

is suspect. Even when both parties have consented to the relationship, there may be serious concerns about conflicts of interest and unfair treatment of others. This policy does not apply to married couples. (The policy on nepotism offers clarification on this point.)

Northwest maintains that it is unethical for faculty members and supervisors to engage in consensual amorous relationships with students or employees where evaluations will be influenced. Such relationships create a real or perceived conflict of interest. The behavior is unethical even when consensual, because the

voluntary nature is in doubt, given the power imbalance in the student-faculty or supervisor-employee relationship.

Whether the complaint about the consensual amorous relationship would be on unethical or sexual harassment grounds, faculty and employees are subject to the appropriate procedures outlined in the *Faculty Handbook* and the *Equal Employment Opportunities Guidelines*. The Equal Employment Opportunity Officer will be empowered to determine which procedure will be followed.

alcohol and drug policy

Northwest is an alcohol free campus. No alcohol is permitted on campus.

Northwest has established its policy on alcohol and drug use in accordance with the *Standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse* and the American Council on Education. The Standards were developed by the presidents and other officials of 23 institutions of higher education in 1988 and have been subscribed to by 1,300 post-secondary institutions. The Standards include sections on policy, education, enforcement and assessment.

There are four pieces of legislation which require positive, continuing actions and programs for the purpose of preventing use of illegal drugs and alcohol abuse. These laws are:

1. Pell Grant and Guaranteed Student Loans, effective July 1987
2. The Drug Free Workplace Act, effective March 1989
3. The Drug Free Schools and Community Act Amendments, effective October 1990
4. The Higher Education Act Amendments effective October 1998

The Drug Free Workplace Act of 1988, the Student Financial Aid Legislation of 1987 and the amendments to the Drug Free Schools and Community and the Higher Education Acts, 1989 and 1998, require the University to provide and maintain a drug-free workplace for those working under federal grants, a pledge of nonuse of illegal drugs by students receiving financial assistance, and a drug education and referral program accessible to all members of the college community. The amendments of 1989 require the annual distribution of the following information to all students (regardless of the length of their program) and employees:

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the Northwest campus or at any institutional activity.
2. A summary of the applicable legal sanctions under local, state and federal law for unlawful possession, use or distribution of alcohol or controlled substances.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. Referral and treatment information.
5. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the policy.

This law further requires the institution to conduct a biennial review of its program to (a) determine its effectiveness and implement changes if needed and (b) ensure that the sanctions developed are consistently enforced.

In order to avoid discrimination and complications in enforcement, the same policy was adopted for the entire University, with procedures and enforcement developed by each unit appropriate to unit-specific functions and stated in respective handbooks (e.g., faculty, support staff, administration, student).

POLICY

Section 1. Northwest, an alcohol and drug free campus, abides by all applicable federal, state and local laws relative to the use of alcohol and controlled substances. A summary of the laws is included in a subsequent section. Complete copies of the statutes are available in the Human Resources Office and Owens Library.

SELF HELP GROUPS

The following is a list of self help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

Alcoholics Anonymous (AA) Meetings

AA closed meetings are for anyone with a desire to quit drinking. AA meetings are for anyone who wants to learn more about alcoholism.

Mondays – noon, Wesley Center (Northwest campus)

Mondays – 6 p.m., Methodist Church, 1st and Main, Maryville

Wednesdays – 6 p.m., Margaret Davison Square, Maryville

Thursdays – Noon and 8 p.m., Wesley Center, Northwest campus

Narcotics Anonymous (NA) Meetings

Narcotics Anonymous is a community-based association of recovering drug addicts.

Saturdays – Noon, Wesley Center, Northwest campus

Al-Anon Meetings

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics whose purpose is to help the families of alcoholics.

Mondays – 6 p.m., Methodist Church, 1st and Main, Maryville

Wednesdays – 6 p.m., Margaret Davison Square, 400 block S. Laura Street, Maryville

Overeaters Anonymous (OA) Meetings

Overeaters Anonymous offers a program of recovery from compulsive overeating that addresses physical, emotional and spiritual well-being.

