

NEW JERSEY INSTITUTE OF TECHNOLOGY
ALCOHOL / DRUG POLICY
FOR STUDENTS & STUDENT ORGANIZATIONS

I. Mission Statement Regarding Alcohol/Drugs

NJIT is committed to providing the university community with an academic environment that is helpful, challenging, safe and fulfilling. The university reaffirms this commitment by focusing on the health and safety of the entire NJIT community, specifically on the effects of alcohol/drugs on all aspects of community life. Individuals experiencing substance abuse issues are encouraged to seek professional assistance provided by services either on- or off-campus. Seeking professional assistance is a personal matter that is supported by the university. However, all members of the NJIT community are expected to meet personal conduct and professional standards as defined by university policies. NJIT prohibits the use of illegal drugs, advocates for the legal and responsible use of alcohol and supports healthy alternatives to the consumption of alcohol/drugs. The university is committed to educating the NJIT community about the importance of individual responsibility in relation to substance use and abuse.

II. Statement of Responsibility

New Jersey Institute of Technology is dedicated to maintaining the highest ethical standards and behaving in a responsible manner at all times. We honor the spirit of the regulations stated in the Professional Conduct Code and the Honor Code, and will follow them in our involvement in our activities within and outside the classroom. In order to benefit from a safe and enjoyable social life, we endeavor to respect the rights of others. We recognize that each student makes his/her own decision regarding the use of alcohol. Those who choose to use alcohol shall do so in a responsible manner that does not threaten the welfare or enjoyment of others. We also recognize that the use of drugs is illegal and do not condone this behavior. **As stated in the Professional Conduct Code, "Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Code, and may result in more severe sanctions."**

III. Resources for Support

To enhance a proactive approach to minimizing the impact of alcohol/drug use on the academic and social environment, the university provides confidential assessment, treatment and referral services for members of the community who may be experiencing problems with alcohol/drug use. Students are encouraged to contact the Counseling Center at (973) 596-3414 or Health Services at (973) 596-3621. When students voluntarily seek assistance independently of any judicial process, these services are confidential in accordance with professional and legal guidelines; counseling/assessment information is kept within the Counseling Center or Health Services and is not part of students' educational or other university records. Faculty and staff who are either experiencing problems with alcohol/drug use or are concerned about someone else are encouraged to contact the Employee Assistance Program (EAP) at (973) 596-3293 for confidential assistance. Referrals to off-campus substance abuse treatment providers and/or twelve step programs may also be provided by the Counseling Center or EAP when warranted by the nature of the presenting difficulty.

IV. Education and Prevention

The NJIT Alcohol/Drug Education Committee will be guided by the mission statement above, and will work collaboratively with various areas and services of the university to provide ongoing educational initiatives, for example:

- A. Information on alcohol/drugs, and the consequences of using/abusing them, will be made available to all members of the university community.
- B. Alcohol/drug education programs will be made available to all members of the university community.

V. Federal, State and Local Laws

The policies established by NJIT for the use of alcohol/drugs are based on the federal, state and local Alcoholic Beverage (ABC) and Controlled dangerous substance laws as stated in sections VI and VII of the NJIT Professional Conduct Code (<http://www.njit.edu/old/handbook/spccode.htm>), and as stated in section VIII in General Regulations:

The sale, service, possession and consumption of alcoholic beverages by members of the NJIT community are regulated by federal, state and local laws. It is a violation of state law for a person less than 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished, or given to any minor. NJIT does not have the authority to alter these laws or exempt any member of the university community from them. All members of the NJIT community are responsible for making themselves familiar with these laws and obeying them. Below is a list of general regulations and acceptable forms of personal identification. This information is based on the alcoholic beverage laws, and is for informational purposes only. Under any circumstance, no one should serve, furnish, sell or deliver alcohol to a person who is actually or even appears to be intoxicated. If a person insists that he/she be served an alcoholic beverage, Public Safety or local police should be called for assistance.

Acceptable forms of personal identification are a valid New Jersey driver's license, county ID card, any valid state issued driver's license, and federal photo ID.

VIII. Student Organization Regulations

All events affiliated with NJIT are to be enjoyed by members of the NJIT community and their guests in accordance with state, federal and local laws and university regulations. The university affirms that the safety and respect for individuals and property is essential in promoting a positive campus environment. Therefore, the possession and consumption of alcoholic beverages is prohibited in university public spaces, except as defined in these regulations.

