community service. The court shall order that the person's driving privileges be suspended for a period not to exceed one year.
  - Providing alcohol to minors results in a one-year jail term.

Since State sanctions are frequently reviewed and the Drug Schedule changes, the current State sanctions would apply for conviction of illicit drug possession.

### III. HEALTH RISKS

For many people in our society the use of chemicals is a daily reality. These chemicals include over-the-counter medications, prescription drugs, and illegal drugs such as marijuana, cocaine, and LSD. They also include legal chemicals such as alcohol, nicotine and caffeine. However, the potential for health problems can develop from the use of nicotine, ephedra, or caffeine products. While many chemicals have the potential to improve our health or enrich our lives, some of these chemicals also have the potential to cause serious health, legal and economic problems. OREGON TECH supports and sponsors programs aimed at

prevention of substance abuse by students and employees, which includes policy enforcement, education programs and treatment services. See Appendix A for possible health risks associated with controlled substances. (Note: See updated table below).

#### **IV. CAMPUS AND COMMUNITY RESOURCES**

The following is a list of services (prevention, counseling, treatment, rehabilitation, or re-entry) that are available to the members of the OREGON TECH community:

OREGON TECH Student Health Center

OREGON TECH Counseling and Testing Services

OREGON TECH Office of Human Resources

Lutheran Family Services

Alcoholics Anonymous

Al-Anon/Ala Teen

Oregon Alcohol & Drug Abuse Hotline

Klamath Alcohol and Drug Abuse

Klamath Crisis Center Hotline (24 hrs)

Klamath Community Treatment Center

Merle West Medical Center

Recommended by:

Faculty Senate: - May 3, 2001

Administrative Council – May 14, 2001

President’s Council – October 31, 2001

Approved: /s/ Martha Anne Dow

Martha Anne Dow, President

Date: November 2, 2001



**Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse\***

Drug Name	Drug Type	Possible Short-term Health Effects	Possible Long-term Health Effects	Other Health-Related Issues
Alcohol	Depressant	Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.	Damage the heart, causing problems including: Cardiomyopathy – Stretching and drooping of heart muscle, Arrhythmias – Irregular heart beat, stroke, high blood pressure. Damage to the liver (cirrhosis), pancreatitis, and increased risk of cancer (mouth, esophagus, throat, liver, breast).	
Bath Salts (Cathinones)	Stimulant	Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking.	Breakdown of skeletal muscle tissue; kidney failure; death.	Risk of HIV, hepatitis, and other infectious diseases from shared needles.
Cocaine	Stimulant	Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma	Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite.	Pregnancy: premature delivery, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
Heroin	Opioid	Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; itching; nausea; vomiting; slowed breathing and heart rate.	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.	Pregnancy: miscarriage, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
Inhalants	Inhalant	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking.	Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing.	Pregnancy: low birth weight, bone problems, delayed behavioral development due to brain problems, altered metabolism and body composition.
LSD	Hallucinogen	Rapid emotional swings; distortion of a person's ability to recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness and insomnia; loss of appetite; dry mouth; sweating; numbness; weakness; tremors; enlarged pupils.	Frightening flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.	Unknown
Marijuana	Cannabis	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis.	Mental health problems, chronic cough, frequent respiratory infections.	Possible loss of IQ points when repeated use begins in adolescence. Pregnancy: babies born with problems with attention, memory, and problem solving.
MDMA (Ecstasy)	Stimulant/Hallucinogen	Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death	Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness, aggression; loss of appetite; less interest in sex.	Unknown

**Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse (Cont'd)\***

Drug Name	Drug Type	Possible Short-term Health Effects	Possible Long-term Health Effects	Other Health-Related Issues
Methamphetamine	Stimulant	Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat.	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching.	Pregnancy: premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; heart and brain problems. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
Over-the-Counter Cough/Cold Medicines	Depressant	Euphoria; slurred speech; increased heart rate, blood pressure, temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; buildup of excess acid in body fluids.	Unknown	Breathing problems, seizures, and increased heart rate may occur from other ingredients in cough/cold medicines.
PCP	Dissociative	Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety. Low doses: slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement. High doses: lowered blood pressure, pulse rate, breathing rate; nausea; vomiting; blurred vision; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; suicidal thoughts; seizures, coma, and death.	Memory loss, problems with speech and thinking, depression, weight loss, anxiety.	PCP has been linked to self-injury. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
Prescription Opioids (Codeine, Hydrocodone, Oxycodone, Vicodin etc.)	Opioid	Pain relief, drowsiness, nausea, constipation, euphoria, confusion, slowed breathing, death.	Unknown	Pregnancy: Miscarriage, low birth weight, neonatal abstinence syndrome. Higher risk of accidental misuse or abuse in older adults because many have multiple prescriptions, increasing the risk of drug-drug interactions, and breakdown of drugs slows with age; also, many older adults are treated with prescription medications for pain.
Prescription Sedatives (Xanax, Valium, Ativan, Ambien, etc.)	Depressant	Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing.	Unknown	Sleep medications are sometimes used as date rape drugs.
Prescription Stimulants (Adderall, Ritalin, etc.)	Stimulant	Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. High doses: dangerously high body temperature and irregular heartbeat; heart failure; seizures.	Heart problems, psychosis, anger, paranoia.	
Steroids	Hormone	Headache, acne, fluid retention (especially in the hands and feet), oily skin, yellowing of the skin and whites of the eyes, infection at the injection site.	Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); paranoid jealousy; extreme irritability; delusions; impaired judgment.	Males: shrunken testicles, lowered sperm count, infertility, baldness, development of breasts, increased risk for prostate cancer. Females: facial hair, male-pattern baldness, menstrual cycle changes, enlargement of the clitoris, deepened voice.
Tobacco	Nicotine	Increased blood pressure, breathing, and heart rate.	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.	Pregnancy: miscarriage, low birth weight, premature delivery, stillbirth, learning and behavior problems.

\* National Institute on Drug Abuse. (August, 2016). Commonly Abused Drug Charts, Prescription Drug Chart, and Health Effects. US Department of Health and Human Services. <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

**APPENDIX 5: SMOKE AND  
TOBACCO-FREE CAMPUS  
POLICY (30-035)**

---

## Smoke and Tobacco Free Campus

### OIT-30-035

---

Oregon Tech seeks to promote the health and well-being of the entire campus community. In that spirit, as scientific evidence on the health risks of tobacco use and secondhand smoke are well documented and Per Executive Order 12-13 1. c. in which the Oregon University System is encouraged to develop policies that prohibit the use of tobacco products on campus. Oregon Tech adopts the following policy that students, staff, faculty, visitors, and all others affiliated with Oregon Tech are entitled to and will be provided a tobacco-free environment to study, work, teach, and otherwise participate in University activities.

- a. Effective Fall Term 2013, all campuses associated with Oregon Tech including the Klamath Falls campus and the Wilsonville campus, will become Tobacco-Free. This means that use of any type of tobacco is prohibited.
- b. This policy applies to students, staff, faculty, administrators, visitors, and any other individual associated with Oregon Tech.
- c. Distribution and/or promotion of tobacco products on campus will be prohibited.
- d. Smoking cessation assistance will be made available for all faculty, staff and students of Oregon Tech.

The University's expectation is that all faculty, staff, students and visitors to campus will adhere to this policy. The University understands that the success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. Faculty, staff and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed using tobacco are to be reminded in a professional and respectful manner of the university policy. Oregon Tech reserves the right to initiate disciplinary procedures against any individual found to be in repeated violation of this policy.

A tobacco free awareness program and implementation plan has been established to inform employees, students, and visitors of the following:

- a. Existence of and content of this policy for maintaining a tobacco free campus.
- b. Dangers of smoking and secondhand smoke to all those affiliated with an Oregon Tech campus.
- c. Availability of tobacco cessations programs for employees and students. d.