Mondays – 5:30 p.m., St. Francis Hospital and Health Services, Maryville

Saturdays – 9 a.m., St. Francis Hospital and Health Services, Maryville

PHYSICAL CONSEQUENCES OF DRUG AND ALCOHOL ABUSE

THE LIVER

Alcohol – Severe swelling, cirrhosis and hepatitis.

Cocaine – Hepatitis from injecting with non-sterile needles.

THE MUSCLES AND BONES

Alcohol – Weakness and loss of muscle tissue, decreased bone strength, nutritional deficiency.

THE NOSE

Cocaine – Ulcers in the mucous membrane.

Tobacco – Deadens the sense of taste.

THE LUNGS

Alcohol – Greater chance of infections.

Marijuana – More susceptible to colds, pneumonia and flu. May lead to chronic bronchitis, emphysema and lung cancer.

Cocaine – Breathing failure.

Tobacco – Leads to incurable cancer; also bronchitis and emphysema.

THE STOMACH

Alcohol – Inflammation, ulcers.

THE BRAIN

All – Permanent brain cell damage.

Alcohol – Brain atrophy, deficits in problem solving, abstract thinking and difficult memory tasks. Links to violence and aggression, accidental deaths and injury. Dementia, blackouts, seizures deficits in general intelligence and verbal learning. Memory loss, confusion, hallucinations.

Marijuana – Acute fears and anxiety.

Cocaine – Paranoia, aggressiveness hallucinations, convulsions.

Amphetamines – Speech and thought disturbance.

Tobacco – Neurotransmitters disrupted.

THE HEART

Alcohol – High blood pressure, enlarged heart, heart failure.

Marijuana – increases heart rate by 50%, lowers oxygen supply to heart muscle.

Cocaine – Heartbeat irregularity, heart attack.

Tobacco – Heart disease, heart attack.

Amphetamines – Rapid or irregular heartbeat, heart disease or attack from injecting high doses.

THE PANCREAS AND INTESTINES

Alcohol – Inflammation, diarrhea, chronic and acute pancreatitis.

THE SEX ORGANS

Alcohol-Impotence. Hormonal changes lead to organ damage.

Marijuana-Temporary loss of fertility. Impairs normal sexual development. Especially harmful during adolescence or pregnancy.

THE IMMUNE SYSTEM

Alcohol-increased susceptibility to infection, pneumonia, peritonitis.

Drugs Injected – AIDS

THE BLOOD VESSELS

Amphetamines – Serious and life-threatening infections including AIDS from injecting amphetamines with non-sterile equipment or contaminated solutions.

Alcohol – High blood pressure.

program development will be conducted by the Wellness Center staff, and results will be used to evaluate and guide program development. Assessment, at a minimum, will include the following information:

A. An appraisal of the environment for subtle causes of alcohol and drug abuse;

B. Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;

C. The collection and use of alcohol and other drug-related information from police and security reports;

D. The collection and use of summary health and behavioral client information;

E. The collection and use of summary data from drug-related disciplinary actions.

F. For the past two years, Northwest has used the Missouri College Health and Behavior Survey (MCHBS) to monitor the behaviors of Northwest students. A substance abuse task force (SATF) with representation from all facets of the University reviews the MCHBS data annually. By reviewing this data annually, it ensures the University is properly addressing certain behaviors effectively.

G. A yearly summary of Northwest's alcohol and drug related efforts is available in the Student Affairs Office.

SUMMARY OF LAWS IN THE STATE OF MISSOURI CONCERNING ALCOHOL AND DRUGS

Alcohol Offenses

1. Persons under 21 years of age are prohibited from purchasing, attempting to purchase or possessing intoxicating liquor.

2. It is a crime for those licensed to sell alcoholic beverages to sell or otherwise supply intoxicating liquor to persons under 21 years of age.

