Muhlenberg College

Drug-Free Schools and Communities Act
Biennial Review Report



Period of Review:

2020-2021 & 2021-2022
Academic Years

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2020-2022 Drug and Alcohol Biennial Review Overview

Period of Review:

2020-2021 & 2021-2022 Academic Years

Muhlenberg College ("the College") has conducted a Drug and Alcohol Biennial Review to demonstrate the College's compliance with the requirements of the Drug-Free Schools and Communities Act.

The Drug Free Schools and Campuses Regulations require institutions of higher education to conduct a biennial review of Alcohol and Other Drug programs and policies to determine the effectiveness and consistency of policy enforcement. The review is required to contain the following objectives:

1) determine the effectiveness of and to implement any changes to the Alcohol and Other Drug program
2) ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently

Approved by:



Allison Williams

VP for College Life & Dean of Students

Biennial Review Committee

Jennifer Koury	Assistant Director, Compliance & Investigations, Campus Safety
Brian Fidati	Director & Chief, Campus Safety
Karmen Brown	Associate Director, Prevention Education
BrynnMarie Dorsey	Executive Director, Health & Counseling Services
Michele Paules	Director, Student Support Services
Courtney Stephens	Associate Dean of Students & Director of Student Conduct
Ellen Lentine	Director, Seegers Union & Student Experience
Sean Morse	Assistant Athletic Trainer
Ashley Sardik	Assistant Dean of Students & Director of Residential Experience
Natalie Shaw	Associate Director, Fraternity & Sorority Life and Leadership
Timothy Silvestri	Director, Counseling Services
Jill Walsh	Vice President, Human Resources

Biennial Review Process

The following information related to the 2020-2022 Academic Year Period of Review was examined for the Biennial Review:

- **Prevention initiatives**
- **Resources available to students and faculty**
- **2021-2022 Student handbook policies related to AOD use and sanctions imposed for failure to comply**
- **2021-2022 employee policies related to AOD use and sanctions imposed for failure to comply**
- **Review of Drug Free Schools and Campuses Regulations Compliance checklist**

I. Alcohol and Other Drug Policies

Student Alcohol Policy

See: Appendix A

Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

Students found in violation of the Muhlenberg College Student Alcohol Policy, Pennsylvania Laws, and/or city ordinances will be subject to disciplinary action at the discretion of the Dean of the Students Office.

The Student Alcohol Policy, attached, contains information regarding the following:

- Alcohol Policy Violations
- Regulations Regarding Personal Alcohol Consumption
- Regulations Regarding Social Events with Alcohol in College-Owned Housing
- Regulations Regarding Events with Alcohol Occurring Off Campus

The Muhlenberg Recognized Student Organization Policies

See: Appendix B

The Recognized Student Organization(RSO) Policies and Procedures Manual is designed to familiarize an organization's leadership with the policies related to registered student organizations, thereby helping the organization to be both compliant and successful at Muhlenberg College.

The RSO Policies and Procedures Manual, attached, contains the following information related to alcohol:

- ***RSO Policy Regarding Events with Alcohol*** - 2021-2022 Student Organization Handbook pgs 15-18
- ***Off- Campus Events with Alcohol***- 2021- 2022 Student Organization Handbook pg 18
- ***Tailgate Events***- 2021-2022 Student Organization Handbook pgs 19-21

Student Drug Use and Controlled Substance Policy

See: Appendix C

Muhlenberg College recognizes that the use of illicit drugs is a serious problem on college campuses. When a student uses illicit drugs, the College makes every effort through education and referrals to assist that person to gain the help that they might need to live a life free of drug dependencies. Muhlenberg recognizes that the use of illicit drugs can seriously affect an individual's health, personal relationships and their ability to function in a competitive academic environment. The

College cannot tolerate behavior which is harmful to the individual; infringes upon the rights of others; or which the College deems detrimental to the welfare of an academic community. Consistent with its concern for the welfare of its students, moreover, the College will not tolerate the illegal distribution of drugs on campus. When the College becomes aware that students are using or distributing illegal drugs, the College reserves the right to contact those local, state and federal officials charged with enforcing state and federal drug laws.

Drug-Free Workplace Policy

See: Appendix D

The Muhlenberg College Drug-Free Workplace Policy Statement ("Policy") addresses violations by College faculty and staff.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Muhlenberg College. Any employee or student violating this rule will experience disciplinary action. The College reserves the right to contact both state and federal offices charged with enforcing state and federal laws. Off-the-job illegal drug use which could adversely affect an employee's job performance or could jeopardize the safety of others may result in disciplinary action, up to and including termination of employment.

Employees undergoing prescribed medical treatment with a legal drug that may impair job performance should report this treatment to the Vice President of Human Resources. In appropriate cases, certain job accommodations may be necessary for the safety of the employee, students, the public and fellow employees. Failure to disclose such treatment where it may create a direct threat of harm may result in disciplinary action up to and including termination of employment. The use or possession of alcohol during the work day and reporting to work under the influence of alcohol are also violations of Muhlenberg College's policy.

