Drug-Free School and Campus Regulations

(Edgar Part 86)

Biennial Review: Academic Years 2020-2022

*Prepared by*: Suanne Schaad, LCADC, LPC

Clinical Counselor, CPS

*Approved by*: Mary Anne Nagy,

Vice President for Student Life and Leadership Engagement



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**Introduction**

* 1. Under the Drug Free Schools and Communities Act of 1989, Monmouth University is required to complete a Biennial Review of its alcohol and other drug program to:
     1. Determine its effectiveness and implement changes to the program, if they are needed.
     2. To ensure that disciplinary sanctions described are consistently enforced. (55 FED. Reg. 33583)

**Biennial Review Process**

**A.** The following information is provided in compliance with this requirement for the reporting period October 1, 2020 through September 30, 2022. The Department of Athletics, University Police, Health Center, Office of Off Campus and Commuter Services, Student Support & Veteran Services, Judicial Affairs, Registrar’s Office, Financial Aid, Counseling and Prevention Services, Student Life Division, Human Resources and Residential Life have provided the following statistics and information contained in this report. The process of collecting data began in October 2022 when report requests were emailed to the above departments. The completed reports are kept indefinitely in the Counseling and Prevention Services Office. Requests to review or receive current reports may be submitted to the Vice President, Division of Student Life, in writing.

**Policy Notification and Distribution Process**

Monmouth University distributes its’ student and employee policies concerning alcohol and other drug possession and violation on an annual basis. Policies pertaining to students can also be found on line on Monmouth University’s web site at: <https://www.monmouth.edu/student-life/handbook/>

* 1. For students, the policy is developed by the Division of Student Life and Leadership Engagement, approved by Student Government Association and is contained in the Student Handbook. The policy for students includes a description of legal consequences, consequences for violations by the University, health consequences, student resources, and conduct expected by the University. The online handbook is emailed to all (First Year, Graduate, Doctoral, Transfers, Study Abroad) students at the start of each semester.

All enrolled students, including graduate and doctoral students, receive an email from the Assistant VP of Student Life and Dean of Students during the first week of each semester via this alias: [students@monmouth.edu](mailto:students@monmouth.edu) which welcomes students and reminds them of the handbook, and all policies with the link to those policies. This added link is helpful for students to access, especially if they are taking classes abroad, on-line or off-campus. All students will receive this email; including full-time, part-time, graduate, abroad and continuing students. A copy of this email is provided in the appendix section. Every August, the Vice President for Student Life and Leadership Engagement emails a welcome letter to all enrolled first year students and their parent/guardian, with information on University alcohol and other drug policies and counseling resources available on campus.

* 1. The policy around the use of alcohol on University property and procedures for obtaining approval for the serving of alcohol are emailed to University employees from the VP of Student Life and Leadership Engagement.

# 1. Events that require an on-campus alcohol form: This category includes events where there is no exchange of money, or if money is exchanged, the majority of attendees fall under Monmouth’s liquor license (employees, students and alums).

# Alcohol Approval Form: In accordance with the University’s Food Expense Policy, department funds may not be used for the purchase of alcohol without prior approval of the area vice president or school dean and/or the Senior Vice President for Academic Affairs/Provost in accordance with the alcohol policy. This form is on the shared drive and the portal and must be completed prior to submitting an Alcohol Campus Contract when using University funds to purchase alcohol. Link to updated form: <https://my.monmouth.edu/forms/Documents/CampusAlcoholContractForm.pdf>

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# Alcohol Campus Contract: This form must be submitted to Mary Anne Nagy, Vice President for Student Life and Leadership Engagement. It is available on the shared drive and the portal and must be submitted no later than two weeks prior to the event. If University funds are being used for the purchase of alcohol, an Alcohol Approval Form must first be submitted to the area vice president, school dean and/or the provost as per the alcohol policy for signature and sent to Mary Anne Nagy along with the Alcohol Campus Contract. A guest list of all confirmed attendees must be submitted to the office of the Vice President for Student Life and Leadership Engagement 72 hours in advance of the event to ensure compliance under the University’s Club Liquor License. Link to updated form: <https://my.monmouth.edu/forms/Documents/MUAlcoholApprovalForm.pdf>

# Events that require a Special Permit for Social Affair: This category includes events where the majority of guests do not fall under Monmouth’s liquor license (not employees, students, alums), and money is exchanged by either the purchase of a ticket, a contribution to the University, or a cash bar.

