



Northern Illinois University

Drug- Free Schools and Communities Act [Edgar Part 86]
Biennial Review Academic Years 2020-2021 and 2021-2022

Compiled by:
Division of Student Affairs

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INTRODUCTION

Drug-Free Schools and Campuses Regulations [Edgar Part 86] Certification Requirements

The Drug-Free Schools and Communities Act requires institutions of higher education to meet the following requirements as a condition of receiving any federal financial assistance:

- Annually, notify, in writing, each employee and student of substance abuse policies. This entails providing a description of consequences for violation of federal, state, and local law and campus policy – up to and including expulsion or termination of employment and referral for violations of standards of conduct; providing a description of health risks associated with alcohol and other drug use or abuse – including risk of dependence, possible short-term and long-term effects, and the effects of an overdose; and providing resource lists of available treatment programs.
- Develop and implement programs to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees.
- Prepare a biennial report on the effectiveness of its AOD programs and the consistency of policy enforcement.

Biennial Review Objective

This Biennial Review describes Northern Illinois University's (NIU) alcohol and drug prevention activities for academic years 2020-2021 and 2021-2022. The purpose of this Biennial Review is to (1) determine the effectiveness of the University's comprehensive alcohol and other drug prevention programs and implement changes to the programs and policies, as needed; and (2) ensure that the disciplinary sanctions imposed pursuant to the University's program are consistently enforced.

BIENNIAL REVIEW PROCESS

Overview

This Biennial Review covers the time period August 1, 2020, through July 31, 2022. On a two-year basis, the University's Biennial Review is conducted by a committee of relevant University officials who are convened by the Assistant Vice President for Students Affairs, within the Division of Student Affairs. The 2020-2021 and 2021-2022 Biennial Review Committee was comprised of representatives from the offices of: Housing and Residential Services; Human Resource Services (specifically, the Employee Assistance Program); Intercollegiate Athletics; NIU Department of Police and Public Safety; Counseling and Consultation Services; and Student Involvement. This report was compiled and written by Andrea Drott, Associate Director of Student Wellness; and Amy Franklin, Ed.D., Extra-help, Health Services. In addition, the Committee consulted with various University constituencies that included, but was not limited to: Counseling and Consultation Services, Health Services, Holmes Student Center, Housing and Residential Services, Intercollegiate Athletics, Orientation and First-year Programs, Police and Public Safety, Student Conduct, Fraternity and Sorority Life, Campus Activities Board, and Student Government Association.

Departments on campus involved in alcohol and other drug abuse prevention efforts on campus tracked and reported alcohol abuse prevention efforts and sanctions through the time period of this Biennial report. Counseling and Consultation Services accepted responsibility for data collection during the 2020-2022 time period.

During the reporting period for this review, the University was significantly focused on continuing their COVID-19 Pandemic Response which will be reflected in the report that follows.

The Review Report, and certifying letter signed by NIU's president, will be shared with and maintained by Northern Illinois University's Office of General Counsel, as well as at the Financial Aid and the grant office. Links to the report and certifying letter will be available online on the Division of Student Affairs website. A paper copy can be received from the Division of Student Affairs. This Biennial Review Report will be maintained for three years after the fiscal year in which the Review Report was created per the EDGAR Regulations.

ANNUAL POLICY NOTIFICATION PROCESS

To notify all Northern Illinois University (NIU) students and employees of the Drug-Free Schools and Communities Act Policy on campus, NIU sends the following email, with an attachment that contains the policy (Appendix A), during the fall semester. New students and employees receive the email and attachment during the following spring semester.

Drug-Free Schools and Communities Act Drug-Free Workplace Act Policy Notification

NIU is a community that cares. As part of our commitment to our proactive approach to assist students and employees in making well-informed decisions and in accordance with the [Federal Drug-Free Schools and Communities Amendment Act of 1989 and the Drug Free Workplace Act of 1988](#), Northern Illinois University is required to disseminate the attached information to all students, faculty and staff on an annual basis.

Questions from students concerning this policy, alcohol and other drug programs, and/or interventions may be directed to Student Affairs at studentaffairs@niu.edu.

Questions from faculty and staff may be directed to Brian Smith, director, Employee Assistance Program at bsmith12@niu.edu or 815-753-9191.