Below are the general regulations required by the university governing any use of alcoholic beverages at any event or gathering on and off-campus sponsored by NJIT student organizations that include NJIT students, faculty, staff, alumni, university officials, guests or licensees:

- A. Only recognized NJIT student organizations are permitted to hold events. All student organizations must have their on and off campus events registered with the Campus Center Director or designee and the appropriate faculty/staff advisor as required.

B. Any event sponsored, authorized, sanctioned, endorsed and/or financed by a student organization must be in compliance with all applicable laws, regulations and university policies. NJIT's food service vendor has exclusive rights and the responsibility for the sale and distribution of alcohol on campus.

C. The possession, sale, use or consumption of alcoholic beverages in non-licensed public areas is prohibited. Student organization events held on-campus where alcohol is served may only take place in the NJIT Highlander Club or a place designated by the Director of the Campus Center or designee.

D. Events are not open to the general public. Event attendees must be members of the NJIT community including students, faculty, staff, alumni and their guests.

E. For events occurring off-campus in which alcohol is being served, the student organization must complete the appropriate Student Group Off-Campus Event Registration Form that can be obtained from the Campus Center Office. The form must be submitted at least 15 working days, unless otherwise noted, in advance of the event. Copies of the form will be retained by the Campus Center, Public Safety and the event sponsor. By signing the form, the event sponsor agrees in writing to be responsible for supervising the implementation of alcoholic beverage laws and university regulations. The event sponsor also agrees to be present during the entire event.

F. A determination will be made by the Director of the Campus Center or designee if Public Safety will be required at an event at which alcoholic beverages are being served. This decision will be based on, but not limited to, the following factors:

1. Expected attendance at the event;
2. Sponsor of the event;
3. Attendance by non-NJIT guests;
4. Location of the event;
5. Other factors specific to the event.

A charge will be assessed for university Public Safety Officers when such presence is required at an event. Public Safety must be notified at least ten business days in advance of each event. Additional information about event guest policies and security requirements and cost can be found at <http://www.njit.edu/old/activities/Policies/security.html>.

G. For events in which alcohol will be served on and off campus, the student organization must register the event with the Director of the Campus Center or designee at least 15 business days before the event.

H. No alcohol may be served during the last hour of an event.

I. The purchase or use of bulk quantities of alcohol (i.e. kegs, beer balls, or other pooled sources of alcohol) except by a licensed vendor is prohibited. Grain alcohol in any form is prohibited.

J. No event shall include any form of drinking contest or encourage any form of rapid alcohol consumption, either at the event or in the promotion of said event.

K. An ample supply of sealed and appealing non-alcoholic beverages, including water and non-salty food, must be available in the same location as the alcoholic beverages. It must be as prominently visible and accessible as the alcoholic beverage. Alcoholic beverages must not be misrepresented or labeled as

non-alcoholic beverages. The food and non-alcoholic beverages must be available before, during, and after the serving of alcoholic beverages.

L. Advertising for and invitations to an event cannot include any reference to alcohol regardless of the presence of alcoholic beverages.

M. Alcoholic beverages cannot be provided as awards, door prizes or giveaways of any kind.

N. Alcoholic intoxication is not permitted on university grounds or at university sponsored events. Symptoms of alcohol intoxication include, but are not limited to, being disruptive, slurring words, stumbling, vomiting, and being unconscious.

O. No alcoholic beverages may be purchased by a student organization's funds, unless approved by the Dean of Students or designee, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of the student organization. An individual must take responsibility for the purchase of alcohol, using non-organizational funds.

P. No student organization may enter into an agreement to co-sponsor an event where alcohol is present unless prior permission has been granted by the Dean of Students or designee.

Q. All membership recruitment activities associated with any student organization shall be alcohol-free. No alcohol shall be consumed and/or associated with any membership recruitment or new member activity.

R. For an event where alcohol is being served, the number of guests cannot exceed the number of NJIT students, faculty and staff present, unless written permission has been granted by the Dean of Students or designee. The number of people at any event must comply with state and local fire code regulations regarding the capacity of the facility where the event is held.

S. Events must begin and end at the times specified on the required Event Registration Form(s). No alcohol may be served during the last hour of an event. All events must be finished by 2:00 AM with "last call" no later than 1:00 AM.

T. As with all events, if an emergency occurs, the event organizers will contact Public Safety at (973) 596-3111 or 911 for immediate assistance.