# “Application for Special Permit for Social Affair” form is available at: <http://www.state.nj.us/lps/abc/downloads/social_affair_permit.pdf>

# Completed forms must be submitted to Mary Anne Nagy, Vice President for Student Life and Leadership Engagement, at least four (4) weeks prior to the date of the affair. When approved, the issuing department will then obtain approvals from the West Long Branch Chief of Police and the West Long Branch Borough Clerk. The application for Special Permit will then be submitted to the State of New Jersey. A copy of the Special Permit for Social Affair must be provided to the office of the Vice President for Student Life and Leadership Engagement when issued by the NJ Division of Alcohol Beverage Control.

* 1. Policies are further addressed through educational sessions at new student orientation. Residential Life, Judicial Affairs and Counseling and Prevention Services staff provide presentations annually to classrooms, Fraternities and Sororities, Educational Opportunity Fund and Athletics as time allows. These presentations provide information on alcohol and other drug policies, short and long term legal and physical consequences from alcohol and other drug use, and confidential resources available for counseling. The Good Samaritan Policy/Overdose Protection Act is explained to students and students are encouraged to access if needed.
  2. For employees, the University’s policy concerning alcohol and other drugs is developed and updated by the Office of Human Resources and is distributed to all new employees upon their hire date when they receive their orientation and benefits package. The policy is review annually and revised as needed and the updated copy of the policy is also distributed, via email, annually in November or December to all employees through the alias [employees@monmouth.edu](mailto:employees@monmouth.edu) . This email, which included the link, <https://my.monmouth.edu/policies/Pages/default.aspx> is helpful for employees who may work off-site or are teaching on-line classes and includes standards of conduct, legal consequences, health risks associated with alcohol and other drug use, a description of EAP services, and risks to employment status. Expectations of employees with regard to the use of or serving of alcohol are further outlined in the Employee Handbook. This is included in the appendix. The Employee Handbook is reviewed annually and on an as needed basis. The last review occurred in 2019 by the General Counsel, Administrative Services and Human Resources and no revisions were made at that time. Requests for obtaining the Employee Policy are directed to Human Resources. The Employee Workplace Act Policy can be found on the “My MU Portal” and [http://www.monmouth.edu/resources/generalcounsel/drug free workplace.asp](http://www.monmouth.edu/resources/generalcounsel/drug%20free%20workplace.asp)

**IV. Reports by Individual Areas:**

* 1. **Athletics Department:**

The Department of Athletics continued its program of random alcohol and other drug testing throughout the year for all athletes. There are approximately 550 student athletes per year and the university has 22 athletic teams.  The MU Athletic Policy was last revised in Summer 2018. It is posted on the Sports Medicine Website: [https://monmouthhawks.com/documents/2017/7/31//Monmouth\_Univeristy\_Alcohol\_and\_Other\_Drug\_Education\_Program\_2017\_2018.pdf?id=4916](https://monmouthhawks.com/documents/2017/7/31/Monmouth_Univeristy_Alcohol_and_Other_Drug_Education_Program_2017_2018.pdf?id=4916) for students to access and students are required to sign a drug testing online consent form.  Policy updates are sent to upperclassmen every year. This policy is reviewed with students on an on-going basis and student athletes will not be cleared for practice or play if they have not signed these online forms. Freshmen are presented with an overview of alcohol and other drug use, including supplements and the AOD policy.  Upper-class students receive a bulleted update on the policy when they sign the testing consent form.  Student athletes have access to the policies on the Athletics website and copies are also available in the Sports Medicine Department. The goal of the Athletics Department is to promote appropriate conduct and a healthy lifestyle as they represent this University.

Future goals of this department would be to continue to enhance education and focus on interactive educational sessions that will resonate with the student athletes when faced with a decision to be made.  The entire program will be next reviewed Summer 2023 by the team physician, head athletic trainer, coaches, athletic administration, student athletes, university administrators and legal counsel. The following data on Athletics is provided by Simon Rosenblum, MS Ed., ATC; Senior Associate Athletics Director and Vanessa Sweeney; Assistant Athletics Trainer.