AOD PREVALENCE, INCIDENCE, NEEDS ASSESSMENT, AND TREND DATA

Prevalence

Alcohol Use. The National College Health Assessment (NCHA) is NIU's best source for campus-wide alcohol and drug use data. NIU has been participating in the NCHA since 1999 and conducting a campus survey every year between at least 1990 and 1999. The most recent administration of the survey was in 2020. This administration of the survey did not reach the minimum response rate required for generalizability of the sample. However, they are provided below for informational purposes only. Most of the data included below were reported in the 2018-2019 and 2019-2020 report. Caution is advised

when making firm recommendations based on these data without comparing those data to other more reliable sources. Also, since the survey instrument changed significantly since the last administration, NCHA officials do not recommend year to year comparisons of the same or similar questions. According to our 2020 data, approximately 1% of NIU students reported that alcohol use had affected their academic performance. Additionally, of students who drank alcohol within the last 30 days, 20% also drove a car during that time. Twenty-four percent of students surveyed who reported any alcohol consumption had five or more drinks the last time they partied or socialized. Forty-five percent of students consumed five or more drinks (men) or four or more (women) in a sitting within the last two weeks.

Table 1 shows the frequency of alcohol use among NIU students. Twenty-two percent of students reported that they had never used alcohol while 47% reported using alcohol within the last two weeks.

Table 1

Table 1 shows the frequency of alcohol use when participants were asked, “When, if ever, was the last time you drank alcohol?”

Frequency	2020
Never	22%
<i>Within the last 2 weeks</i>	47%
<i>More than 2 weeks but within 30 days</i>	9%
<i>More than 30 days but within 3 months</i>	10%
<i>More than 3 months but within 12 months</i>	8%
<i>More than 12 months ago</i>	4%

Table 2 shows the percent of NIU students reporting an adverse experience during the past 12 months when drinking alcohol. The most common experiences included doing something they later regretted, forgetting where they were or what they did, and having unprotected sex.

Table 2

Consequence	2020
<i>Did something you later regretted</i>	20%
<i>Forgot where you were or what you did</i>	12%
<i>Had unprotected sex</i>	9%
<i>Physically injured yourself</i>	5%
<i>Seriously considered suicide</i>	2%
<i>Had sex with someone without giving your consent</i>	.5%
<i>Physically injured another person</i>	.5%
<i>Got in trouble with the police</i>	2%
<i>Had sex with someone without getting their consent</i>	0%

While the 2017 survey asked students about protective behaviors related to alcohol use, the 2020 survey omitted these questions. However, the positive side of these data from 2017 is that most students reported using at least one harm reduction practice most of the time or always when they partied or socialized during that last 12 months (78%). Additionally, in the 2017 survey, 70% reported using at least three harm reduction

behaviors most of the time or always when they partied or socialized during the last 12 months (Table 3).

Table 3*

Protective Factor	2015	2017
<i>Stay with the same group of friends the entire time drinking</i>	67%	72%
<i>Use a designated driver</i>	64%	67%
<i>Eat before and/or during drinking</i>	61%	66%
<i>Keep track of how many drinks being consumed</i>	47%	48%
<i>Stick with only one kind of alcohol when drinking</i>	38%	41%
<i>Determined in advance not to exceed a set number of drinks</i>	29%	30%
<i>Have a friend know when you have had enough</i>	28%	30%
<i>Avoided drinking games</i>	26%	28%
<i>Alternated non-alcoholic with alcohol beverages</i>	22%	31%
<i>Pace drinks to one or fewer an hour</i>	21%	25%
<i>Chose not to drink alcohol</i>	18%	18%

*Note: 2020 data are not available for these items

Drug Use. Alcohol or Marijuana use affecting academic performance has been reported by 2% of NIU students. Table 4 shows the frequency of marijuana use when participants were asked, “When, if ever, was the last time you used cannabis/marijuana? Please include medical and non-medical use.”