U. Guests may not carry alcoholic beverages while leaving the premises where the event is held.

V. Guests may not bring alcohol to an event.

W. For events at which alcohol will be served off-campus at a non-licensed location, the following procedures must be enforced by and are the responsibility of the student organization:

1. All events, in which 30 or more people may be in attendance, including members, must be registered using the Student Group Off-Campus Event Registration Form available in the Campus Center at least 15 business days before the event.
2. A minimum of two organization members must be present at the entrance of the event to check for proof of age. Two valid forms of ID are required for admittance: a valid photo ID that states date of birth and a valid college ID. College ID alone is not an acceptable proof of age.

3. Functions hosted by a NJIT student organization are open only to the members, guests, and sponsors of the event. Anyone appearing to be under the influence of alcohol/drugs shall not be permitted entrance into the event.
4. The sponsoring organization must maintain a list of guests who attend the event listing the name and date of birth. The list shall be turned in to the Campus Center Office on the first business day following the event by 4:00 PM.
5. Wristbands must be provided to all persons who are 21 years of age or older. Only those wearing a wristband may be served alcohol.
6. The purchase or use of bulk quantities of alcohol (i.e. kegs, beer balls, or other pooled sources of alcohol) is not permitted. Grain alcohol in any form is prohibited.
7. A cup designated for alcoholic beverages (not to exceed 16 ounces) or individual cans or plastic bottles shall only be provided to those who are at least 21 years of age. Pitchers of alcoholic beverages cannot be distributed and guests may be served only one drink at a time. Glass bottles are not permitted.
8. All organization members who serve alcohol must be at least 18 years old and TIPS trained and certified.
9. A minimum of two TIPS trained bartenders who are members of the organization must be present behind the bar area. All bartenders must be at least 18 years of age. Bartenders may not drink or be under the influence of alcohol/drugs. The names of the bartenders must be written on the Student Group Off-Campus Event Registration Form.
10. Bartenders must not serve anyone who appears to be intoxicated or under the influence of alcohol/drugs.
11. At least two designated members of the organization who are not consuming alcohol (in addition to the bartenders and persons stationed at the door) will be assigned to monitor the alcohol consumption of all members and guests. These designated members will be responsible for providing options and ensuring that guests under the influence of alcohol/drugs do not leave the event without proper verification of a safe escort home. Designated members will contact Public Safety if assistance is needed. The names of the monitors must be written on the Student Group Off-Campus Event Registration Form.

IX. Residence Hall Regulations

The following regulations apply to the presence of alcohol in the residence halls:

A. Possession

1. Persons who are 21 years of age or older may possess and consume alcoholic beverages, but only in the individual residence hall rooms of students 21 years of age or older.
2. Consumption or distribution of alcoholic beverages is not permitted in any location other than in the individual residence hall room of student's 21 years of age or older.
3. The possession of containers that previously contained alcohol is not permitted by individuals less than 21 years of age. This includes bottles filled with sand, highlighted water, etc.
4. The collection of monies prior, during, or following any function in the residence halls where alcoholic beverages are served is not permitted.
5. Any student observed bringing alcohol into a residence hall may be confronted by a staff member to determine if the student is of legal age to possess alcohol.
 - a) If the student is 21 years of age or older, he/she is reminded that distribution of alcoholic beverages to minors and intoxicated persons is a policy violation.

- b) If the student is under 21 years of age, the alcoholic beverages will be poured out by the student.

B. Underage

1. If a student under 21 years of age is found in possession of alcoholic beverages whether the container is open/unsealed or closed/sealed, the student will pour out the remaining alcoholic beverages.
2. If students under 21 years of age are in a room where open/unsealed containers of alcohol are present, the minors will be considered to have been provided with, and in possession of alcohol, and appropriate charges will be filed for everyone involved. In a roommate/suitemate situation when no one else is present and where one student is under 21 and the other is 21 or older the presence of alcohol is permitted. (For reference, the Residence Life Guest Policy states: Each resident may have up to three guests (signed-in or not). A total of eight people may be in a room/suite/apartment at one time (including residents). This means that there may be no more than eight people total in a Redwood room, more than eight people total in both rooms of a Cypress/Laurel suite, or more than eight people in an Oak apartment (except for Oak 105, x08 and x09 rooms where there may be 10 people total)).

C. Common Areas

1. Students are not permitted to be intoxicated in public areas. The symptoms of alcohol intoxication include, but are not limited to, being disruptive, slurring words, stumbling, vomiting, or being unconscious.
2. If a student is 21 years of age or older, he/she may transport alcoholic beverages to his/her room through common areas as long as it is in the original closed container.
3. No alcohol may be stored in the foyer area of rooms in Cypress and Laurel Halls.