Penalties that may be imposed for tobacco violations.

Resources:

Office of the Governor, State of Oregon, Executive Order No. 12-13.

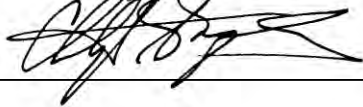
ACHA Guidelines: Position Statement on Tobacco on College and University Campuses. Tobacco Policy Statement from the American Lung Association.

Oregon College Health Association Statement in Support of Tobacco-Free College and University campuses.

Recommended by:

Faculty Senate – May 7, 2013

President's Council – May 15, 2013



Approved:

Christopher G. Maples, President

Date: May 28, 2013

# APPENDIX 6: STUDENT CODE OF CONDUCT

---

## **OREGON TECH**

### **STUDENT CODE OF CONDUCT: STUDENT RIGHTS AND RESPONSIBILITIES**

“Integrity is doing the right thing, even if nobody is watching.” – Jim Stovall

#### Table of Contents

#### Student Code of Conduct

- I. Introduction
- II. University Disciplinary Authority
- III. Prohibited Conduct
- IV. Disciplinary Responsibility
- V. Appeal Procedure
- VI. Implementation of Sanctions
- VII. Disciplinary Files and Records
- VIII. Disciplinary Sanctions
- IX. Other University Policies
- X. Notice of Nondiscrimination

#### **I. Introduction**

Oregon Tech is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respecting the rights of others are essential to the educational process and to good citizenship. In attending Oregon Tech, students agree to observe standards consistent with our academic community.

The Student Code of Conduct applies to all Oregon Tech students regardless of which campus or location the student is enrolled.

#### **A. Community Standards**

Oregon Tech students aspire to follow and promote these behavioral standards:

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect Oregon Tech’s commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your learning, personal behavior and future success, appropriately challenging others to do the same;
- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both pluralism and inclusiveness;
- **Safety:** Do no harm and help promote campus safety and welfare by adhering to the Code of Conduct and immediately reporting unusual or dangerous behavior to Campus Safety, the Office of Student Affairs, or other appropriate officials.

#### **B. Student Rights & Responsibilities**

It is expected that all members of the campus community will strive to foster academic excellence and integrity, both in and out of the classroom. Within this community, students are entitled to certain rights and are expected to uphold certain responsibilities.

#### **C. Student Rights**

Specifically, students have the right to:

1. Participate in the institution's activities without being discriminated against on the basis of race, color, creed, national origin, religion, gender, age, disability, marital status, veteran status, sexual orientation, or any other legally protected characteristic.
2. Participate in the formulation of policies and regulations directly affecting students through membership on applicable committees as determined by the appropriate institutional authority.
3. Pursue educational, recreational, social, cultural, and residential activities in an atmosphere that challenges and promotes intellectual and personal growth.
4. Receive fair and impartial academic evaluations.
5. Access faculty, student services, administrative offices and facilities available on campus.
6. Receive accurate and timely information regarding academic policies, graduation requirements, and individual course objectives and requirements.
7. Protection of confidential personal and academic records that are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 and applicable Administrative Rules.
8. Fair and impartial treatment in all instances of general discipline and academic discipline, including procedures that ensure all students are afforded their right to due process.
9. Freedom of Speech – the institution recognizes the rights of students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of Federal or State constitutions. Students are free to organize and join associations to promote interests held in common with other students without the interference of the University, and to engage in peaceful and orderly protest, demonstration, and picketing on institution-owned property provided such behavior does not infringe on the rights of others and does not disrupt functions of the institution.
10. A campus environment characterized by safety and order.

#### **D. Student Responsibilities**

Rights and responsibilities go hand in hand. Both are equally important to developing and maintaining Oregon Tech's community of learning. Specifically, students have the following responsibilities:

1. Active participation in the learning process by attending class (in its entirety) on a regular basis. Active participants in the process of education ask questions, seek and use resources, and read and respond to communication.
2. Become knowledgeable of academic requirements and expectations.
3. Practice civility in class. Maintain conduct that contributes to a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
4. Respect the rights of others to hold various points of view, and resolve conflicts, disputes, and differences through participation and thoughtful discussion.
5. Balance responsibilities and obligations to family and work with responsibilities for the quality of education, particularly in the area of time management.
6. Follow institutional procedures, including notifying the University of any changes in contact information, including name, address, telephone number, and email address.
7. Be aware of and follow the Student Code of Conduct and other institutional policies, including the Academic Integrity Procedures, and the acceptable use policies for the campus information technology network.
8. Hold one another accountable for behavior, taking responsibility for one's own behavior and that of guests.
9. Maintain physical and emotional health – seeking appropriate assistance when necessary – so that students' well-being and lives are not in danger, and students can be effective learners.
10. Approach this educational opportunity with an open mind and a positive attitude, recognizing all community members have much to learn and experience.



11. Accept access to many resources, including libraries, computers, recreational facilities, classrooms, residence halls, faculty, and staff, while taking responsibility to treat all campus resources – people and property alike – with respect and integrity.
12. Comply with institutional rules and regulations, and local, state, and federal laws.
13. Be knowledgeable of how lifestyle choices affect academic success and personal growth.
14. Be positive contributors to the institution and their local and surrounding communities.
15. Promote the safety and welfare of the Oregon Tech community by not causing harm or threatening harm to the safety of Oregon Tech students, employees, or other members of the Oregon Tech community.

### **E. Purpose of the Student Code of Conduct**

The purpose of the Student Code of Conduct is to educate students about their civic and social responsibilities as members of the University community. The primary focus of the disciplinary process is on educational and corrective outcomes; however, sanctions such as suspension or expulsion from the University may be necessary to uphold community standards and to protect the campus community. The most current version of the Code of Conduct is available at <http://www.oit.edu/campus-life/student-affairs/student-resources/handbook>. For questions regarding the Code of Conduct, contact the Office of the Vice President for Student Affairs.

## **II. University Disciplinary Authority**

Under authority granted by the state of Oregon (ORS 351.071), Oregon Tech is granted full authority to adopt policies and procedures governing the conduct of its students. By enrolling at Oregon Tech, students accept responsibility for compliance with all University policies and contracts. Disciplinary action may also be taken for any violation of local ordinances, state or federal law, whether on or off campus, that adversely affects the University community or the pursuit of the University's lawful educational mission, process or function. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Students shall have the right of due process and appeal as prescribed in this document and other relevant University policies, rules or regulations. Students may be subject to civil and criminal penalties in addition to campus sanctions. Campus resolution may proceed before, during or after civil or criminal actions are concluded and is not subject to challenge based on the action or inaction of civil authorities.

### **A. Standards of Behavior**

Attendance at Oregon Tech is optional and voluntary. When students enroll here, they voluntarily accept obligations of performance and behavior that are consistent with Oregon Tech's lawful mission, processes and functions. In general, these obligations are considered higher than and distinct from the obligations imposed by civil and criminal law for all citizens. Students voluntarily accept their responsibilities as members of the academic community, as well as any educational sanctions imposed against them should their behavior violate these responsibilities.

### **B. Interpretation**

Any question of interpretation regarding the Code of Conduct shall be determined at the sole discretion of the vice president for student affairs or his/her designee for final determination.