The College offers an Employee Assistance Program through an external vendor. Additionally, the Director of Counseling/Substance Abuse Professional and the Vice President of Human Resources are prepared to confidentially handle referrals to appropriate programs for employees who seek assistance with drug and alcohol counseling and rehabilitation. Further, the health insurance plan offered by the College to full-time employees provides for the treatment of drug abuse in a participating substance abuse treatment facility.

II. Sanctions

Potential Employee Sanctions

At the College's discretion, College employees found in violation of Drug-Free Workplace Policy Statement and/or other related College policies may be required to participate in counseling, drug abuse assistance or rehabilitation and/or may experience disciplinary action up to and including termination of employment.

As a condition of employment, employees convicted or who have pleaded guilty or nolo contendere (no contest) under a criminal drug statute for conduct in the workplace must report such occurrences to the Vice President of Human Resources no later than five days after the occurrence.

Potential Student Sanctions

The Student Code of Conduct ("Code") outlines the rights, responsibilities and expectations for all student members of the Muhlenberg College community. The College's disciplinary processes emphasize education by focusing on the growth and development of the individual student, encouraging self-discipline, and fostering a sense of respect for the rights of others. The College also has an obligation to maintain socially and educationally responsible behavior among its members. To this end, the disciplinary process is designed to redirect the behavior of a student into acceptable patterns and to protect the College community while helping each student clarify and solidify individual values.

Student Disciplinary Sanctions for Violations of the Standards of Conduct

Violation	Possible Sanctions
Alcohol 1st minor: 1-2 drinks per person ratio	1st Violation Minor - Disciplinary Warning
Alcohol 2nd minor: 1-2 drinks per person ratio	2nd Violation Minor - Disciplinary warning/probation (15 weeks, not including breaks) - "Alcohol and the Brain" video (facilitated by Director of Counseling Center)
Alcohol 1st severe: 3 or more drinks per person ratio/large impact on community (i.e., physical assault, damage, vandalism to property, etc.)	1st Violation Severe - Disciplinary warning/probation (length depends on severity) - Educational sanction - "Alcohol and the Brain" video (facilitated by Director of Counseling Center)
Alcohol 2nd severe/3rd severe: ratio (beer and wine) and ANY liquor	2nd Violation Severe/3rd Violation - Hearing board (any sanctions possible)
Alcohol Medical Transport	Medical Amnesty - Parental Notification - eCheckUpToGo and Director of Student Support follow up - "Alcohol and the Brain" video (facilitated by Director of Counseling Center)
Cannabis 1st	1st Violation

Cannabis 2nd **Cannabis** 3rd	• Disciplinary warning • Notification that if there is a 2nd violation guardians will be notified <u>2nd Violation</u> • disciplinary probation (15 weeks) • CHOICES with Karmen Brown follow up • Guardian notification letter detailing that this is the 2nd time <u>3rd violation</u> - Hearing board

III. Alcohol and Drug Data

The following data was obtained from the Office of Student Conduct, Human Resources, and the Department of Campus Safety and Police. Referral values reflect referrals for both institutional policy violations and law violations. It is the responsibility of the Office of Student Conduct to assess potential violations of the Student Code of Conduct to determine appropriate sanctions.

Combined Academic Years: 2020-2021 & 2021-2022

August 1, 2020 and July 31, 2021
August 1, 2021 and July 31, 2022

Incident Type	Students 2020- 2021		Students 2021-2022		Employee 2020-2021		Employee 2021- 2022	
	Referrals	Arrests	Referrals	Arrests	Referrals	Arrests	Referrals	Arrests
Alcohol	52	0	73	5	0	0	0	0
Other Drugs	3	0	15	0	0	0	0	0
AOD Medical Transports	7		19		0		0	
Fatalities	0		0		0		0	

In discussing the number of incidents which occurred during the review period, the committee recognized the following:

- There was an increase in on-campus residency for students from the Fall 2021 semester to the Spring 2022 semester due to a transition from the COVID-19 pandemic. The committee believes this resulted in an increase in numbers from the 2020-2021 to 2021-2022 academic years.
- Also during the transition from the Fall 2021 semester to the Spring 2022 semester, social activity increased due to a lift in COVID-19 distancing guidelines.
- During the review period, there was an intentional increase in education regarding Muhlenberg's Medical Amnesty policy. This education took place primarily in residence halls, which the committee believes resulted in higher reporting rates of alcohol/drug incidents.

Student Sanctions Data

Individuals referred to the Office of Student Conduct for Alcohol and Other Drug policy violations during the 2020-2021 and 2021-2022 academic years and subsequently found responsible, were assigned the following sanctions:

Sanction	# Assigned
Disciplinary Warning (Individual)	69
Disciplinary Warning (Student Group)	2
Disciplinary Probation (Individual)	20
Disciplinary Probation (Student Group)	2
Social Probation	1
Parental and/or Guardian(s) Notification	49
Educational Sessions (Choices)	42
Educational Session (Non Substance Related)	14
Online Alcohol and Other Drug Evaluation (In House)	36
Housing Removal	3
Reflection Essay	3
Counseling Referral	3
Work Service Hours	1

IV. Alcohol and Drug Education Efforts

The Muhlenberg College Drug Free Schools and Communities Act Annual Notification is disseminated after the "add date" of the fall and spring semesters to students and employees to comply with the Federal Drug Free Schools and Communities Act Regulations (EDGAR-86). This process also includes posting the notice on the Muhlenberg College website.