3. Missouri prohibits selling or supplying intoxicating liquor to persons who appear to be intoxicated.

4. A person commits the crime of driving while intoxicated (DWI) if that person operates a motor vehicle while in an intoxicated or drugged condition. In Missouri, a driver with eight-hundredths of one percent (.08 percent) of alcohol by weight in his or her blood is guilty of DWI and is presumed to be intoxicated without further evidence as to how the driver's motor skills or operation of the automobile have been affected.

5. A person under 21 years of age may be charged with zero tolerance if he/she has any

discernable amount of alcohol in his/her system when operating a motor vehicle.

6. Penalties for violation of Missouri's alcohol laws or alcohol-related traffic laws can include: fines, SATOP (state alcohol education classes), probation, jail terms and loss of driving privileges.

Drug Offenses

All manufacture, sale, use or possession of controlled or imitation of controlled substances violations are felonies with these exceptions:

1. First offense of possession of 35 grams or less of marijuana, or 5 grams or less of hashish, is a **misdemeanor**.

2. First offense of delivery of less than 35 grams of marijuana, or less than 5 grams of hashish, for no remuneration is a **misdemeanor**.

Penalties include fines, probation and jail terms.

LOCAL AND ON-CAMPUS REFERRAL INFORMATION

OFF CAMPUS

Contact the Wellness Center at 562-1348 for off-campus referrals.

ON CAMPUS

Information and assistance is available through the Wellness Center and Campus Safety.

Wellness Center	562-1348
Campus Safety	562-1254

The Wellness Center provides individual and campus-wide education and resources to promote healthy living and reduce consequences from alcohol and other drug use.

Classroom presentations, interactive programs for residence halls, campus organizations and individuals about alcohol and other drug use, laws pertaining to their use, and personal risks related to using these substances are available.

Peer Educators plan and implement major awareness events to promote student wellness and safety throughout the year, and are an important educational resource for students.

Students may schedule appointments with the staff at the Wellness Center for confidential consultation and recommendations for assistance related to alcohol use.

The Wellness Center chairs the Substance Abuse Task Force, a multidisciplinary team that reviews policies, assesses needs and develops plans that are aligned with best practices in college health.

Section 2. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance is prohibited on this campus.

PARENTAL NOTIFICATION POLICY

Section 1. It is not the intent of Northwest to institute a policy of parental notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol or drug abuse has led to situations which threaten the health or safety of individual students, has contributed to a significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parental notification.

The notification of parents will be the responsibility of the Dean of Students who will consult with appropriate University personnel prior to notification. Follow-up discussions with parents should be directed to the Dean of Students in order to ensure that the communication is based on the facts surrounding the incident(s).

Questions about this policy may be directed to Matt Baker, Dean of Students, 562-1219.

ENFORCEMENT

Section 1. Based on our commitment to improve the quality of campus life through the Culture of Quality program, all individuals associated with Northwest have a personal responsibility to encourage compliance with this policy.

Section 2. Any employee – faculty member, student, staff member, or administrator – who does not abide by this statement is subject to:

- A. Personnel action up to and including termination or expulsion, or
- B. Satisfactory participation in an educational, assistance or rehabilitation program related to alcohol and drug abuse that is approved by a federal, state, local health, law enforcement or other appropriate agency. The cost of the program will be paid by the individual if not covered by insurance.

C. The decision on the severity of action taken will depend, in part, upon the nature of the offense, the sensitivity of the position held and the outcome of participation in the program described above.

D. Employees or students who are not terminated or expelled may also be referred to appropriate self-help groups.

Section 3. Sanctions at Northwest Missouri State University

A. Students in violation of the laws regulating alcohol and controlled substances or University policies concerning alcohol and drugs may receive, in addition to criminal sanctions, University sanctions including, but not limited to, the following: fines, education programming, probation, or dismissal. Students in violation will be subject to judicial system policies and procedures as outlined in this handbook

B. Employees of Northwest found in violation of laws regulating alcohol or controlled substances or University policies concerning these substances, may receive, in addition to criminal sanctions, University sanctions including: official reprimand, suspension or termination. Employees in violation will be subject to disciplinary action as outlined in their respective employee handbooks (e.g., support staff, faculty).