### **C. Interim Suspension**

#### **1. University Interim Suspension**

Interim suspension is an immediate suspension from the University upon written notice from the vice president for student affairs or the dean of students. Interim suspension is imposed without a hearing, pending further disciplinary proceedings. The vice president for student affairs or the dean of students will base his/her decision on whether the allegation of misconduct is reliable and severe enough that the continued presence of the student on the University campus could reasonably be disruptive and/or pose a threat to the physical well-being of any member of the campus community or for reasons relating to the safety of any University property or any University function. Interim suspension usually includes physical exclusion from the campus. A student suspended on an interim basis

will be given a prompt hearing, set within five working days from the date of the interim suspension notification letter. In cases involving incarceration by law enforcement authorities, a hearing on whether the interim suspension should be maintained pending a hearing on the underlying violation may be set within a reasonable time after the student becomes available. A student may request, in writing, that the hearing be scheduled sooner than five working days. For hearing procedures, see Section IV of this document. The interim suspension will remain in effect until a final decision has been made on the pending complaint through a hearing or until the vice president for student affairs or the dean of students determines that the reason for imposing the interim suspension no longer exists.

## 2. Housing Interim Suspension

If the conduct or behavior of a student residing in an Oregon Tech residence hall is determined by the vice president for student affairs, the director of housing and residence life, or the dean of students to be a threat to self or others, the ability to live in the residence hall may be immediately suspended pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from the residence hall and is not to re-enter any campus residence hall until a hearing is held and a decision regarding the pending complaint has been made.

## D. Definitions

1. The term **“adviser”** means any person who has agreed to assist a complaining or responding student during the University disciplinary process. The adviser may be an Oregon Tech faculty or staff member, another Oregon Tech student, a parent, a friend, an attorney or any other person of the student’s choosing. The adviser is limited to advising the student and may not speak for or on behalf of a student at any hearing or other conference during the disciplinary process. The adviser cannot also serve as a witness. See page 11 for additional information on the role of an adviser.
2. The term **“complainant”** means any individual who files a disciplinary complaint or referral.
3. Unless otherwise specified, the term **“day”** means normal University working days, not including Saturday, Sunday or University holidays. Time deadlines may be extended during breaks and University holidays and to accommodate reduced availability of students, faculty or staff during the Summer Term where such persons are participants or witnesses necessary to the disciplinary process.
4. The Family Educational Rights and Privacy Act (**FERPA**) is a federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances.
5. The term **“group”** means a number of persons who are associated with each other but who have not complied with University requirements for registration as an organization.
6. The terms **“institution”** and **“University”** mean the Oregon Institute of Technology (“Oregon Tech”).
7. The term **“organization”** means a number of persons who have complied with University requirements for registration or recognition.
8. **Parental Notification** — FERPA permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol- or drug-related violation. Students are generally notified when parents will be contacted and are given the opportunity to contact the parents first.
9. A **“sanction”** is imposed on students found in violation of the Student Code of Conduct. Sanctions are not designed to be punitive but rather educational measures that hold students accountable for their behavior. Sanctions can range from a verbal warning to disciplinary suspension or expulsion.
10. The term **“student”** means any person who is enrolled in courses, either fulltime or part-time, including correspondence study, electronic means, study abroad, auditing, or courses offered at any Oregon Tech location. Students are subject to disciplinary action for conduct that occurs during any period of enrollment. Students who leave the University before a disciplinary matter is resolved may be prohibited from future enrollment until the matter is resolved. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.” This includes individuals who have been notified of their acceptance for admission.

11. The term “**University premises**” means buildings or grounds owned, leased, operated, controlled or supervised by the University.
12. The term “**University-sponsored activity**” means any activity on University premises or at an off-campus location that is directly initiated or supervised by the University. This can include fraternity and sorority organizations, study abroad experiences, or sporting events, even if such activities occur somewhere other than on University premises.

### **E. Applicability of the Code of Conduct**

The Oregon Tech Student Code of Conduct shall apply to conduct that occurs on Oregon Tech premises, at Oregon Tech sponsored activities, and to off-campus conduct that adversely affects the Oregon Tech community or the pursuit of its objectives. The Student Code of Conduct applies to all Oregon Tech students regardless of which campus the student is enrolled. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Off-campus behavior that allegedly violates local, state or federal law or ordinances and adversely affects the University community or the pursuit of the University’s lawful educational mission, process or function may be subject to University disciplinary action. Examples of off-campus behavior that may be subject to University disciplinary action include but are not limited to: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual misconduct, harassment, hazing or bullying, actions that result in the serious injury or death of another person(s), threatening harm to others, repeated alcohol or drug offenses, or any alleged violation that jeopardizes an individual’s or community’s educational opportunities. Sanctions will generally result in suspension or expulsion from the University. The vice president for student affairs or dean of students shall decide whether conduct that has occurred off-campus adversely affects the University community or the pursuit of the University’s lawful educational mission, process or function on a case-by-case basis.

### **III. Prohibited Conduct**

The following list describes actions that detract from the effectiveness of a University community and or which students are subject to disciplinary action. All violations below are also prohibited off-campus and may be adjudicated by the University when the behavior potentially jeopardizes the individuals or community’s safety or educational opportunities. Prohibited conduct includes, but is not limited to, the following violations:

1. **Academic Dishonesty:** Violations include but are not limited to cheating, plagiarism, unauthorized collaboration and fraudulent alteration of academic materials (policy OIT-14-30).
2. **Housing & Residence Life Behavior Standards:** On-campus residence hall policies and information regarding student standards are available in the Student Housing Handbook: <http://www.oit.edu/docs/default-source/housing-and-residence-life-documents/student-housing-handbook.pdf?sfvrsn=6>.
3. **Forgery or Unauthorized Use:** Forgery or unauthorized use of University documents or records, financial aid documents, computers, electronic mail, telephones, identification or property or the use of University equipment to perpetrate a violation of the Code of Conduct or to violate local, state, or federal law.
4. **False Representation:** Providing false representation to the University in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to or continuation at Oregon Tech.

5. **Use of Tobacco:** The use of tobacco in any form in University classrooms, laboratories, libraries, field houses and other areas on campus except where explicitly authorized, consistent with Policy and Procedures (policy OIT-30-035).
6. **Information Technology Policies:** Violation of the University Information Technology policies including, but not limited to, the electronic mail policy (OIT-30-003), and the appropriate computer use policy (OIT-30-005. Information on these policies is available online at <http://www.oit.edu/docs/default-source/Student-Affairs-/student-handbook/smoke-tobacco-free-campus.pdf?sfvrsn=4>.
7. **Attempts and Complicity:** Attempts to or encouraging others to commit acts prohibited by this code will be sanctioned to the same extent as if one had committed the prohibited act. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy and may constitute a violation of the policy that prohibits the conduct or behavior.
8. **Interfering with Discipline Process:** Interfering with discipline procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a hearing officer or hearing panel; knowingly initiating a complaint without cause; harassment or intimidation of any member of a hearing panel, witness(es), or University personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or hearing panel.
9. **Weapons:** Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals or other materials on University property or in the course of any University activity, except as specifically authorized under applicable state law. This includes, but is not limited to BB guns, paintball guns, knives, swords, handguns, rifles, or any type of firearm or weapon. See Oregon Tech Policy and Procedures (policy OIT-50-010) for more information.
10. **False Reporting:** False reporting of a bomb, fire or other emergency.
11. **Gambling:** Gambling means an activity in which a person takes stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under the control or influence of the person, upon an agreement or understanding that he person or someone else will receive something of value in the event of a certain outcome. See Gambling definitions (ORS 167.117).
12. **Disorderly Conduct:** Disorderly conduct is behavior that is disorderly, lewd, indecent, or a breach of peace on University property or at University-sponsored activities. Examples include any nonconsensual photography, video or audio recording of another person on University premises when such recording causes or is likely to cause injury or distress. This conduct would be a violation off-campus if it interfered with an individual's educational opportunities.
13. **Parties, Large Gatherings, Excessive Noise:** Parties, large gatherings or excessive noise that disturbs the peace of campus residences or off-campus neighborhoods.
14. **Drug Policy:** Illegal use, possession, sale, distribution, cultivation or manufacture of any state or federally controlled drug, substance or paraphernalia is prohibited. Drugs include but not limited to narcotics, methamphetamines, marijuana (see point 15), cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB. Use, abuse, or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purposes, is prohibited. Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited.
15. **Marijuana:** Possession (in any form) and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law. Although Oregon has legalized marijuana for medicinal use and recreational use (for individuals 21 years of age or older), it is prohibited on the Oregon Tech campus because marijuana is not legal under federal law and the University is required to comply with federal law. Possession/consumption by individuals under 21 will be subject to the campus conduct process as well as law enforcement actions; violations by individuals over 21 will be subject to the campus conduct process.
16. **Alcohol Policy:** Consumption, possession, distribution, sale and the serving of alcoholic beverages on university premises (including residence halls) or at university-sponsored activities regardless of age, except