Below is a list of efforts, initiatives, and programs offered to students, staff, and faculty during the 2021-2022 Academic Year focused on healthy decision making in regard to the consumption of alcohol and other drugs. This list highlights efforts on campus provided by various on- and off-campus departments and organizations.

- All incoming students were required to complete the AlcoholEdu course through Vector Solutions. This interactive course informed students about the emotional and physical effects of alcohol, cannabis, and e-cigarette use, the impact of alcohol and other drug consumption on consent, the various methods available to manage stress, and bystander intervention techniques.
- The Departments of Prevention Education and Equity & Title IX provided presentations for various groups at the beginning of the Academic Year that included education and information on various aspects of alcohol and other drug consumption and consent and alcohol. These groups included Orientation Leaders, Resident Advisors, and international students.
- Through training sessions offered by Human Resources in partnership with the College's Employee Assistance Program (EAP), faculty & staff had opportunities to engage in training regarding drug and alcohol addiction.
- All fraternity and sorority members at Muhlenberg attend the Fraternity & Sorority Life Health & Safety Forum, which is a presentation focused on health and safety, and contains an element of safety, policies, and resources around alcohol and other drug consumption.
- As a requirement from their National Headquarters, Fraternities and Sororities must undergo a training focused on substance abuse. These trainings can be provided by an outside organization as approved by the National Headquarters or a Department at Muhlenberg.
- Throughout the Academic Year, the Department of Prevention Education engaged in a social media campaign focused on recognizing the difference between intoxication and incapacitation, harm reduction strategies, and risk tolerance.
- Muhlenberg College's Peer Education groups, including Peer Health Advocates at Muhlenberg (PHAM) and Voices of Strength (VOS) provided programming and tabling throughout the academic year for various campus groups and organizations, as well as the entire campus community, that provide information and resources on safe practices. An example of this programming, hosted by Voices of Strength, was titled "Breaking Down Barriers: Substances & Sex," which provided a space for discussion on the relationship between alcohol, cannabis, and incapacitation.
- The Dean of Students office created info cards with the College's Medical Amnesty policy. Along with being handed out at various events, Resident Assistants in Housing & Residence life would

offer a floor program, specifically for first-year students, that provided more information on the policy and a space for students to ask further questions around alcohol policies on campus.

- As a part of medical amnesty sanctions, students are often asked to complete the eCheckuptogo assessment with follow up by the Director of Student Support. This assessment assists students in observing their alcohol and other drug usage by helping them to identify quantity and frequency of use, amount consumed, normative comparisons, physical health information, amount and percent of income spent, negative consequences feedback, and explanation, advice, and local referral form. Students must also watch a video titled "Alcohol and the Brain" facilitated by Dr. Timothy Silvestri, Director of Counseling Services. After reviewing the video, they have to answer the following three questions with a minimum of two sentences per question. 1) What were the primary takeaways being expressed from the video? 2) What piece of information was the biggest takeaway for you? Why? 3) What piece of information might you be most likely to utilize in the future? Why? This is then followed up in the meeting with the Director of Student Support.
- Narcan training, including a free Narcan nasal spray, is provided to students who would like to become familiar with the signs of overdose and how to properly use Narcan spray.

V. Available Resources

On-Campus Resources

College Chaplain's Office - Confidential

- The campus chaplain is present, and serves as a confidential resource, to offer support to all students, faculty, and staff regardless of religious affiliation or non-affiliation. The College Chaplain can be reached at (484) 664-3182.

Director, Leffell Center for Jewish Student Life - Confidential

- The Director of the Leffell Center for Jewish Students is present, and serves as a confidential resource, to offer support to Jewish students, faculty, and staff. The Director can be reached at (484) 664-3270.

Counseling Services - Confidential

- Counseling Services offers individual and group counseling, psychiatric services, and self-help resources. They serve as a confidential resource on campus. Counseling Services can be reached at (484) 664-3178 at all times. Outside of regular business hours, an on-call therapist can be reached at this number.

Health Services - Confidential

- Health Services exists to provide health and wellness services and work as advocates with students, assisting them with meeting their health care needs. They serve as a confidential resource on campus. Health Services can be reached at (484) 664-3199.

Campus Safety

- Campus Safety works to keep all students, faculty, and staff at Muhlenberg safe. The Campus Safety emergency phone number is (484) 664-3110; the non-emergency phone number is (484) 664-3112.

Dean of Students

- The focus of the Dean of Students office is to encourage the personal and interpersonal growth, development, and well-being of the entire student body by fostering an environment that is caring, supportive, and nurturing. The Dean of Students office can be reached at (484) 664-3182.

Equity & Title IX

- The Office of Equity and Title IX oversees response and investigation of all reports and complaints of bias, identity-based discrimination and harassment, sexual misconduct, relationship violence, stalking, and retaliatory harassment as prohibited by College policies addressing such conduct. The Director of Equity & Title IX can be reached at (484) 664-3182.

Human Resources

- The Office of Human Resources is available to all faculty and staff and promotes an inclusive work environment that is characterized by fair and equitable treatment, open communication, personal accountability, trust, and mutual respect. The Vice President for Human Resources can be reached at (484) 664-3165.