Frequency	2020
<i>Never</i>	56%
<i>Within the last 2 weeks</i>	17%
<i>More than 2 weeks but within 30 days</i>	2%
<i>More than 30 days but within 3 months</i>	6%
<i>More than 3 months but within 12 months</i>	6%
<i>More than 12 months ago</i>	13%

Table 5 shows lifetime use of tobacco, alcohol, and other drugs such as cocaine, prescription stimulants (nonmedical use), methamphetamines, inhalants, and sedatives (nonmedical use), hallucinogens, heroine, and prescription opioids (nonmedical use) for all students in the sample (not just those who reported lifetime use).

Table 5

2020 Students surveyed reported having NEVER used the following drugs:

Tobacco, Alcohol, and Other Drug Use	2020
<i>Tobacco or nicotine delivery products (cigarettes, e-cigarettes, Juul or other vape products, water pipe or hookah, chewing tobacco, cigars, etc.)</i>	76%
<i>Alcoholic beverages (beer, wine, liquor, etc.)</i>	29%
<i>Cannabis (marijuana, weed, hash, edibles, vaped cannabis, etc.) [nonmedical use only.]</i>	59%
<i>Cocaine (coke, crack, etc.)</i>	92%
<i>Prescription stimulants (Ritalin, Concerta, Dexedrine, Adderall, diet pills, etc.) [nonmedical use only.]</i>	90%
<i>Methamphetamine (speed, crystal meth, ice, etc.)</i>	98%
<i>Inhalants (poppers, nitrous, glue, gas, paint thinner, etc.)</i>	95%
<i>Sedatives or Sleeping Pills (Valium, Ativan, Xanax, Klonopin, Librium, Rohypnol, GHB, etc.) [nonmedical use only.]</i>	93%
<i>Hallucinogens (Ecstasy, MDMA, Molly, LSD, acid, mushrooms, PCP, Special K, etc.)</i>	92%
<i>Heroin</i>	99%
<i>Prescription opioids (morphine, codeine, fentanyl, oxycodone [OxyContin, Percocet], hydrocodone [Vicodin], methadone, buprenorphine [Suboxone], etc.) [nonmedical use only.]</i>	92%

*These figures use all students in the sample, rather than just those students who reported lifetime use

AOD POLICY, ENFORCEMENT and COMPLIANCE INVENTORY and RELATED DATA 2020-2022

Policy Inventory

Northern Illinois University maintained the following policies related to alcohol, tobacco, and other drugs during 2018—2020:

- Drug-Free Schools and Communities Act (Appendix A)
- Student Code of Conduct – Alcohol and drug policy, page 7, alcohol and drug sanctions, page 24. (Appendix B)
- NIU Alcoholic Beverage Policy of the Board of Trustees (Appendix C)
- Alcoholic Beverages – Sale, Serving, and Consumption (Appendix D)
 - Sodexo at Northern Illinois Athletics Alcohol Service Security Plan
 - Campus Dining Services Wedding Catering Food and Beverage Policy
 - Huskie Den Responsible Service of Alcohol Policy
- NIU Smoke-Free Campus Policy (Appendix E)
- Athletic Department Alcohol and Other Drug Testing Policy (Appendix F)
- Employee Assistance Program Referral Policy (Appendix G)
- NIU Department of Police and Public Safety Football Game Tailgating (Appendix H)
- Guide to On-Campus Living (Appendix I)
- Social Events Policies (Appendix J)
- Title IX (Appendix K)
- Amnesty/Responsible Action Protocol (Appendix L)
- Annual Safety and Security Report 2015-2016 (Appendix M)
- Orientation Leader Guide: Handling Tough Questions/Situations (Appendix N)

AOD COMPREHENSIVE PROGRAM/INTERVENTION INVENTORY and RELATED PROCESS OUTCOMES/DATA

Athletics

NIU's Intercollegiate Athletics engaged in the following activities:

- Annually distributed the alcohol/drug policies, drug testing and Huskie Experience program information to student athletes in a handbook and documented their receipt of the handbook
- Each student athlete annually signed a form indicating they understand the alcohol/drug policy and drug testing policy as part of the pre-participation physical process.
- Annually met with each team (required) and coaching staff to review compliance rules, alcohol/drug policies and drug testing, Huskie Experience and other Athletics department requirements
- Required student athletes to engage in a program called Gameplan (online alcohol/drug and interpersonal violence prevention education programs)

Counseling and Consultation Services (CCS)

The mission of Counseling and Consultation Services is to support the academic, emotional, social and cultural development of currently enrolled students. CCS offers student-centered services including counseling, crisis response, consultation, outreach, and training. As part of the mental health services offered to students, CCS provides substance use consultation, assessment, counseling, and referral support depending on level of care considerations.