EDUCATION

Section 1. All employees now covered by this policy will be required to participate in a drug and alcohol awareness seminar. Special sessions will be scheduled for new employees within the first three months of their employment. The drug and alcohol awareness seminars shall include:

- A. The content of this policy.
- B. The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
- C. Recognition of symptoms of abuse and discussion of recent perspectives on the problems (i.e., focus on prevention, environment and norms rather than only on full-blown addiction, value of early intervention, process of addiction and health risks).
- D. Referral information on available counseling, rehabilitation and self-help groups.
- E. Penalties to be imposed for violation of this policy.

ASSESSMENT

Section 1. Assessment activities to guide

Tobacco – Constricts blood vessels.
Circulatory problems, increased cholesterol deposits.

SIGNS AND SYMPTOMS OF SUBSTANCE ABUSE

Presentation may vary depending on the substance. The following are general signs and symptoms that may indicate substance abuse.

- odor of alcohol on the breath
- unexplained changes in personal or professional relationships
- deteriorating work performance
- mood swings with increased anxiety or depression
- facial telangiectasias (spiders)
- unusual scarring or bruising
- deterioration in appearance
- social isolation
- unusual hoarseness
- increased irritability
- speech, coordination, memory problems
- hyperactivity and/or psychomotor retardation

policies and procedures

Students voluntarily become members of the institution and, in doing so, assume obligations of behavior reasonably agreed upon by that community for the purpose of furthering its mission, objectives and day-to-day functions. On-going efforts are made to ensure an environment in which the dignity and worth of all members of the University community are recognized and respected.

ACADEMIC HONESTY

Academic honesty is essential to the integrity of the mission and success of the University and is expected of all students. It is the responsibility of every student to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

A charge of academic dishonesty can be brought against a student by an instructor, a staff member or another student in consultation with an instructor. The instructor or staff member, after having consulted the chairperson, will notify the student in writing of the formal charge. If the instructor involved is a chairperson, the instructor will consult with the dean of the appropriate college before moving forward with the process. While in standard cases the instructor will give the student an automatic 'F' in the course, the instructor, in consultation with the chair or dean, has the discretion to alter sanctions as appropriate. If the student chooses to appeal the charge of the instructor, the student may stay in the class until the appeal process is completed. All cases

of academic dishonesty will be reported by the chairperson to the dean and to the provost.

Once the charge is made, the student has the right to appeal. The student must make the appeal in writing to the department chairperson within 10 academic days of receiving the charge. The chairperson (or dean if the case involves a chairperson) will then appoint a committee of at least three faculty or staff members from the department who are not directly involved in the case to consider the appeal. If the appeal fails, the student may then petition the Academic Appeals Committee. A charge that is successfully appealed will be reported by the appropriate committee to the chairperson of the appropriate department, to the dean and to the provost so that the charge that has already been reported will be expunged from the record.

During the appeals process the departmental committee or the Academic Appeals Committee may alter the sanctions. In standard cases, the instructor's sanction will stand and the student will be prohibited from further attending the course. The second instance of academic dishonesty will result in immediate dismissal from the University.

APPEALS PROCESS FOR ACADEMIC POLICIES

The process of appealing decisions beyond the action of either the Committee on Admissions and Advanced Standing or the Curriculum and Degree Requirements Committee rests with the faculty Academic Appeals Committee. The student must initiate the appeals process by preparing a petition, obtained from the Registrar or online. The student must submit the petition to the Registrar, who will then direct the petition to the chair of the Academic Appeals Committee. The student will have the opportunity to plead