Housing & Residential Life

- The Office of Housing and Residence Life takes a holistic approach to residential living, opening doors to self-understanding, deep learning, and lasting friendships. Housing & Residence Life works to maintain a safe and inclusive community, conducive to academic achievement, wellness and respect. The Office of Housing and Residence Life can be reached at (484) 664-3180.

Prevention Education

- The Department of Prevention Education serves students by providing educational offerings relating to healthy sexuality, sexual and intimate partner violence prevention and response, and promotes a culture of nurturance across the campus for people of all genders and sexual orientations. The Department of Prevention Education can be reached at (484) 664-3186.

Student Support Services

- The Director of Student Support Services assists students with moving beyond emotional and behavioral concerns so that optimal connections can be found. The Director works with students through a combination of advocacy, strategy and skill building, as well as, seeking connections and resources within the campus community to assist students to be at their best. The Director of Student Support Services can be reached at (484) 664-3803.

Reporting of Sexual Misconduct

- Students, faculty, and staff can submit an incident report of sexual harassment or misconduct, intimate partner violence, and stalking by visiting Muhlenberg.edu/webapps/incidentreporting and choosing the "Sexual Harassment or Misconduct, Intimate Partner Violence, Stalking Online and Anonymous Reporting" form or the "Student of Concern Form".

Referral for Concerning Student Behavior

- Students, faculty, and staff can submit a referral form for non-urgent and concerning observed student behavior by visiting Muhlenberg.edu/webapps/incidentreporting and choosing the "Student Concerns Reporting Form".

Off-Campus Resources (Local & National)

Al-Anon

- Al-Anon is for individuals who have been impacted by a family member or friend's drinking. Al-Anon provides tools to help themselves, which can indirectly help their alcoholic relatives or loved ones. Attending sessions does not cost money and there are various groups specifically geared toward various ages, including teens. The link provides information on finding meetings in Pennsylvania and the Lehigh Valley.

Alcoholics Anonymous

- Alcoholics Anonymous is an international mutual aid fellowship of people who come together to solve their drinking problem. Attending sessions does not cost money and there is no age or education requirement to participate. Membership is open to anyone who wants to do something if they struggle with drinking. The link provides information on Alcoholics Anonymous meetings in the Lehigh Valley. If you feel you have a problem with alcohol, or if you simply want to know more about AA, call the AA Lehigh Valley's 24-hour hotline at (610) 882-0558. Every call is answered by a recovering alcoholic from the Lehigh Valley.

CollegeDrinkingPrevention.gov

- This website is a one-stop resource for comprehensive research-based information on issues related to undersage drinking and binge drinking among college students.

Confront (division of Treatment Trends, Inc).

- Confront, a division of Treatment Trends, Inc., provides intensive inpatient and outpatient treatment services to adolescents, adults and families experiencing drug and/or alcohol problems. Treatment modalities include individual, group and family counseling. Confront also offers weekend DUI classes. They are located at 1130 Walnut Street, Allentown, PA 18102. To find out more about Confront and the services they offer, you may contact (610) 433-0148.

SAMHSA's (Substance Abuse and Mental Health Service Administration) National Helpline

- A confidential, free, 24/7, information service (in both English and Spanish) for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information. To contact the hotline, dial 1 (800) 662-HELP (4357).

VI. Analysis

Throughout the review period, the committee discussed the following in regard to strengths and weaknesses of alcohol and other drug policies, education efforts, and resources:

A. Strengths

- Offer and conduct employee training for all employees
- Have Employee Assistance Program for employees budgeted 850 hours per year in place
- Expanded our sick leave program to be utilized to support family members
- Efforts and programming that contains an element of safe practices around alcohol and other drug consumption was offered to the student body
- Existence of an Alcohol & Other Drugs Advisory Committee to analyze and develop education programs and resources
- Alcohol and Drug policies were updated for 2023-2024 Academic Year to reflect new policies and sanction structures
- The student sanction rubric was created to ensure conduct officers remain consistent

B. Weaknesses

- The Employee Assistance Program is not available to everyone; negotiations are currently in process for a new plan to make available to all.
- Lack of programming focused solely on safe practices around alcohol and other drug consumption
- Lack of substance-free housing option for students

VII. Recommendations for Next Review

The Biennial Review Committee recommends the following for further consideration:

- Produce the next Biennial Review Report in compliance with the Drug Free Schools and Communities Act no later than December 31, 2024.
- Provide consistent programming that is focused solely on safe practices around alcohol and other drug consumption, to supplement existing programming that focuses on alcohol and other drug consumption in relation to concepts such as consent and the prevention of violence.
- Work toward providing an option for students who wish to live in substance-free housing.
- Continue to work toward the gold standards set by The JED Foundation.
- Continue negotiations for a new Employee Assistance Program plan that makes the program available to all.
- Work toward creating a landing page on the Muhlenberg College website to provide a one-stop for education, policies, and resources related to substance use.