For FY21 and FY22, CCS services were impacted by the COVID-19 pandemic. From July 2020 through July 2021, this included providing nearly all our services online and a significant reduction in the number of students who were living on campus given all-online classes. As a result, there was a significant decrease in the number of students who were referred or self-referred for substance-use related concerns. Students returned to campus for the 2021-2022 academic year and CCS returned to providing in-person services in addition to continued telemental health options. However, student referrals for substance use concerns remained low compared to pre-pandemic numbers.

CCS continued to provide both individual and group services for substance use-related concerns. Given the impact of the pandemic and reduced number of referrals, group services were modified in 2021-2022 to a single-session workshop that students attended after watching a psychoeducational video. Both the video and the workshop provided information on the effects of substance use and topics such as use, misuse, and dependency. Workshop co-facilitators connected group discussions to the content of the video and focused on the role of substances in a student's life, exploration of personal goals and values, harm reduction, and strategies to cope with concerns in safe, healthy ways. For students who presented with more significant substance use and/or other

intersecting mental health concerns, counseling services at CCS or in the surrounding community were identified to best meet a student's specific needs.

From July 2020 through June 2022 (FY21), CCS provided 17 substance use consultation appointments for 17 students who were referred by campus partners (i.e., Student Conduct and Housing). These appointments were completed to assess if students would be referred to group services or attend individual appointments based on their presenting concerns. Of these students, nine people attended 18 online individual sessions. The other eight students were referred to online group services. Although four online group meeting times were offered, only two students attended. After the transition to the video/workshop option in 2021-2022 (FY22), five workshop times were offered and a total of eight students attended.

CCS maintains a [website](#) that specifies substance use support services as well as a link to the Substance Abuse and Mental Health Services Administration (SAMSA) treatment locator website. CCS is not a licensed substance abuse treatment facility; therefore, they do not complete substance use assessments that are required by court systems or other court-mandated treatment. Students who are required to complete court ordered services are referred to the appropriate community resources.

Student Wellness

In July 2020 the recreation department was reorganized. The primary recreation service were administratively relocated to the Athletics department. It was determined at this time that the wellness unit within Recreation and Wellness would be retained under Student Affairs. It was determined that the student wellness unit would now report to the director of Counseling and Consultation services. The focus of the unit has continued to be on promoting positive health behaviors and addressing mental health concerns on a population level.

Student wellness is committed to the following concepts:

- **Primary Prevention Focus:** Initiatives are primarily aimed at students who are essentially "well" to prevent or reduce the risk of negative health outcomes associated with academic impairment. Services also employ appropriate harm reduction strategies.
- **Population-Based Services:** Interventions are focused primarily on natural groupings of students (e.g., residence hall students, athletes, student organizations, freshman, etc.) that allow the greatest impact on the greatest number of students and allow for effective evaluation efforts.
- **Socio-Ecological Model:** A comprehensive approach to health promotion and prevention is characterized by the inter-relatedness between individual knowledge and skills, interpersonal relationships, community and societal education, organizational practices, and/or policies that impact health issues.

The Division of Student Affairs conducted the American College Health Association's National College Health Assessment (NCHA) III in 2020. This is a new instrument and is not to be directly compared with previous iterations of the assessment. The data regarding alcohol use from this survey is included in this report.

AlcoholEdu (Individual Strategy): All new enrollees (freshmen and transfers) are required to complete Part 1 of AlcoholEdu for College. There is no consequence for not completing. This was discontinued after the 2020-2021 academic year.

Be Well, Do Well (Individual Strategy): Starting in Fall of 2021, this is a self-paced learning opportunity created by student wellness staff is for all new enrollees (freshmen and transfers) on healthy-decision making around substances. There is no consequence for not completing.