D. General Guidelines

1. Residents will be held responsible for activities that occur in their rooms. Residents will also be held responsible if guests are in violation of alcohol policies.
2. In enforcing alcohol policies, residence hall staff is required to check students' ages. It is the student's obligation, when asked, to provide proof that he/she is of legal age to possess alcoholic beverages.
3. Failure to comply with the direction of or to present identification to University officials acting in the performance of their duties is a violation of the Professional Conduct Code which can be found at <http://www.njit.edu/old/handbook/spccode.htm>.
4. Kegs containing alcoholic beverages, beer balls or other pooled sources of alcohol are not permitted in or around residence halls.
5. The use or possession of paraphernalia used for consuming large quantities of alcohol quickly (i.e. funnel) or for any type of drinking game is prohibited.
6. Any party or gathering at which the rules and policies regarding alcoholic beverages have been violated will be terminated and all alcohol will be poured out or confiscated.
7. Supplying false information, such as name, age, etc., to University officials who are acting in the performance of their duties is a violation of the Professional Conduct Code.
8. The Office of Public Safety may be involved for assistance with transportation to a hospital, disruptive behavior, etc. in any of the above situations.

X. Violations and Accountability

Individuals who violate the NJIT Alcohol/Drug Policy and/or university regulations shall be held accountable for their behavior.

A. Levels of Offenses

1. Violations of the most serious nature:

These include incidences that involve extreme risk to health and safety, previous violation(s) of the NJIT Alcohol/Drug Policy, and/or violations of Federal, State, or local laws. These offenses include, but are not limited to:

- a. Serving or providing alcohol to an individual under 21 years of age;
- b. Serving or providing alcohol to an individual who appears intoxicated or under the influence of drugs;
- c. Forcing or using coercion to encourage or cause another student to consume alcohol and/or a controlled dangerous substance;
- d. Failing to seek appropriate assistance for an individual who appears intoxicated or under the influence of drugs;
- e. Using, possessing, manufacturing, distributing, or dispensing a narcotic or other controlled dangerous substance except as expressly permitted by law (Note: "Controlled dangerous substance" is defined in N.J.S.A.24:21-2, and includes, but is not limited to, opiates, narcotics, barbiturates, and hallucinogenic substance);
- f. Failing to abide by Federal, State, and local laws;
- g. Permitting drinking contests or encouraging any form of rapid consumption of alcohol;
- h. Contributing to serious health risks such as vomiting, alcohol poisoning, being unconscious;
- i. Contributing to any accident, sexual misconduct, act of violence and/or damage to property related to the use of alcohol/drugs.

2. Violations of a serious nature:

Incidences that involve serious risk to health and safety, previous violation(s) of the NJIT Alcohol/Drug Policy, and/or violations of Federal, State, or local laws. These offenses include, but are not limited to:

- a. Purchasing or using bulk quantities of alcohol. Examples include, but are not limited to, beer balls, kegs containing alcoholic beverages, or other pooled sources of alcohol.
- b. Failure to secure written permission to serve alcoholic beverages.
- c. Failure to provide ample food and appealing sealed non-alcoholic beverages in the same location as alcoholic beverages.

B. Sanctions

Sanctions shall be implemented in accordance with the NJIT Professional Conduct Code, and will reflect the severity of the offense(s).

1. Student Sanctions
 - a. Range of sanctions for violations of the most serious nature, as stated above - disciplinary probation to expulsion.
 - b. Range of sanctions for violations of a serious nature, as stated above - verbal warning to suspension.
 - c. In addition to the sanctions above, educational and/or health related interventions may also be assigned. More information about these interventions is available in section XII below.
2. Organization Sanctions
 - a. Range of sanctions for violations of the most serious nature, as stated above - disciplinary probation to permanent withdrawal of university recognition (expulsion).
 - b. Range of sanctions for violations of a serious nature, as stated above - verbal warning to temporary withdrawal of university recognition (suspension).
 - c. In addition to the sanctions above, educational sanctions may also be assigned. They include, but are not limited to:
 - i. Sponsor an alcohol and/or drug related educational program on campus, approved by Director of Campus Center or designee.
 - ii. Attendance and completion of a social host policies training program, TIPS training program and/or other alcohol/drug education program by at least seventy-five percent of the group membership with the expense borne by the organization.
 - iii. Completion of a designated community service project by the organization.
3. Employee Sanctions
 - a. Any employee found in violation of this policy may face disciplinary action, up to and including termination.
 - b. Information about employee sanctions may be obtained from Human Resources at 973 596-3140.