as expressly permitted by University policy is prohibited. Public intoxication, driving under the influence of alcohol, actual physical control of a vehicle while under the influence of alcohol, providing alcohol to minors, permitting any individual under 21 years of age to possess or consume alcohol, transporting an open container of alcohol, driving while impaired, incapacitation, possession or use of a fake ID, or being underage in possession of alcohol on or off campus are also violations of this policy. Students are expected to know and abide by all applicable laws regarding the consumption of alcoholic beverages. Exceptions to this policy permit the possession or consumption of alcoholic beverages by residents and invited guests within the interior living spaces of specific residence hall rooms and apartments only if all residents of the room or apartment and invited guests are of legal drinking age (See Housing and Residence Life policies online at [www.oit.edu/housing](http://www.oit.edu/housing) for information about alcohol policies in buildings where alcohol is permitted). Lawful and responsible alcohol consumption is permitted for special events with approval per the campus alcohol policy (OIT-30-031).

17. **Physical Violence and Threats of Physical Violence:** Physical violence of any nature against any person, on or off campus and threats of physical violence. This includes fighting; assault; battery; the use of a knife, gun, or other weapon; physical abuse; restraining or transporting someone against his/her will; suicidal or self-harming behavior; or any action that threatens to harm or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. The University will strongly recommend suspension or expulsion for students found responsible for this charge when harm or injury occurs.
18. **Harassment:** Harassment means
  - a. Intentionally subjecting a person to offensive physical contact;
  - b. Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including but not limited to electronic mail, social media, conventional mail and telephone) except to the extent such insults, gestures or abusive words are protected expression; or
  - c. Other types of prohibited discrimination, discriminatory harassment, and sexual harassment, as defined by law.
19. **Threats and Bullying:** Persistent, severe or pervasive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm.
20. **Hazing:** Hazing is any action or activity that causes or intends to cause physical or mental discomfort or distress, that may demean, degrade or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (on or off campus). Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (State law classifies hazing as a crime.) The University will strongly recommend suspension for students found responsible for hazing when harm/injury occurs. Examples include, but are not limited to:
  - a. Sleep deprivation or causing extreme fatigue
  - b. Physical or psychological shock;
  - c. Public stunts or jokes;
  - d. Compelled ingestion of any substance, including water
  - e. Degrading or humiliating games or activities;
  - f. Forced servitude.
21. **Sexual Misconduct:** Sexual misconduct is a broad term encompassing any nonconsensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:
  - a. **Unwelcome sexual touching/exposure**

The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

b. **Non-consensual sexual assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent (including when an individual is intoxicated and unable to provide sober/sound consent) through the use of coercion.

c. **Forced sexual assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age or disability) of which the assailant was aware or should have been aware.

22. **Effective consent** is informed, voluntarily given, mutually understandable words that affirm a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force, or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, disability, or incapacitated due to drugs or alcohol.
23. **Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:
- a. Submission to or rejection of such conduct or communication is a term or condition of educational benefits, employment, academic evaluations or opportunities;
  - b. Submission to such conduct or communication has the purpose or effect of substantially interfering with a student's education; or
  - c. Such conduct is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile or offensive educational environment or negatively affecting a student's educational opportunities. For more information, refer to policy OIT-21-325.
24. **Stalking:** Stalking includes, but is not limited to, the persistent, severe or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened (for his/her safety or the safety of others), intimidated, threatened, harassed or molested, or suffer substantial emotional distress. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, social media, etc.), following another person, or having others contact another person on your behalf.
25. **Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors:
- Length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
26. **Domestic Violence:** Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.
27. **Discrimination:** Discrimination on the basis of gender, race, age, status as a veteran, sexual orientation, national origin, religion or qualified disability is prohibited.



28. **Retaliation:** The University will not tolerate retaliation against a person who, acting in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward, or against an individual who has participated in an investigation, is prohibited.
29. **Disruption or Obstruction:** Disruption or obstruction of normal University or University-sponsored or -hosted activities, including, but not limited to: studying, teaching, research, University administration or fire, police or emergency services on University premises or at officially arranged University activities off campus.
30. **Failure to Comply:** Failure to comply with the lawful directions of any University employee acting within the scope of their official duties or failure to identify oneself to such a person when requested to do so.
31. **Classroom Disruption:** Classroom disruption is behavior that a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program.
32. **Theft:** Theft, attempted theft or unauthorized possession of property belonging to the University or others on University property.
33. **Property Damage:** Defacement, damage or destruction of property belonging to the University or others on University property.
34. **Fire Safety:** Misuse or unauthorized use (including tampering) of firefighting, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.
35. **Unauthorized Entry:** Unauthorized entry into, or use of, any University building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of University keys, computers, lock combinations or other special access codes or passwords.
36. **Traffic and Parking Violations:** flagrant or habitual parking violators may be referred for disciplinary action to the Office of Student Affairs.

#### **IV. Disciplinary Responsibility**

The responsibility for the campus discipline system is delegated from the State Board of Higher Education to the vice president for student affairs through the president. The vice president for student affairs further delegates authority for student conduct to the dean of students, Housing and Residence Life, and designated hearing officers. A hearing officer is a University employee who is an officially designated administrator, faculty member, or staff member. The goal is to resolve cases closest to the point of infraction for maximum educational benefit.

##### **A. Disciplinary Process**

The following information is provided to inform students of the procedures in place at Oregon Tech for resolving alleged violations of University regulations. The procedures are designed to allow for fact-finding and decision-making in the context of the Oregon Tech educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the University and community.

##### **A.1 Complaints**

1. Any member of the University community (faculty, staff or student) or any person who is unaffiliated with the University who has knowledge of an alleged violation of the Code of Conduct may file a complaint against a student alleging that a violation of the Code of Conduct has occurred. The University may itself initiate a complaint.
2. Such complaint shall be filed with Office of Student Affairs as soon as possible but typically within 180 calendar days (not University business days) of the alleged violation. A later complaint may be accepted with the approval of the vice president for student affairs, the dean of students, or designee.
3. The complaint must be submitted in writing and signed by the complainant(s), or submitted via approved online form and electronically signed by appropriate technical method, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.

4. Complaints may be initiated for incidents where concurrent criminal charges are pending. The University reserves the right to adjudicate incidents without regard to either pending civil litigation or criminal prosecution. University disciplinary proceedings may proceed before, during or after court proceedings.

### **A.2 Evidentiary Standards**

Formal rules of procedure and evidence typically found in a court of law do not apply to disciplinary matters. In order for a student to be found responsible, the evidence must support a determination that it is “more likely true than not” (known as the “preponderance of the evidence standard”) that a violation of the Code of Conduct occurred. Except, however, to impose the sanction of expulsion, the alleged violation of the Code of Conduct must be proven by “clear and convincing evidence”, which requires proof that it is substantially more likely true than not that the alleged violation occurred. Hearsay evidence and personal testimony may be considered but will be weighed accordingly.