Appendix A: Student Alcohol Policy

Appendix B: Recognized Student Organization Policies

Appendix C: Student Drug Use and Controlled Substance Policy

Appendix D: Drug Free Workplace Policy

Appendix A: Student Alcohol Policy

Muhlenberg College Student Alcohol Policy

Muhlenberg College is committed to the health, safety and well-being of each member of the Muhlenberg community. As such, the College wishes to encourage students to shape the social life of the campus in ways that foster community, promote vibrant and diverse social options, and encourage responsibility and accountability. In addition, our aim is for this policy to assist the College in creating a culture that supports students who do not use alcohol and students who choose to socialize with alcohol in a safe, legal and responsible manner on and off campus.

In our pursuit of academic excellence and student health and well-being, all members of the College community-students, faculty and staff-have a role in safeguarding a healthy learning environment. Alcohol misuse and abuse continue to be one of the leading public health issues causing harmful consequences on college campuses. To this end, we encourage students to serve as healthy role models for one another, intervene with their peers when a student's health is in jeopardy, and report incidents related to alcohol misuse that may lead to harm of individual students or our broader campus community.

Finally, members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21. Other state laws governing the use of alcohol can be found here.

Alcohol Policy Violations

Students found in violation of the Muhlenberg College Student Alcohol Policy, Pennsylvania Laws and/or city ordinances will be subject to disciplinary action at the discretion of the Dean of the Students Office.

Regulations Regarding Personal Alcohol Consumption

The regulations contained in this policy apply to all students. Muhlenberg's Student Alcohol . Policy is in effect throughout the calendar year.

1. The attempted or actual purchase, consumption, transportation, or possession of alcoholic beverages by a person under 21 is prohibited.
2. Alcohol may not be consumed and alcohol containers may not be possessed on/in any properties leased or owned by the College by anyone who is under the legal drinking age.
3. The possession or use of any item that could lead to the excessive or rapid consumption of alcohol such as drinking games or drinking related devices (including but not limited to beer bong, water pong, tap device, Beirut table, funnel, etc.) is prohibited.
4. Public intoxication, including alcohol-induced disorderly conduct, property destruction, intimidation, or other infringement upon the rights or privacy of others is prohibited.
5. Excessive consumption of alcohol (regardless of legal drinking age) is prohibited.
6. No student shall furnish alcoholic beverages to underage persons.
7. Furnishing alcohol to persons who appear to be intoxicated is prohibited.
8. In accordance with the laws of the City of Allentown, no open containers of alcohol are allowed in public places.
9. The College prohibits open containers outside of areas designated for a social event.
10. The possession or use of alcohol at College sports events or in athletic facilities is prohibited unless it is part of a sanctioned College-approved student event to occur outside of the specific venue in which the athletic competition is played.
11. No one shall be permitted to sell alcoholic beverages or alcoholic beverage tickets (including but not limited to wristbands, cups, T-shirts, bandannas, etc.), to raffle the sale of beverages as prizes or to engage in any activity including but not limited to the sale of admission tickets, which may reasonably be construed as a sale or indirect sale of such beverages.
12. The purchase, storage, or use of a bulk quantity or a common source of alcoholic beverages, such as kegs or party balls, is prohibited.
13. In accordance with state laws, religious uses of wine are exempt from age limitations.
14. The sale, purchase, possession, and use of an alcohol vaporizing device are prohibited. Alcohol vaporizing device is defined as any machine or process which mixes spirits, liquors or other alcohol products with oxygen or any other gas to produce a vaporized product for consumption by inhalation.

Appendix A: Student Alcohol Policy, cont.

Regulations Regarding Social Events with Alcohol in College-Owned Housing

The regulations contained in this Policy apply to social events hosted in any College owned residential property. Muhlenberg's Student Alcohol Policy is in effect throughout the calendar year.

1. Alcohol may not be consumed and alcohol containers may not be possessed on/in any properties leased or owned by the College by anyone who is under the legal drinking age.
2. Please note the following policies for students who reside within a traditional residence hall:
   A. The College prohibits open containers in the hallways and common areas of the residence halls regardless of legal drinking age.
   B. If the residents of a room are all 21 years old: alcohol can be stored and consumed in the room, as long as everyone is drinking responsibly.
   C. If it is a mix of residents that are both 21 and underage: alcohol can be consumed by those that are of age and alcohol must be stored on the side of the room occupied by the 21 year old.
   D. If no residents in the room are 21: alcohol may not be stored or consumed in the room.
3. Please note the following policies for students who reside within suites or a MILE property (including MILE houses, 2201 Chew Street, and Village apartments).
   A. If residents of a suite or MILE property are all 21 years old, alcohol can be stored and consumed in the bedrooms and/or common rooms, as long as everyone is drinking responsibly.
   B. If it is a mix of residents that are both 21 or underage, alcohol can be consumed by the 21 year olds in the bedrooms or common rooms, but alcohol needs to be stored on the side of the room occupied by the 21 year old.
   C. If no residents in the suite or apartment are 21, alcohol may not be stored or consumed in the suite.

4. Fraternity and Sorority Life chapter houses should refer to the alcohol policy listed in their specific housing agreement.

Appendix A: Student Alcohol Policy, cont.

