



Policy & Procedures

Title	Health Sciences – Student Chemical Impairment Policy
Author	System Director for Health Sciences
Approval Required	Approved 62515
Revision Level	0
Revision Date	June 25, 2015

1. SCOPE

1.1 This policy details procedures for intervention of a student's use of any illegal chemical, drug, or alcohol or abuse of prescribed drugs which impairs a student's performance according to safe practices and the essential functions of his/her program.

2. POLICY

2.1 Baker College prohibits the use of any chemical, drug, or alcohol by any student which impairs a student's performance according to safe practices and the essential functions of his/her program while on Baker College premises or affiliated work experience site premises or while participating in any Baker College sponsored or related activity.

2.2 This policy does not circumvent other campus or program policies.

3. PROCEDURE

3.1 Step 1: Any campus employee who reasonably suspects that a student is chemically impaired is directed to call Campus Safety. If the student is at an offsite work experience placement and is suspected of being impaired, the Baker College campus contact¹ is notified. The student is subject to both the work experience site and Baker College policies.

3.2 Step 2: For on-ground students, Campus Safety assesses the student's level of impairment. If no impairment is suspected, the student is allowed to resume his/her activities.

3.3 Step 3: If impairment is suspected, the student will be required to leave the educational activity.

3.3.1 The faculty or staff who notified Campus Safety of the incident will complete the Faculty/Staff- Student Chemical Impairment Observation Form and scan and e-mail it to the Campus Safety Director on their campus as soon as possible.

¹ Campus contact refers to any program official or Career Services site placement coordinator.

- 3.3.2 Campus Safety completes an incident report using their public safety software program.
 - 3.3.3 Campus Safety provides the **Student Follow Up Form for Suspected Chemical Impairment** to the student. The Follow Up sheet will inform the student of the need to follow-up with his/her advisor, dean, or division program official immediately or within 24 hours if the advisor, dean, or program official is not available.
 - 3.3.4 If the student chooses to leave, transportation alternatives such as a cab, bus, or alternate driver will be discussed. If the student attempts to leave by operating a motor vehicle, law enforcement will be notified.
 - 3.3.5 Students are not allowed to return to the College or participate in any educational activities until the issue is resolved.
- 3.4 Step 4: Campus Safety will notify the CAO, or designee, to follow up with the Advisor, Dean or program official by providing a copy of the incident report and observation checklist as documentation. The student's instructors will be notified that the student is not allowed to return to any class, lab, or work experience until the issue is resolved. If the student is registered on another campus or online courses, the CAO or designee from the initiating campus will contact the leadership of the other campuses.
- 3.5 Step 5: Once the student contacts his/her advisor, dean, or division program official within 24 hours, the student may be directed to submit to any "for cause" drug testing using the **Baker College 'For Cause' Drug Screen Authorization Form** and the **Student Chemical Impairment Request for Drug Screen and Consent Form**. If the student does not contact his/her advisor, dean, or division program official within 24 hours, an attempt will be made to contact the student. If contact with the student cannot be made within 24 hours, the student will be subject to other disciplinary action up to, and including, suspension or expulsion.
- 3.6 Step 6: The *Request for Testing* form is provided to the student by the advisor, dean, or division program official. The student will be provided the agency information where these services will be performed along with a prepaid Baker College return envelope. At the testing laboratory, the student will sign a release form to share information with Baker College. The student is responsible for any costs associated with testing. Students refusing to submit to "for cause" drug testing will be subject to disciplinary action up to, and including, expulsion from the College.

3.7 Step 7: Once results are received from the testing laboratory, appropriate actions will be taken based on results.

3.7.1 If a negative result, the student is allowed to resume educational activities and will be allowed to make up any missed assignments or work experience. A behavior contract may be initiated at this time detailing appropriate classroom behavior.

3.7.2 If a positive result, a formal investigation will occur determining the appropriate level of discipline. During the investigation, the student will be suspended from Baker College activities.

3.7.2.1 If it has been determined that the student tested positive for an illegal chemical, drug or alcohol, the student is subject to the policies and guidelines prescribe within the Personal and Professional Conduct section of the Student Handbook.

3.7.2.2 If the student tested positive for prescribed drug(s), the student shall obtain a written statement from his/her treating licensed health care provider stating **all** of the following:

3.7.2.2.1 The drug level is within prescribed limits.

3.7.2.2.3 The drug level does not indicate abuse.

3.7.2.2.3 The student's use of the drug as prescribed will not interfere with safe practices associated with all program activities and essential functions.

3.7.3 The student will not be allowed to return to Baker College activities until the above information has been received. The failure of a student to provide the above statement or a healthcare provider's inability to provide a statement meeting requirements above shall be treated as a positive test for an illegal drug (See 3.7.2.1).

REVISION LEVEL	REVISION DATE	REVISION COMMENTS
0	June 25, 2015	Initial Issue