XI. Interventions

- A. When there is concern about personally dangerous substance use by the student violator a mandated formal substance abuse evaluation may be required. It shall be scheduled within two weeks of the offense. The substance abuse assessment may be scheduled at an off-campus substance abuse treatment facility or at the NJIT Counseling Center and may involve three or more sessions. Any and all expenses shall be borne by the student. The student must provide documentation to the Hearing Board, Dean of Students or designee that the assessment was completed.
- B. When completion of an alcohol and/or other drug related education program is deemed to be potentially helpful to the student violator, completion of such a program within one month of the hearing may be mandated. This shall be followed by an individual meeting at the Counseling Center. The individual must provide documentation to the Hearing Board, Dean of Students or designee that these steps were completed.

Note: The requirement above to provide documentation that a substance abuse assessment was completed pertains only when a student was found by the Hearing Board, Dean of Students, or designee to be in violation of this policy and/or the Professional Conduct Code. When students seek Counseling Center services independently for an alcohol or other drug-related problem (or for other concerns), their counseling contacts are protected by confidentiality in accordance with professional legal and ethical guidelines.

XII. Emergency Situations

- A. In cases where any member of the NJIT community is in need of immediate assistance to the point where the involvement of emergency personnel is deemed necessary, the following guidelines with regard to transport to a hospital will be observed:
1. To protect the health and safety of individuals, when a person is found in an altered state, a professional staff member in charge of the area and Public Safety will be notified. EMS will be contacted to do an on-site evaluation. If EMS deems it appropriate, the individual will be transported to the hospital, even if it is against the individual's will.
 2. If EMS determines that the individual is not in danger then transportation will not be required. If EMS determines that the individual is not in physical danger, yet they recommend that the person remain under observation, (s)he must be transported. Under no circumstance should NJIT staff or students take on the responsibility of monitoring a person's condition.
 3. In cases when a representative of the hosting organization initiates a request for medical, Campus Safety, or police assistance, the action will be documented and brought forth prior to the sanctioning stage within any campus hearing procedure.
- B. An individual might be considered in an altered state if (s)he exhibits behaviors or conditions including, but not limited to:
1. Refusal and unwillingness to alter and/or change inappropriate actions after being confronted by a staff member.
 2. Exhibiting hostile, aggressive and belligerent manner towards staff members or other individuals.
 3. Obvious trouble standing and/or walking.
 4. Engaging in socially unacceptable behavior that is considered disruptive, destructive and/or illegal.
 5. Vomiting from alcohol/drug consumption.
 6. Inability to recall the amount of alcohol/drug consumed.
 7. Appearing unconscious.
 8. Appearing to exhibit cold, clammy, pale or bluish skin.
 9. Showing respiratory problems exhibited by a slow, irregular breathing pattern (less than eight breaths per minute or ten or more seconds between breaths).
 10. Slurring words.

NOTE: this list is not all-encompassing.

XIII. Personal Support Services

SERVICES	TELEPHONE	HOURS
Immediate Medical Emergency	911	7 Days, 24 Hours
Public Safety	(973) 596-3111	7 Days, 24 Hours
Student Health Services	(973) 596-2561	Monday-Friday 8:30am-4:30pm
Counseling Center	(973) 596-3414	Monday-Friday 8:30am-6:30pm (or by appointment) Emergency Walk-In
Employee Assistance Program (EAP)	(973) 596-3293	by appointment
Hospital Crisis Line	(973) 926-7444	7 Days, 24 Hours
Sexual Assault Hotline	877 733-CARE (2273) (973) 972-1325 (800) 656-4673	7 Days, 24 Hours Monday-Friday 8:30am-4:30pm
Relationship/Domestic Violence Hotline	(973) 972-1325 (800) 572-7233	7 Days, 24 Hours
Alcoholic Anonymous/ Narcotics Anonymous	(908) 687-8566	7 Days, 24 Hours
Alanon/Adult Children of Alcoholics (12-Step Support Groups)	(973) 744-8686	Monday- Friday 9am-5pm
NJ Drug Abuse Hotline	(800) 225-0196	7 Days, 24 Hours
Gay Helpline	(973) 285-1595	24-hour Recording, Staffed Evenings
Suicide/Psychiatric Emergency Hotlines	(973) 926-7416 (973) 623-2323 (973) 429-6969	7 Days, 24 Hours 7 Days, 24 Hours 7 Days, 24 Hours
Campus Center	(973) 596-3605	Monday-Friday 8am-11pm Saturday 8am-8pm Sunday 11am-8pm
Residence Life Office	(973) 596-3039	Monday-Friday 8:30am-4:30pm
Dean of Student Services Office	(973) 596-3470	Monday-Friday 8:30am-4:30pm