Regulations Regarding Events with Alcohol Occurring Off Campus

A social event is defined as an informal gathering, not associated with any particular campus group, where alcohol is present. A Student Group is defined as a College recognized student organization, club, athletic team, Fraternity, Sorority, or a cohort in direct conjunction with a current academic course.

The following policy relates to Student Groups hosting events in off-campus venues.
The College does not condone Student Groups to host events in non-college owned housing. If the College becomes aware of problematic or dangerous behavior at a private residence, it will take action. Students who wish to host an event in non-college owned housing assume personal liability; which may require consultation with parents' renters or homeowners insurance.

Student Group events with alcohol occurring off campus at third-party locations must follow the the following regulations:

1. Student groups planning an off-campus event involving alcohol must submit any third party agreements from venues, transportation providers, etc. to the Business Office for review and approval.
2. Student groups planning off-campus events involving alcohol must develop and submit a transportation plan to the Business Office for review and approval. The transportation plan must follow the College's Vehicle Transportation Policy and Trip Policy.

Appendix B: Recognized Student Organization Policies

RSO Event Policies & Procedures

*All RSOs and advisors should also be aware of policies found in the *Muhlenberg College Student Code of Conduct.* *Any violation(s) of College policy may result in suspension or termination as a registered student organization.*

RSO Policy Regarding Events with Alcohol

Student organizations must complete an Alcohol Request Form in order to host on-campus events with alcohol.

- The Alcohol Request Form should be completed at least 15 business days prior to the event.
- The individual completing the form must be 21 years of age and is designated as the Event Manager.
    - The Event Manager is required to be present through the duration of the event and serves as the point of contact for the event.

The Vice President of Student Affairs/Dean of Students, or designee, reserves the right to deny an application to serve alcohol during the first two (2) weeks of the fall semester and after the last day of classes of the fall and spring semesters and/or make any exceptions to the policy and herein.

Student organizations are expected to follow the Muhlenberg College Alcohol Policy when planning events that include the consumption of alcohol. Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution.

Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

BARTENDERS

All on-campus events at which alcohol will be made available must utilize the bartender services of the Muhlenberg

College Dining Services' Red Door Catering for the distribution of beverages.

Appendix B: Recognized Student Organization Policies, cont

SECURITY & IDENTIFICATION

Security is required for all student organizations sponsored events with alcohol.

The Office of Seegers Union and Campus Events, in conjunction with the Dean of Students, the Provost (if necessary) and Campus Safety will determine security needs.

The sponsoring student organization will be responsible for all fees related to event security.

All event attendees are required to present either their BERG ID or a government issued identification in order to gain entry to an event where alcohol is served.

The sponsoring student organization is responsible for arranging the reservation of the ID Works system through the Department of Campus Safety.

The sponsoring organization will be responsible for purchasing wristbands for the event.

TIMING

The availability of alcohol at an event location may last a maximum of three hours, unless otherwise approved by the Dean of Students.

Student organizations are permitted to register only one event with alcohol on a given date.

Alcohol service must end at least 30 minutes prior to the posted event end time.
Alcohol may only be consumed in designated areas.

APPROVED BEVERAGES

Alcoholic drinks must be limited to beer, wine, and malt beverages (ie. seltzers) in quantities appropriate for personal consumption.

Hard liquor, wine coolers, and mixed drinks are prohibited.

FOOD

The sponsoring student group is responsible for providing adequate food and non-alcoholic beverages for the duration of the event.

Appendix B: Recognized Student Organization Policies, cont

Breads, meats, cheeses, vegetables, pizzas, subs, etc. are considered appropriate foods; chips and pretzels are not.

Unless the event is being held in a location that does not require the use of Dining Services, this food must be provided by Muhlenberg College Dining Services' Red Door Catering. The cost of catering is the responsibility of the sponsoring student organization.

In addition to providing adequate food, the sponsoring group is required to provide EANABs (Equally Attractive Non-Alcoholic Beverages).

- All EANABs should be appealing alternatives to alcohol (soda vs. tap water) so that non-drinkers and those who choose not to drink alcohol can enjoy inviting substitutes.
- Unless the event is being held in a location that does not require the use of Dining Services, these beverages must be provided by Muhlenberg College Dining Services' Red Door Catering.

OFF-CAMPUS EVENTS WITH ALCOHOL

Student groups wishing to host an event with alcohol at an off-campus venue should follow all of the guidelines set forth for on-campus events with alcohol.

In addition, the following special consideration should be given for events with alcohol in off-campus venues:

- Student organizations intending to travel to an off campus location for an event with alcohol are required to provide transportation for their guests to and from the destination. See the College's Trip Policy and Vehicle Transportation Policy for more information.

- Events with alcohol occurring off-campus will be reviewed by Campus Safety, who will determine the need for a licensed security vendor to staff the event.

  The expense for security will be the responsibility of the sponsoring student organization.

TAILGATE EVENTS

Student groups are welcome to participate in the Mule Pen Tailgate Program. The Mule Pen Tailgate Program is a BYOB event that creates opportunities for student groups to gather before certain Muhlenberg College Athletic events.

The Mule Pen Tailgate has been organized to provide a venue for the College community, creating an opportunity of equity and inclusion; to foster school spirit and support the Muhlenberg Athletic teams. The Mule Pen Tailgate, also provides an environment intended to encourage responsible consumption of alcohol and social engagement.

Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21. Other state laws governing the use of alcohol can be found here.

While College Alcohol Policy and Pennsylvania State Laws remain in effect, College protocol has been modified for the Mule Pen Tailgate around game time.

TAILGATE GUIDELINES

To ensure safety, comfort, and enjoyment for all, we ask that you adhere to the following guidelines in the designated tailgate area:

- This event is intended for students, faculty and staff, and guests of Muhlenberg College, unless otherwise specified by the College.
- Please be prepared to show your Muhlenberg College ID and/or your government issued identification upon entry. Campus Safety or designee has the right to request identification from any participant at any time during the tailgate event.

Appendix B: Recognized Student Organization Policies, cont

- This event is BYOB. Beer, wine and non-alcoholic beverages may only be consumed in plastic cups (i.e., Solo products).
- Personal carry limit is defined as one (1), six-pack of 12 oz. beer, or the equivalent OR one 750ml. of wine. One alcoholic drink is 12 oz. of beer or 5 oz. of wine. All containers must be factory-sealed and unopened.
- The following items are not permitted at any time: kegs, hard liquor, distilled alcohol products, and other common source containers.
- Anyone appearing to be intoxicated and/or exhibiting disruptive or dangerous behavior may be asked to leave the tailgate event.
- All bags, beverages, and containers are subject to inspection.
- Drinking games and devices for rapid consumption are not permitted.
- Grills are not permitted at College sponsored tailgate programs, unless otherwise authorized.
- Event access begins two hours prior to posted game time and will end at kickoff (start of game).
- Upon your departure, please leave the area clean using the provided trash brutes.
- Any student and or student group may be subject to charges of violating any policies and procedures specified in the Muhlenberg College Social Code. Students will be held responsible for their guests' behavior.

Muhlenberg College reserves the right to alter guidelines, event dates and locations.

Appendix C: Student Drug Use and Controlled Substance Policy

MUHLENBERG COLLEGE DRUG USE AND CONTROLLED SUBSTANCE POLICY

Muhlenberg College recognizes that the use of illicit drugs is a serious problem on college campuses. When a student uses illicit drugs, the College makes every effort through education and referrals to assist that person to gain the help that they might need to live a life free of drug dependencies. Muhlenberg recognizes that the use of illicit drugs can seriously affect an individual's health, personal relationships and their ability to function in a competitive academic environment. The College cannot tolerate behavior which is harmful to the individual; infringes upon the rights of others; or which the College deems detrimental to the welfare of an academic community. Consistent with its concern for the welfare of its students, moreover, the College will not tolerate the illegal distribution of drugs on campus. When the College becomes aware that students are using or distributing illegal drugs, the College reserves the right to contact those local, state and federal officials charged with enforcing state and federal drug laws.

The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances. These procedures do not take the place of criminal prosecution.

The following conduct is prohibited for all students and student groups:

Sale and/or Distribution: The sale, production or possessing for the purpose of distribution, as well as attempt, intent, or conspiracy to sell, produce, or distribute illegal drugs, or, without authorization, prescription or over the counter medications, or other controlled, dangerous, or addictive substances.

Manufacturing, Possession, Purchasing, and/or Use: Manufacturing, possessing, purchasing, or using illegal drugs (ex: cannabis*, cocaine, heroin, PCP, LSD, methamphetamine, hallucinations, etc.) or controlled substances with a prescription.

Appendix C: Student Drug Use and Controlled Substance Policy cont.

Prescription Drugs: Purchasing, possessing or using prescription drugs without a prescription or using prescription or over the counter medications differently than the prescribed or recommended purpose and/or dosage.

Paraphernalia: Using or possessing drug paraphernalia, in any form, while on campus. Drug paraphernalia includes, but is not limited to, pipes, bongs, bowls, grinders, vaporizer, vaping device, e-cigarette, etc. Drug paraphernalia includes any device that tests positive for drug residue.

Driving Under the Influence: Operating a vehicle, defined as any device upon which a person can be transported, while impaired by an illegal drug or controlled substance.

**Cannabis is a controlled substance under federal law and its possession and use, even for medical reasons, is prohibited on property owned or operated by the College or at College-sponsored or affiliated programs and events. It should be noted that any substance that tests positive for THC, regardless of how that substance was sold, will be considered as illegal cannabis possession for the purposes of this policy.*

Drug Policy Enforcement and Sanctioning: When a suspected Drug Policy violation is encountered by College staff in a residence hall room or apartment, College staff may enter rooms or apartments to address policy violations, confiscate items, and/or to disperse guests. Students are expected to comply with College staff in their efforts, as failure to comply will result in more severe sanctions. Items found that violate policy will be confiscated by appropriate College personnel and not returned.

Sanctioning: Muhlenberg College's Student Code of Conduct is meant to be educational, restorative, and corrective. Students or student groups who are found responsible for violations of this Code will be assigned at least one primary sanction and other secondary sanctions as

necessary to meet these goals. The imposition of any sanctions shall be subject to mitigating factors, such as present demeanor and past disciplinary record of the respondent, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from the offense. Sanctions for all students are outlined in the Student Policy and Resource Guide, Article VI - Sanctions and Remedies and can be accessed online at Student Code of Conduct.