### **A.3 Disposition of Charges**

The University disciplinary process is administered through Office of Student Affairs and is described here. Alleged violations of University regulations where neither disciplinary suspension nor disciplinary expulsion are a possibility are normally resolved through an Administrative Hearing process with a University hearing officer. Alleged violations of University regulations where disciplinary suspension or disciplinary expulsion are a possibility may be resolved through the Student Hearing Commission. Allegations where a one-on-one meeting between the hearing officer and the respondent would be the most effective way to establish the facts of the case are typically referred for an Administrative Hearing. Allegations that are complex, sensitive, require a number of witnesses or involve an alleged victim are often referred to Student Hearing Commission. The vice president for student affairs, the dean of students, or designee will assign the type of hearing after reviewing the initial complaint.

A respondent or complainant in a case assigned to an Administrative Hearing may request that their case be resolved at the Student Hearing Commission. Such a request must be made before the scheduled Administrative Hearing. The request must be in writing and explain the perceived benefit of the Student Hearing Commission. The vice president for student affairs or dean of students will review such requests and make a final determination as to the type of hearing.

### **A.4. Victim Amnesty**

While the University does not condone underage drinking or violation of other college policies, it considers reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual assaults on campus.

## **B. Student Rights in Conduct Proceedings**

The University considers the disciplinary process to be an educational opportunity for the student that can promote growth in personal understanding of one’s role as a member of an educational community and a better understanding of one’s rights, responsibilities and privileges therein. During a disciplinary hearing process, both the respondent and the complainant have the rights to:

1. A written notice of the alleged violation(s)
2. An explanation of the student conduct process upon request
3. Have no code violation assumed until proven
4. A timely hearing
5. Be accompanied by an adviser during the hearing. The adviser is limited to advising the student and may not present the case, question relevant participants or make statements during the proceedings to participants other than the student they are advising



6. Have access to the information, statements and other evidence to be presented at the hearing in advance of the hearing. The university retains discretion with regard to the time, place and manner in which access to such information is permitted
7. Be present during the entire hearing, except during deliberation
8. The accused has the right to question his/her accuser, either directly or indirectly, at the discretion of the hearing officer or hearing panel chair; the complainant has the right to question the accused either directly or indirectly, at the discretion of the hearing officer or hearing panel chair
9. Question witnesses, either directly or indirectly, at the discretion of the hearing officer or hearing panel chair
10. Present material witnesses (those with firsthand knowledge of the incident). The respondent and complainant are responsible for contacting and arranging for the attendance of their own witnesses in all cases
11. The respondent has the right to a written notification of the outcome of the hearing; the complainant has the right to receive written notification of the outcome of the hearing when permitted by law
12. An avenue for appeal from an Administrative Hearing, a Student Hearing Commission hearing, or a grievance hearing.

### **C. Administrative Hearing**

1. Upon determining that sufficient evidence exists to believe that a violation of the Code of Conduct may have occurred, the vice president for student affairs, the dean of students, or other hearing officer with jurisdiction will notify the student in writing of the alleged violations against him/her. The written notice will be delivered by one of the following methods: (1) hand delivery to the student, (2) sent electronically to the student's institutional email address, or (3) sent by U.S. mail to the student's last known address as filed in the Registrar's Office. Students are responsible for providing and maintaining a current local address with the Registrar's Office.
2. At the Administrative Hearing, the student will be provided with the following:
  - a. An explanation of the alleged violations of University policy;
  - b. A summary of the facts and information that substantiate the allegations;
  - c. The opportunity to reflect upon and respond with his/her account of the incident or circumstances pertaining to the allegation(s);
3. An explanation of the decision of the hearing officer that may result in the following:
  - a. The allegation(s) may be dismissed as unfounded;
  - b. The student may admit responsibility for the violation(s) and have a sanction imposed;
  - c. The student may be found responsible for violating the Code of Conduct and have a sanction imposed.
4. Any sanction, except disciplinary suspension, deferred suspension, and disciplinary expulsion may be imposed.
5. Decisions reached at an Administrative Hearing shall be final with no right to appeal or request other proceedings.
6. Failure to respond to a written allegation of charges or failure to complete the assigned sanction(s) will result in either a hold being placed on the student's enrollment privileges or graduation, the filing of additional charges, or a decision being made based on the information available at the time.

### **D. Student Hearing Commission**

Hearing procedures are provided for allegations against an individual or group where suspension or expulsion from the University are possible if they are found responsible, and for grievances. An Administrative Hearing will be conducted in these cases when the individual or group admits responsibility for the Code of Conduct violation(s). A

hearing before the Student Hearing Commission is available for cases where suspension or expulsion is possible and the individual or group denies responsibility for a Code of Conduct violation, or there are disagreements pertaining to the facts of the case.

A hearing before the Student Hearing Commission may not be available during dead week, final examinations, breaks, Summer Term, or other periods when a timely hearing is not possible.

1. The Student Hearing Commission is comprised of a minimum of eight faculty appointed by the president; and three students appointed by student government, and the dean of students (ex-officio member).
2. A quorum is at least five members (one of which must be a student) is needed in order to hold the hearing.
3. A dean of students, or designee, will be present as a non-voting participant. His/her role will be to facilitate dialogue between the hearing panel and the students involved, direct the attention of the parties to relevant points, act as an adviser to the hearing panel and answer procedural questions as needed.
4. If an attorney accompanies the charged student or the complainant at the hearing, the University may also elect to have an attorney present. The University's attorney shall serve as a non-voting observer and adviser to the hearing panel. Any adviser, including an attorney, is limited to advising the student, as noted elsewhere in this document.
5. In cases of sexual harassment and sexual misconduct, the Title IX investigator will present an investigation report as part of the hearing proceedings. The investigator will present the report and answer questions. The role of the investigator is to serve as an unbiased party conducting a thorough investigation of all allegations of sexual harassment or sexual misconduct. The investigation report is a compilation of facts, not a verbatim report, and is not appealable or rebuttable.

#### **E.1 Pre-Hearing Procedures**

1. Student Hearing Commission members will be asked for their availability to participate in an upcoming hearing.
2. Office of Student Affairs will prepare and send a written notice to the charged student or group and the complainant at least five University working days before the hearing. If expulsion is a possibility, ten University working days' notice is required. The written notice will be delivered by one of the following methods: (1) hand delivery to the student, (2) sent electronically to the student's institutional email address, or (3) sent by U.S. mail to the student's last known address as filed in the Registrar's Office. Students are responsible for providing and maintaining a current local address with the Registrar's Office. The notice will include:
  - a. The date, time, place and nature of the hearing;
  - b. Reference to the sections of the Code of Conduct involved;
  - c. A brief explanation of the alleged violation including the approximate date, time and place where the alleged violation occurred;
  - d. Names of witnesses, if known;
  - e. Acts alleged to constitute a violation;
  - f. Whether the student may face expulsion for the violation;
  - g. An explanation of the right to be accompanied by an adviser, including that the adviser's role is to advise and support the student. The adviser may not present the case, question relevant parties, or make statements during the proceedings. The student must notify Office of Student Affairs two University working days in advance of the hearing if he or she will be accompanied by an attorney. In such cases, the University may elect to have an attorney in attendance.
3. The Dean of students, or designee, will be available to meet with the complainant and the respondent, separately or together, to discuss and explain the hearing procedures and answer questions.