* + 2 student athletes tested positive through the NCAA year-round testing
  + 4 student athletes were referred to counseling and 4 followed through
  + Urine testing and programming was significantly impacted due to time consuming COVID-19 mandated testing

**University Police:**

Reported by Jonathan Tucci, Records Clerk, the following information includes data for a two-year period beginning October 1, 2020 and ending on September 30, 2022.

The total number of incidents where Monmouth University Police Department responded to incidents which included alcohol or other drugs: **43.** Of these incidents, **2** were related to vandalism or assault and 6 students were referred to counseling. None of the incidents reported involved weapons.

With the implementation of the Overdose Protection Act in 2013, came the introduction of the Narcan trainings and Narcan kits. All MUPD officers have participated in Narcan trainings from May 2014 to present. Each MUPD vehicle and dispatch are in possession of Narcan Kits. Refresher trainings are typically offered annually but due to COVID-19 limitations it will next be offered in January 2023. Trainings are also available for any officer upon request and new employees will be expected to complete the training upon hiring.

The University Police, in partnership with various University departments sponsor numerous prevention programs on campus. The following lists of programs are examples of our prevention and education efforts.

* **Alcohol Test Demonstration and Alcohol Awareness** - The Police Department educates students on state laws and University rules and regulations regarding underage drinking, as well as the possession of and/or consumption of alcoholic beverages. This presentation is available upon request and also features a demonstration regarding the use of Alcotest (breathalyzer) equipment. The Police Department provides the Impairment Goggles Program upon request. This program simulates the effects that impairment can have when driving under the influence of alcohol or other drugs. These particular presentations were not available for a period of time due to COVID-19 restrictions.
* **Driving while intoxicated (DWI) Ongoing Patrols -** During every shift, the Police Department actively patrols looking for signs of **DWI** drivers. The Police Department will take the appropriate action necessary for impaired driving.
* **DWI Education Program:** Interactive experience for students to mirror impairment through use of Fatal Vision Goggles and use of a golf cart**.** This is an annual fall event.
* **Operation Medicine Cabinet** - The Police Department annually collects prescription pills from campus members and local residents to properly dispose them. These were held in April 2021, October 2021, April 2022 and October 2022. Emails are sent to students and employees informing them of this program and to encourage participation.
* **Participation in Community Relations Task Force -** The taskforce mission has been to serve as a line of communication between the University and the communities that are contiguous to the campus.  For a period of time, this community was meeting on a Zoom platform due to COVID-19 regulations.
* **Drug Identification Trainings -** Education to raise awareness of the signs to identify substances use on campus. Presentations are available upon request.

The Monmouth University Campus Police are academy trained and fully commissioned police officers in the State of New Jersey. The University Police have an excellent working relationship with local police departments, including; West Long Branch, Ocean Township, Long Branch, etc.

**Human Resources:**

Employee policies, which had its last revision in 2019, are emailed annually to all employees. It is also available online at the MU Portal and here: <https://my.monmouth.edu/policies/Pages/default.aspx>

Monmouth University provides full time employees with the availability of an Employee Assistance Program (EAP) through RWJBH. Employees can receive individual consultation, referrals to support groups, or to their health plan coverage through this program. This service is free and confidential for employees. The above-mentioned emails can be found in this report appendix. The EAP is available on the third Wednesday of every month for one-on-one sessions.

The following statistics represent a two-year period from October 1, 2020 to September 30, 2022.

* Number of disciplinary actions incurred as a result of alcohol or substance abuse: 0
* Number of employees receiving referrals through the EAP program for alcohol or other substance use related issues: 0

Campus procedures regarding the serving of alcohol at certain employee events were revised in Fall of 2005, and have remained in effect since that time with policies reviewed annually.

On the Human Resources Health and Wellness webpage there are several links for employees to access outside resources around mental health and substance use and abuse. The link is <https://www.monmouth.edu/resources/HR/health_and_wellness.asp>

Every November literature and information regarding the Great American Smoke Out is provided to employees.

The Employee Benefits Fair is held every October with RWJBH on site with information on access to the EAP and the various services.  It provides, but not limited to, Smoking Cessation, Talking to your Kids about Substance Use. Awareness.