Depending on the severity of the circumstances, local, state, or federal law enforcement may initiate a criminal investigation.

Contact: Director of Campus Safety and Police, 484-664-3112

Appendix D: Drug-Free Workplace Policy Statement

Drug-Free Workplace Policy Statement

Revised August 24, 2017

Effective March 18, 1989, the federal Drug-Free Workplace Act of 1988 required Muhlenberg College and other employers who contract with, or receive grants from, federal agencies to certify that certain requirements are met for providing a drug-free workplace.

Muhlenberg College complies with this act in the following ways:

Section I – General Policy Statement

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Muhlenberg College. Any employee or student violating this rule will experience disciplinary action. The College reserves the right to contact both state and federal offices charged with enforcing state and federal laws.

Off-the-job illegal drug use which could adversely affect an employee's job performance or could jeopardize the safety of others may result in disciplinary action, up to and including termination of employment. Employees undergoing prescribed medical treatment with a legal drug that may impair job performance should report this treatment to the Vice President of Human Resources. In appropriate cases, certain job accommodations may be necessary for the safety of the employee, students, the public and fellow employees. Failure to disclose such treatment where it may create a direct threat of harm may result in disciplinary action up to and including termination of employment. The use or possession of alcohol during the work day and reporting to work under the influence of alcohol are also violations of Muhlenberg College's policy.

Section II - Employee Testing

Employees injured on-the-job who require medical attention will be subject to post-accident drug and alcohol screening.

If there is reasonable suspicion, circumstances or employee behavior indicating alcohol or drug use, drug and/or alcohol testing of the employee may be required. Circumstances include direct observation of alcohol or other drug use and/or physical symptom of being under the influence; a pattern of abnormal conduct, incoherent mental state, or erratic behavior that is otherwise unexplained; arrest or conviction for a drug-related offense, or other actions or conduct that provide reasonable suspicion that the employee may be under the influence.

Section III – College Employees

Any employee violating this rule will experience disciplinary action which could include termination of employment.

One or more of the following sanctions will be imposed for violation of these rules:

Appendix D: Drug-Free Workplace Policy Statement cont.

a. Required counseling and participation in a drug abuse assistance or rehabilitation program, the cost to be paid by the employee.

b. Required counseling and suspension from work. Any subsequent violation will result in suspension from employment for a period to be determined at the time of suspension.

c. Dismissal from employment.

As a condition of employment, employees must abide by the terms of these requirements and must report to the Vice President of Human Resources, no later than five days after the conviction, that he or she has been convicted or has pleaded guilty or nolo contendere (no contest) under a criminal drug statute for conduct in the workplace.

Student Health Services and Human Resources Office staff will conduct awareness programs to inform employees of the dangers of drug abuse, the College's drug free workplace policy, available drug counseling, rehabilitation and other employee referral programs, and the penalties/sanctions that may be imposed on employees for drug abuse violations.

The College will notify the appropriate government contracting or granting agency within 10 days after receiving notice of an employee's criminal drug statute conviction for conduct in the workplace. Within 30 days, an employee so convicted will be subjected to sanctions as stated above.

The College offers an Employee Assistance Program through the Director, Counseling Services. Additionally, the Director of Counseling/Substance Abuse Professional and the Vice President of Human Resources are prepared to confidentially handle referrals to appropriate programs for employees who seek assistance with drug and alcohol counseling and rehabilitation. Further, the health insurance plan offered by the College to full-time employees provides for the treatment of drug abuse in a participating substance abuse treatment facility.

Section IV – Students

A student who violates the general policy statement of Section I will experience disciplinary actions up to and including expulsion.

Appendix D: Drug-Free Workplace Policy Statement cont.

One of more of the following sanctions will be imposed for violation of these rules:

a. Required counseling and participation in a drug assistance program or rehabilitation program, at the expense of the student.
b. Disciplinary probation, suspension, or expulsion as determined under the Social Judicial System of the College and as outlined in the College Student Handbook.

Attention is called to the Policy on Use of Drugs in the Muhlenberg College Student Handbook.

Effective September, 1989, court judges are permitted to suspend a student's eligibility for federal aid for one year if the student is convicted once of drug possession. For subsequent convictions, eligibility may be denied for up to five years. By declaring themselves addicts and entering a long-term treatment program, students can lessen penalties. Students convicted of drug dealings are subject to more severe sanctions.

The Department of Education requires student recipients of Pell grants to sign drug-free certifications.

Student Health Services and Dean of Students Staff periodically conduct drug free awareness programs to inform students of the dangers of drug abuse, and provide information about the College's drug free workplace policy, any available drug counseling, rehabilitation, and other assistance programs, and the penalties/sanctions that may be imposed on students for drug abuse violations.

The College will notify the appropriate government contracting or granting agency within 10 days after receiving notice of a student's criminal drug statute conviction for conduct on campus. Within 30 days, a student so convicted will be subject to sanctions as stated above.

The College does not sponsor a formal assistance program for students. However, the Dean of Students and the Director of Counseling/Substance Abuse Professional are prepared to confidentially refer students to outside programs as they seek assistance with drug counseling and rehabilitation.