## **E.2 Three University Working Days in Advance of the Hearing**

1. No less than three University working days in advance of the hearing, the charged student and the complainant will each provide to the Office of Student Affairs copies of documentary evidence to be presented at the hearing and the names of witnesses who will be called. It is the responsibility of the each student to notify witnesses of the date, time and location of the hearing and to enlist their witnesses' cooperation and willingness to attend the hearing.
2. No less than three University working days in advance of the hearing, the charged student and the complainant will have the right to have access to documentary evidence to be presented at the hearing, by prior appointment.

## **E.3 Hearing Process**

1. The purpose of the hearing is to attempt to provide a forum where all the evidence and testimony can be presented, where questions can be asked of all parties, and where the hearing panel can deliberate and decide by a preponderance of the evidence (meaning that it is "more likely true than not") that a violation of the Code of Conduct did or did not occur. Except however, to impose the sanction of expulsion, the standard of proof at the hearing for imposition of that sanction shall be "clear and convincing" evidence ("substantially more likely true than not"). Formal rules of process, procedure and technical rules of evidence, such as those applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.
2. If the hearing panel concludes that a violation did occur, the panel decides what disciplinary action is appropriate.
3. To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.
4. Both sides have the right to present witnesses, who will be subject to questioning by the hearing panel. Questioning by the complainant or the accused is permitted at the discretion of the hearing panel so long as it is not threatening or harassing.
5. In the case of sexual misconduct, the hearing panel may, in its discretion, exclude evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the alleged perpetrator is irrelevant.
6. If the accused is found responsible for violating the Code of Conduct, then in those cases involving a victim, that victim may submit an impact statement.
7. If the charged student elects not to appear for the hearing, the hearing will be held in his/her absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing.
8. Material witnesses will be present during the introductory comments of the hearing, including the honesty statement\*, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, but they may be asked to remain available for recall. The complainant and respondent remain throughout the hearing.
9. At the conclusion of the hearing, all parties will be dismissed except for the hearing panel so they may deliberate and reach a decision.
10. A student's past disciplinary record will be revealed to the hearing panel only if the accused is found responsible for the violation of the Code of Conduct under consideration. If the student raises the issue of past behavior during the hearing, the issue is then open to discussion.
11. The order of presentation at the hearing will be as follows:
  - a. Purpose of the hearing provided by the chair of the hearing panel.
  - b. The complainant may present an opening statement.

- c. The responding student may present an opening statement.
  - d. The Title IX investigator will present the investigation report and answer related questions in cases of sexual misconduct.
  - e. The complainant will present evidence and call witnesses.
  - f. The responding student will present evidence and call witnesses.
  - g. At the conclusion of each witness statement, the witness may be questioned by the hearing panel, the representative from the Office of Student Affairs, the accused student either directly or indirectly, and the complainant, either directly or indirectly.
  - h. The complainant may make a closing statement.
  - i. The responding student may make a closing statement.
  - j. All parties are dismissed for hearing panel deliberation.
12. The hearing may accommodate concerns for the personal safety, well-being or fears of confronting the complainant, accused student, or other witnesses. Procedures or the hearing environment may be modified as determined in the sole judgment of the vice president for student affairs, or designee, to be appropriate.

\*Honesty statement: The University expects that all information presented will be truthful and accurate. If false information is willfully provided, a student will be in violation of Section III of the Code of Conduct and may be subject to disciplinary action.

#### **E.4 Hearing Panel Deliberations and Decision**

1. The hearing panel will deliberate and, by majority vote, find whether or not a violation(s) of the Code of Conduct as charged has been proven by the evidence presented.
  - a. The panel may find that the evidence was not sufficient to establish that a violation of the Code of Conduct, as charged, was committed and dismiss the case.
  - b. The panel may find that the evidence submitted was sufficient to affirm the charges and impose a sanction commensurate with the offense.
    - i. In order to affirm a charge and impose a sanction of expulsion, the panel must find that there was clear and convincing evidence (i.e., substantially more likely true than not) that the violation occurred.
    - ii. In all other cases, in order to affirm a charge and impose a sanction, the panel must find that a violation occurred by a preponderance of the evidence (i.e., more likely true than not).
2. The hearing panel decision will be communicated in writing to Office of Student Affairs, which will notify the respondent, and if appropriate, the complainant in writing within two business days. The notification letter will include findings of fact, sanction(s) imposed (if any) and the rationale for the decision. The notification letter will be delivered by one of the following methods: (1) hand delivery to the student, (2) sent electronically to the student's institutional email address, or (3) sent by U.S. mail to the student's last known address as filed in the Registrar's Office. Students are responsible for providing and maintaining a current local address with the Registrar's Office. The notification letter may also be picked up in the Office of Student Affairs within two working days of the hearing. In compliance with Department of Education requirements in cases of sexual violence or physical violence, the complainant will be notified of the outcome at the same time as the respondent. In other violations, the complainant will not be notified of the outcome.

#### **F. Victim Notification**

In cases involving allegations that a crime of violence or non-forcible sex offenses, victims are entitled to know the results of any disciplinary proceedings. Both the accused and complainant will be notified in writing of the results of any hearing involving such allegations. Victims of a crime of violence, sexual assault, non-forcible sex offense, or

stalking will be provided with notification in writing of the final outcome of the disciplinary hearing, including the sanctions imposed against the alleged perpetrator. Victims of sexual harassment will be provided with notification in writing of the final outcome of the disciplinary hearing, including those sanctions that directly relate to the harassed student (e.g., no contact order, suspension, expulsion, etc.).

## **V. Appeal Procedure**

An appeal is a review of the record of the original hearing, not a new hearing. It serves as a procedural safeguard for the student. The burden of proof is on the appellant, who must show that one or more of the listed grounds for appeal has merit. A student or group will not appear before the review panel unless specifically requested to do so by the panel.

### **Appeal of Decisions Reached Through Hearing Proceedings**

Any outcome decided by the Student Hearing Commission may be appealed to the University president by either the respondent or the complainant.

1. Students will be asked for their current address at the original hearing. A letter containing the hearing panel's decision will be mailed to this address by certified mail, delivered in person or sent electronically to the institutional email address within two working days following the hearing. Students may also pick up a copy of the decision at the Office of Student Affairs. Appeals must be submitted in writing to Office of Student Affairs by 5 p.m. within seven University working days of the original hearing. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following Appeals Criteria as the reason for appeal and provide supporting argument(s) as to why an appeal should be granted on these grounds. Appeals grounds include the following:
  - a. The hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complaint or the respondent resulted;
  - b. The evidence presented at the previous hearing does not support the finding that was made; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to support the Panel's findings;
  - c. New evidence that could substantially affect the outcome of the previous hearing has been discovered since that hearing. The evidence must not have been available at the time of the original hearing. Failure to present evidence that was available is not grounds for an appeal under this provision;
  - d. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with University procedures. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
3. The president will review the record of the original hearing, including documentary evidence, and issue a finding as to the merits of the criteria cited as the reason for appeal.
  - a. If the appeals panel finds there is no merit to any of the grounds appealed, it will issue a finding as such.
  - b. If the appeals panel is presented with new evidence that could not have been presented at the original hearing, the matter may be remanded to the original hearing panel for a rehearing.
  - c. If the sanction is determined to be inappropriate for the violation, the appeals panel may recommend the sanction be modified by the vice president for student affairs and state the reasons for that recommendation.
4. If the president finds there is no merit to any of the submitted grounds for appeal, that decision shall be final. The final decision will be communicated in writing by Office of the President or the Office of Student Affairs to the complainant and the respondent. The decision will normally be communicated within ten

University working days of receiving the written recommendation, but it may take longer during University recesses, in a complex case, or other reasonable circumstances.

5. If the president recommends modifying the outcome or the sanction, the final decision will be communicated in writing by the vice president for student affairs to the complainant and the respondent. The decision will normally be communicated within ten University working days of receiving the written recommendation, but it may take longer during University recesses, in a complex case, or other reasonable circumstances. The decision of the University president shall be final.