Every Spring, virtually or in-person, Human Resources offers an Employee De-Stress Day with Horizon Behavioral on site with information to raise awareness on Smoking Cessation, Talking to your Kids about Drugs and Alcohol and Alcohol Use and Abuse.

**Financial Aid**

The Drug Policy which impacts a student’s eligibility to access financial aid no longer exists. The links have been removed from the consumer information web page.

**Division of Student Life**

The Division of Student Life has several areas that have direct student

involvement with alcohol and other drug awareness, prevention and intervention efforts.

These offices include: Fraternity and Sorority Life, Judicial Affairs, Residential Life and Campus Living, Student Support and Veteran Services, Counseling and Prevention Services and Health Services. The Office of Substance Awareness was dissolved and clinical staff absorbed into Counseling and Prevention Services to consolidate services and assist in meeting the complex and rising clinical demands. Often, educational and prevention programming are held collaboratively between these departments in a concerted effort to increase availability of services and programs for students.

Certain events held on campus, including fundraisers, may involve the use of alcohol. In each instance the event organizer is required to complete the Alcohol Contract which can be requested at the Division of Student Life. A special affair permit from the State of NJ is also needed if the event involves the sale of alcohol. If funds are being used from a University budget to purchase alcohol, the area Vice President, Senior Vice President or School Dean must authorize for such use. These two forms are included in the appendix.

Advertising for any off-campus events that feature the consumption and/or purchasing of alcohol is prohibited. Any on-campus events involving use of alcohol are required to complete a University Alcohol Permit, signed by the Vice President of Student Life. A detailed procedure for hosting an event is outlined in the Student Handbook. Such procedures are strictly enforced during such public events as Homecoming. A copy of the application is included in the appendix.

Monmouth University remains an institutional member of the ARHE (Association of Recovery in Higher Education) during this report period. This membership has provided resources on a national level to assist in the further development of services for this population of Students in Recovery.

Campus and community marketing for the new State of New Jersey “Overdose Protection Act” which was established May 2013, continues to be a topic at presentations on campus when appropriate.

*Judicial Affairs*

Policies, including Medical Marijuana, Smoking, Alcohol and other Drugs, Good Samaritan Policy (since 2007 on campus) can be found here <https://www.monmouth.edu/student-handbook/student-code-of-conduct/>

and includes information on the harmful effects of substance use.

Any sanctions by this office are consistently enforced and a “hold” may be placed on a student account if they are in non-compliance. This would prevent a student from activities like registering for or adding/dropping classes until they comply.

**Tailgating Policy**

The Athletic Game Tailgating Policy is reviewed annually and is available for review online and is here: <https://www.monmouth.edu/sga/tailgating-at-monmouth-university/>

**Alcohol and Other Drug Use Statistics**

The following statistics represent student disciplinary data during the period of October 2020- to September 30, 2022 as reported by Shannon Killeen, Assistant VP for Student Life and Dean of Students.

1. Number of student disciplinary sanctions imposed: **104** students were sanctioned for violations of the alcohol policy. **15** students were sanctioned for violations of the drug policy.
2. Number of students who accessed the Good Samaritan Policy: approximately **38**
3. Number of fatalities that occur on the school’s campus or as part of the school’s activities**: 0**
4. Number of students referred to treatment/counseling: approximately **47**
5. Number of alcohol and/or other drug violations which also involved assault, vandalism and/or theft: **9**
6. Students mandated to complete Marijuana 101 Online Course: **35**
7. Students mandated to complete Under the Influence Online Course: **114**
8. Alcohol and other drug initiatives and campaigns.

-Fall 2021 and Fall 2022 - Visiting First Year classes to present policy

-Providing information to students during new student orientation

-Residence Life staff addressing the topic with residential students

-Off Campus and Commuter Services addressing the topic with commuter students

-Supporting initiatives of Counseling and Prevention Services

1. Procedures for distributing AOD policy to students.

-An e-mail is sent to all students notifying them that the Student Handbook is available on-line at [www.monmouth.edu/studenthandbook](http://www.monmouth.edu/studenthandbook) .

-Polices are addressed through educational sessions at new student orientation.