## **VI. Implementation of Sanctions**

Disciplinary actions or grievance decisions shall not be implemented until the time for appeal has expired, until the entire appeal process is completed, or if the individual or group voluntarily waives the right to appeal in writing. The exceptions to delaying sanctions until the process is complete include: 1) when interim suspension has been invoked by the vice president for student affairs or dean of students (see Interim Suspension procedures for details [Section II]); or 2) to protect the safety of others on the campus.

The vice president for student affairs retains the authority, at his/her discretion, to convert any sanction imposed by a hearing panel to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to a hearing panel for review or reconsideration.

## **VII. Disciplinary Files and Records**

1. Case referrals will result in the development of a disciplinary file in the name of the accused student. If the student is found not responsible for the charges, the file will be marked no action, no record and shall not constitute a disciplinary record. Such files will be maintained for seven years, and then will be destroyed.
2. The files of students found responsible for charges against them, with sanctions less than suspension or expulsion, will generally be maintained in the office of Office of Student Affairs for seven years from the calendar year of record, and then will be destroyed.
3. Records of cases in which suspension or expulsion from the University occur, are kept indefinitely.
4. Confidentiality — All disciplinary records are private and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the student's academic record but are part of the student's educational record.

## **VIII. Disciplinary Sanctions**

Although not intended to be inclusive, the following are possible sanctions that may be imposed either singularly or in combination for a student or group/organization if a violation of the Student Code is found.

1. **Warning** is an oral or written warning that further violations of University regulations could result in additional disciplinary action.
2. **Alternative Dispute Resolution** is a process by which a respondent is assigned to resolve an issue that has come to Office of Student Affairs collaboratively with the other people involved instead of having a hearing officer issue other sanctions. Any instances of alleged sexual misconduct and some other alleged violations are inappropriate for alternative dispute resolution.
3. **Loss of Privileges** is a limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the University, or denial of participation in extracurricular activities.
4. **Voluntary Project** is community service or an education class or project beneficial to the individual, campus or community.
5. **Restitution** is the actual cost of repair or replacement for loss, damage or injury to property or person, such as medical bills.



6. **Fines** – financial assessment imposed by the hearing officer or panel.
7. **Parental Notification** — The federal Family Educational Rights and Privacy Act permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol or drug related violation. Students are generally notified when parents will be contacted and are given the opportunity to contact the parents first.
8. **Deactivation** is a group’s loss of all privileges, including Oregon Tech recognition, for a specified period of time.
9. **Enrollment Hold** is a “hold” on enrollment privileges for failure to meet with the dean of students or other hearing officer or for failure to comply with assigned conditions or complete assigned sanctions. This hold can prevent the adding or dropping of classes or enrolling for subsequent terms.
10. **Cancellation of Enrollment** occurs when a previous hold has been cleared with the condition that the enrollment will be canceled for failure to meet the conditions of the clearance. If canceled, the refund of tuition or fees will be subject to the University’s normal withdrawal policy.
11. **Class Removal** occurs when a student is dropped from a class or moved to another section of a class. The dean of students has the right to restrict a student from class pending a hearing for alleged violations of the Code of Conduct occurring in the classroom that substantially interfere with teaching or other students’ ability to learn.
12. **Graduation Hold** is a hold on a student’s participation in graduation exercises and diploma for failure to respond to a request to meet with the dean of students or other hearing officer, or for noncompliance with disciplinary sanctions. The vice president for student affairs may place a graduation hold.
13. **Revocation of Degree** – an academic degree previously awarded by the University may be revoked on proof that it was obtained by fraud or that a significant part of the work submitted in fulfillment of, and indispensable to, the requirements for such degree was plagiarized. The Academic Progress and Petitions Committee may, upon appeal of a university graduate subjected to a degree revocation, stipulate the requirements for legitimately obtaining the degree.
14. **Campus No Contact Order** is an absolute prohibition from contact with another person in any form whatsoever (including but not limited to contact in person, by phone, electronically, written document, or through another person). Violating a University-imposed No Contact Order may result in suspension or expulsion from the University.
15. **Residence Hall Suspension** is the separation of a student from the residence halls for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
16. **Residence Hall Expulsion** is the permanent separation of a student from the residence halls.
17. **Conduct Probation Level 1** is a specified period of time during which the student is placed on formal notice that he/she is not in good standing with the University and that further violations of University regulations will subject him/her to suspension or expulsion from the University. Probation may include additional conditions or sanctions. The probationary status and conditions are documented in writing.
18. **Conduct Probation Level 2** adds to Level 1 the stipulation that students are prohibited from participating in any extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions within housing or fraternities/sororities or other organizations). Students must apply to get off Conduct Probation Level 2 by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.
19. **Disciplinary Suspension** is the exclusion from enrollment in classes and other privileges or activities for a definite period of time and until the conditions which are set forth in the hearing outcome letter are met. Notification of disciplinary suspension will be provided in writing. Examples of violations for which the University will strongly recommend suspension include, but are not limited to, the following: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual

violence/misconduct, hazing, actions that result in the serious injury or death of another person(s), violation of a University-imposed No Contact Order or repeated alcohol or drug offenses that jeopardize the individual's or community's educational opportunities or safety. Students who are suspended from Oregon Tech are not permitted on campus or in University buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the vice president for student affairs, the dean of students, or his/her designee. Conditions to conclude a suspension shall be stated in the written notification, including the approval of the Office of Student Affairs. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record in the Office of Student Affairs. Any refund of tuition or fees will be subject to the University's normal withdrawal policy.

20. **Deferred suspension** is suspension that may be deferred pending successful completion of the conditions to remain in school. Failure to complete the conditions in the given period of time will result in suspension from the University. Notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Office of Student Affairs for the entire seven year period for which such records are retained (referenced in Section VII, above).
21. **Disciplinary Expulsion** is termination of student status for an indefinite period. The conditions or readmission, if any, shall be stated in the hearing outcome letter. Notification of disciplinary expulsion will be provided in writing. Any refund of tuition or fees will be subject to the University's normal withdrawal policy.
22. **Admission and Reinstatement Requirements** are conditions for admission given to students whose admission requires a clearance from Office of Student Affairs (see Section IX).

## **IX. Other University Policies**

### **A. Student Mailing Address**

Students are responsible for maintaining a current local mailing address with the Office of the Registrar. Since many official Oregon Tech communications are sent to students at their local mailing address and their Oregon Tech e-mail address, students are responsible for regularly checking their U.S. mail and University e-mail.

### **B. Health and Immunization Responsibilities**

Students are responsible for compliance with the immunization policies set forth by the State of Oregon and the University. All new students, regardless of entering classification or hours enrolled, are required to submit to Oregon Tech the Health History form. The form and details are available at [www.oit.edu/health](http://www.oit.edu/health). Students have the right to more information regarding immunizations, which can be found at the above website.

### **C. Drug Free School and Workplace Programs**

Oregon Tech complies with the provisions of the federal Drug Free Workplace Act of 1989 and the Drug Free School and Communities Act Amendments of 1990. University policies adopted to implement these federal requirements provide for the possibility of serious disciplinary action in the event of alcohol abuse or illicit drug use on campus or in connection with University functions, or for mandatory referral to approved rehabilitation, assistance programs. Copies of the University's policy statements are available online at [www.oit.edu/hr](http://www.oit.edu/hr) (policy OIT-30-034).

### **D. Admission Clearances for Potential Students Convicted of a Felony or Suspended from an Institution**

The Office of Admissions forward applications for admission to the Office of Student Affairs when potential students have been convicted of a felony or suspended from an institution. These potential students require a clearance for further admission consideration and must provide additional information as requested to Office of Student Affairs. Students may be granted provisional admission with conditions to meet in order to be fully admitted to the University. The final decision regarding admission rests with the Office of Admissions using normal academic criteria. Oregon Tech typically upholds current suspensions from other institutions.

### **E. Readmission Requirements for Students Suspended for Disciplinary Reasons**



Students who have been suspended from Oregon Tech for disciplinary reasons will be required to receive a clearance from Office of Student Affairs before they will be readmitted. The Office of Admissions will forward such applications to Office of Student Affairs for review and additional information may be requested. Students may be provisionally cleared for readmission consideration with or without special conditions.

**X. Notice of Nondiscrimination**

Oregon Institute of Technology does not discriminate on the basis of race, color, ethnicity, national origin, gender, disability, age, religion, marital status, sexual orientation or gender identity in its programs and activities. The following person is designated to handle inquiries and complaints regarding this non-discrimination policy: Affirmative Action Officer, Oregon Tech, 3201 Campus Dr., Klamath Falls, OR 97601-8801; 541.885.1108; Fax 541.851.5200; e-mail: [ron.mccutcheon@oit.edu](mailto:ron.mccutcheon@oit.edu).

Hard copies of policies may be requested through the Office of Student Affairs in 217 College Union.

# APPENDIX 7: DRUG-FREE CAMPUS POLICY NOTICE

---

**From:** [Sandi Hanan](#)  
**Subject:** Important University Reminders  
**Date:** Wednesday, December 5, 2018 10:15:51 AM  
**Attachments:** [Important University Reminders - Faculty and Unclassified Employees 12 2018.pdf](#)

---

Hello,

Attached are Important University Reminders. This document is intended to serve as a resource and is not intended to be an all-inclusive list. All faculty and staff are expected to be familiar with, and to adhere to, applicable federal and state law, and university policies and procedures. Key policies/procedures listed in this document are:

- Drug Free Campus
- Equity and Inclusion
- Inclement Weather Closures
- Information Security and Computing Policies
- Mandatory Reporting of Child Abuse
- Medical Leave Act
- Oregon Ethics Law
- Smoke and Tobacco Free Campus

Any questions regarding this document, please feel free to contact me at 541-885-1074 or [sandi.hanan@oit.edu](mailto:sandi.hanan@oit.edu).

Regards,

Sandi Hanan  
Oregon Tech Human Resources  
3201 Campus Drive  
Klamath Falls, OR 97601  
541.885.1074 Office  
541.851.5200 Fax

---



## Important University Reminders

*This document is intended to be a resource regarding important policy reminders and is not intended to be an all-inclusive list. The reminders are listed in alphabetical order by topic. All faculty and staff are expected to be familiar with, and to adhere to, federal and state law, and university policies and procedures. To review Oregon Tech's policies and procedures, please visit the [Policies and Procedures](#) webpage.*

### **Drug Free Campus**

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Oregon Tech is a drug-free campus. Oregon Tech seeks to promote the health and well-being of the entire campus community. In that spirit, Oregon Tech adopted the Drug Free Campus policy to prevent unlawful drug or alcohol use, and to provide opportunities for education and assistance to all members of the Oregon Tech community.

Oregon Tech maintains a strong commitment to the prevention of drug abuse, including alcohol. The Oregon Tech Substance Abuse Implementation Plan for the prevention of substance abuse, with recommended intervention strategies, is available from the Office of Student Affairs, Integrated Student Health Center and Human Resources.

Marijuana possession, in any form, and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law and on the Oregon Tech campuses.

Refer to [Drug Free Campus Policy](#) for more information.

### **Equity and Inclusion**

Oregon Tech strongly recognizes and believes that a diverse and inclusive academic environment fosters mutual understanding, interpersonal and individual respect, cultural awareness, harmony, and creativity, while providing necessary role models for all students. Our commitment to a diverse and inclusive university requires that no person experience discrimination on the basis of race, color, gender, marital status, national origin, age, disability, religion, pregnancy, sexual orientation, gender identification and expression or any other protected personal characteristic.

Refer to [Statement on Diversity, Affirmative Action, and Equal Opportunity](#) for more information.

### **Inclement Weather Closures**

Closing the Oregon Tech campus(s) because of inclement weather is a decision based primarily on concern for the safety of students, faculty, staff and visitors. The campus closure procedure is implemented when there is concern that snow or ice may prevent safe use of sidewalks, parking lots and campus roads. Pre-closure consultation, led by the Vice President for Finance and Administration, includes officials in the areas of Facilities Services, Campus Safety, Academic Affairs and Student Life.

Unclassified employees (faculty and administrative staff) are on contract appointments and need not account for work time missed due to a campus closure.

Refer to the [Inclement Weather Guidelines](#) for more information.



### **Information Security and Computing Policies**

The use of Oregon Tech computing resources is for purposes related to the university's mission to deliver a quality education and support technology that meets the needs of all users and the organization. Users are entitled to use the university's computing resources only for purposes related to their studies, instruction, the discharge of their duties as users, their official business with Oregon Tech, and other university-sanctioned activities.

Refer to [Computer Use Policy](#) and [Information Security Manual](#) for more information.

### **Mandatory Reporting of Child Abuse**

In accordance with the Oregon Child Abuse Reporting Statutes, ORS 419B.005 – 419B.017, employees of Oregon higher education institutes are considered by law to be subject to mandatory reporters of child abuse. You are encouraged to review this material and be provided with a reasonable amount of work time to do so.

Refer to the [Mandatory Reporting of Child Abuse FAQs](#) for more information and other resources.

### **Medical Leave Act**

To ensure compliance with the Family Medical Leave Act (FMLA) and Oregon's Family Leave Act (OFLA), management and employees are directed to work with Human Resources on employee medical leave. It is required by law to ensure employees are placed on FMLA and/or OFLA who are hospitalized or experiencing a serious health condition of themselves or certain family members. It is important that Human Resources be notified as soon as possible. An absence for illness exceeding three consecutive days should be referred to Human Resources as well as this may constitute a serious health condition and/or may require a medical certification that the employee can return to work. There is also provision for intermittent FMLA/OFLA leave when indicated. Because these regulations are quite complex, we urge employees to contact [Human Resources](#) with any questions about their applications.

### **Oregon Ethics Law**

Oregon Tech is an organization with strong values of responsibility and integrity. All Oregon Tech employees are considered "Public Officials" as defined in Oregon Revised Statutes, Chapter 244, and are subject to prohibitions against conflicts of interest in performing their duties, as well as in outside activities. Ethics laws have been enacted to promote honesty, integrity, and fairness in government and help ensure taxpayer funds are spent correctly and to help public servants avoid violating or appearing to violate the public trust. Oregon Tech employees are expected to maintain high ethical standards and conduct state business only in a manner that advances the public interest.

Refer to the [Oregon Government Ethics Law – A Guide for Public Officials](#) and [Ethical Statement for OIT Employees](#) for more information.

Employees may utilize EthicPoints, a third party provider, to report known or suspected violations of policies or standards. Employees can access the [EthicsPoint Portal](#) webpage for more information and/or to submit a report.

**Smoke and Tobacco Free Campus**

Oregon Tech seeks to promote the health and well-being of the entire campus community. Klamath Falls and Wilsonville campus will be Tobacco-Free. This means that use of any type of tobacco is prohibited. Other locations associated with Oregon Tech programs will be subject to the host entities' policy on tobacco use and applicable state law.

Our non-smoking policy also applies, whether marijuana or derivatives (such as hash or kief, for example) or tobacco anywhere on the campus property.

Refer to [Smoke and Tobacco Free Campus](#) for more information.