-Information on policies is provided by resident assistants during floor meetings.

-All new students (FY & Transfer) receive a letter from the Vice President for Life and Leadership Engagement which addresses our AOD policies.

*Residential Life*

“Program in a Box” for the Resident Assistant staff is still available for residential life staff to share with their residents. RA’s may sign out one of the five interactive and portable programs from Counseling and Prevention Services which address substance use issues.

Residential Life Area Coordinators have discontinued the use of AVT (Alcohol Verification Test) due to COVID-19 mandates during this report period. Programming switched to primarily online during the peak of COVID-19. Through Fall 2021, programming, both passive and interactive, has been predominantly in-person.

Residential Life Staff have referred approximately **20** students of concern to Counseling and Prevention Services during this report period, which were outside the jurisdiction of Judicial Affairs.

Conduct policy expanded to include in presence of alcohol to promote awareness and encourage collectively, healthy relationships pertaining to alcohol.

There is reference to the University’s Alcohol Policy in the Residential Life Guidebook which all residential students are responsible for accessing. This policy is also discussed at floor and building meetings, which take place on a monthly basis. Residential Life Protocols for responding to alcohol and other drug incidents are included in the appendix and are reviewed twice yearly with staff. All policies are consistently enforced by Residential Life staff and can be located here: <https://www.monmouth.edu/reslife/>

*Garrett Lee Smith Campus Suicide Prevention Grant*

Several campus departments, including School of Social Work, Counseling and Prevention Services, Health Center, Veterans Services and, Office of Substance Awareness, were awarded this grant in 2018 through Fall 2021. The purpose of this grant is to assist universities in building essential capacity and infrastructure to support expanded efforts to promote wellness and help-seeking of all students. This grant also offers outreach to vulnerable students, including those experiencing substance abuse and mental health problems who are at greater risk for suicide and suicide attempts.

*Off-Campus and Commuter Services*

The Office of Off-Campus and Commuter Services worked closely with local police enforcement of area municipalities, as well as MUPD to pro-actively educate off-campus students about local ordinances and university policy regarding alcohol and other drugs. Community Relations Task Force meets five times per academic year and are held with local and Monmouth University law enforcement, local residents, students, employees, and local government officials. The Monmouth University Community Relations Task Force has been in existence for 22 years. The mission of the Taskforce has been to serve as a line of communication between the University and the local communities. The Taskforce has also worked to address quality of life issues that may involve students who reside in off-campus properties. At the same time, the Taskforce has afforded members with the added opportunity to highlight on-going programs, new policies and initiatives that may be of mutual benefit or interest to the members on the taskforce.

Students’ use of alcohol and other drugs while living off campus continues to be an important challenge for the university. In attempting to further address that ongoing concern, the Office of Off-Campus and Commuter Services (OCCS) also worked to disseminate alcohol awareness newsletters and incentives to students in off-campus rentals as part of the Welcome to the Neighborhood program. Welcome to the Neighborhood partners with local law enforcement during the beginning weeks of the fall semester by visiting all of the known student rentals near the university. Student rentals are visited every fall and each property receives a folder of resources that specifically includes information that pertain to AOD awareness/education.

Effective July 1, 2022, the Office of Off Campus and Commuter Services will no longer exist in its current format. All of the off campus related programs and responsibilities will shift to the Office of Residential and Campus Living. It is expected that in this new format, the same degree of interaction with the local communities will exist in addressing quality of life and substance awareness related initiatives.

*Health Services*

The Health Center is also involved in the prevention and education of substance use and direct and indirect consequences from use. Clinical Staff conduct, upon request, sexual health workshops for first year classes, Greek Organizations and Athletic teams. Addressed in the workshops is the “hook-up” culture under the influence of substances and how this can interfere with judgment regarding safe sex practices and sexual assaults.

Included in the clinical staff of the Health Center, is the Consulting Staff Psychiatrist who is available to students upon referral from university clinical staff in the areas of medical, psychological and substance services. Health Center Clinical Staff make referrals in Medicat (Electronic Health Records System) to Counseling and Prevention Services which may include substance use concerns.

*Counseling and Psychological Services*

CPS (Counseling and Psychological Services) experienced a name change during this report period to CPS (Counseling and Prevention Services.) The full absorption of the Office of Substance Awareness and Collegiate Recovery Community into CPS will blend all clinical and support services provided to provide a \_\_\_\_\_\_?\_\_\_\_\_\_.

The office provides information on alcohol and other drug use through a resources area. There were **8** direct referrals for recovery support/substance use counseling during the early transition period within these offices.

Clinical Staff provided six presentations to First Year Classes which included messaging around substance use and resources. In the Fall 2020, CPS hosted De-Stress Fest which highlights healthy ways to manage stress during challenging times.

In the summer of 2021 and 2022, Clinical Staff provided a total of seven presentations at New Student Summer Orientation. Information included and understanding of warning signs, normalizing help seeking behavior, identifying campus supports and emergency services.

During Parent Orientation in the Summer of 2022**, 9** presentations were provided which include information on students transitioning to college, understanding warning signs, and identifying campus supports and emergency services.

The Blue Folder Initiative was introduced to all new students and they received a folder with contact information and decision tree for responding to students to mental health, substance, and medical crises.

In September 2022, all students accessing services will complete the CAGE-AID, an online substance use screening tool. Results will be processed with the students during sessions.

The Collegiate Recovery Community and Students in Recovery Club hosted **4** programs in the Fall 2020 with limited staffing available. The Serenity Spot Lounge served as an inviting, safe place for students in recovery to meet, have a snack and complete work.

Lunch & Learns with local treatment facilities occurred **3** times in this report period.

Dr. Christopher McKittrick, Director of Counseling and Prevention Services, collected this information for the period of September 30, 2020- October 1, 2022 for this area.

*Student Support & Veterans Services*

Information for this area was provided by Xochil Ramirez, Coordinator. They provide CPS brochures for students as needed. This staff manages all referrals from CareConnect and assist accordingly. CareConnect is the coordinated care network to address the social determinants of student health, including substance related needs.

**VI. Academic Education Programs**

The classes that are offered at Monmouth University for academic credit, that include discussions related at all to alcohol and other drug use, addiction or recovery are all listed in the appendix. The Office of the Registrar provided the following data for the academic period of Fall ’20 to Fall ’22 semesters to include those courses. This list will be in the appendix section of this report.

**VII. Evaluation, Goals and Recommendations**

* 1. **Keeping the Message**

Monmouth University promotes messages of safety and responsibility; which includes harm reduction. This message has been well received by students. Students have responded to the fact that this message is a realistic message to this population.

* 1. **Continue to Change and Improve the Process**

More stringent rules regarding the promotion and availability of alcohol on campus has created a more alcohol-responsible campus climate. Parental

involvement earlier in the judicial process continues to create greater awareness and student compliance. Keeping parents/guardians informed and providing them with supportive resources helps to bolster the safety and responsibility message both at home as well as on campus. All of these and other efforts have created a positive impact on campus life. Such process changes need to be continued and constantly re-evaluated.

* 1. **Community Involvement**

Collaboration with and involvement of the surrounding community is essential to achieving community as well as campus health and wellness. Continued preventive collaboration, such as the Community Relations Task Force, with local municipalities will assist in targeting our off-campus population. Outreach of university resources into the community, will help foster a collaborative, preventive effort and sharing of vital resources.

## Students in Recovery

Students involved in this collegiate recovery community report a status of abstinence, sobriety, recovery, a decrease in use or serious contemplation of.

Future programming and services for this group of students has shifted during this report period as clinical counseling demands increase.

## Recommendations/Updates for Follow up for next Biennium:

Judicial Affairs, Residential Life and Monmouth University Police Department met in August 2021 to discuss the new policies around cannabis legalization and prepare for its campus impact. We continue to monitor legalization of cannabis in NJ and its impact on campus and surrounding community. We have observed a decrease in judicial sanctions around cannabis use and possession since its legalization.

**Appendix Table of Contents:**

* 1. Letter to incoming first year students
  2. Course and Class list
  3. EAP emails to Employees
  4. Email to students sent each semester re: policies
  5. Email of Application/Contract/Approval Forms to host campus event with alcohol – students and employees
  6. Email requests for information for report and correspondence
  7. Residential Life Protocol for Incidents Involving Substances