Social and Safe (Individual Strategy): The goal of this 90-minute program, offered by CCS, is to reduce high-risk drinking. This program includes information on blood alcohol content, alcohol's effect on the body, responsible drinking, hosting a party with alcohol, at-risk behaviors, distinguishing between signs of intoxication and alcohol poisoning, how to help a friend, hazing information, bystander intervention, and NIU policies and Illinois law related to underage drinking. In collaboration with Fraternity and Sorority Life, all Greek Councils are required to send representatives to this informational session which is offered regularly throughout the academic year.

Mission Wellness (CampusWell) (Individual Strategy): Campus Well is a website that contains health promotion articles including alcohol and other drug misuse prevention and awareness information. The magazine was sent directly to students via email twice each month.

Web presence: Student wellness has contributed to the [Tobacco, Alcohol, Cannabis and Other Drug website](#) for content and responses to questions regard health and safety.

Convocation and Stadium

The concession and catering services for the general public at the NIU Convocation Center and at Huskie Stadium are managed by Sodexo. Sodexo also manages catering at the premium areas of Huskie Stadium and the Convocation Center including: the Coaches Club, the Yordon Terrace, the Skybox, and the Nelson Club. Sodexo launched a pilot program to sell beer on the west side of the stadium in September, 2015. The program will continuously [evaluate security and the checking of IDs](#). Their alcohol service security plan includes: prevention of alcohol sales to visibly intoxicated patrons, prevention of alcohol sales to minors, serving sizes and quantities, outside beverages, security and disturbances, and alcohol management training requirements for employees. Surveillance equipment is in place and maintained by NIU. See Appendix D for the Sodexo policy.

Employee Assistance Program

Through Human Resources Services, Northern Illinois University maintains an [Employee Assistance Program](#) (EAP) to provide referral, linkage, support and advocacy for employees who struggle with drug and alcohol problems. The Employee Assistance Program provides confidential professional services to the faculty and staff of the University and is one of the benefits for employees of the institution. The EAP offers information; brief counseling; referral and linkage to counseling services; support to

access mental health and substance abuse services, and eldercare; crisis intervention; post crisis intervention and support.

Additionally, the Employee Assistance Program offers customized training, mediation services, consultation and coaching for supervisors, employees and teams to enhance work group and departmental functioning.

The Employee Assistance Program also provides work-life information; groups and workshops; co-sponsors an annual Health and Wellness Fair; coordinates annual flu shots; and facilitates a series of wellness presentations each semester.

Finally, the Employee Assistance Program maintains a [specific website dedicated to a self-assessment for alcohol or drug problems](#).

The Employee Assistance Program offers the following services in accordance with the laws and policies governing alcohol and drug misuse in the workplace.

- Coordination and implementation of the Drug Testing Program between the Employee, the Drug Testing Provider, MRO, and the Employee Assistance Program
- Referral to an educational or rehabilitation program
- Referral for fitness for duty evaluation
- Support services upon an employee's return to work following any recommended or necessary leave of absence

Health Services

Patient Education. Exam rooms and waiting area promote patient education on the risks of cannabis, alcohol and tobacco use. FY22 Student Health Center website updates include Alcohol Emergency Response (PUBS) and "What to do when a friend passes out" – The BACCHUS Maneuver. Behavioral health The Student Health Center offers eligible students tele-psychiatry assessments, medication management and follow-up care. Providers collaborate with NIU counseling services as a multidisciplinary approach to support student wellbeing. Education Providers align with the evolving Best Practices in College Health by practicing in ICSHP meetings and membership with ACHA. NIU Alcohol and other drug committee Dr. Amanda Rajendran, Medical Director of the Student Health Center joined NIU's Alcohol Education and Prevention Group.

Behavioral Health. The Student Health Center offers eligible students tele-psychiatry assessments, medication management and follow-up care. Providers collaborate with NIU counseling services as a multidisciplinary approach to support student wellbeing.

Education. Providers align with the evolving Best Practices in College Health by practicing in ICSHP meetings and membership with ACHA.

NIU Alcohol Education and Prevention Group. Dr. Amanda Rajendran, Medical Director of the Student Health Center joined NIU's Alcohol Education and Prevention Group.

Documentation. Northwestern Medicine Student Health Center at NIU, utilizes a robust EMR system, maintaining current social histories for students establishing care at this location. Students screening positive receive prevention materials or referrals to higher level of care.

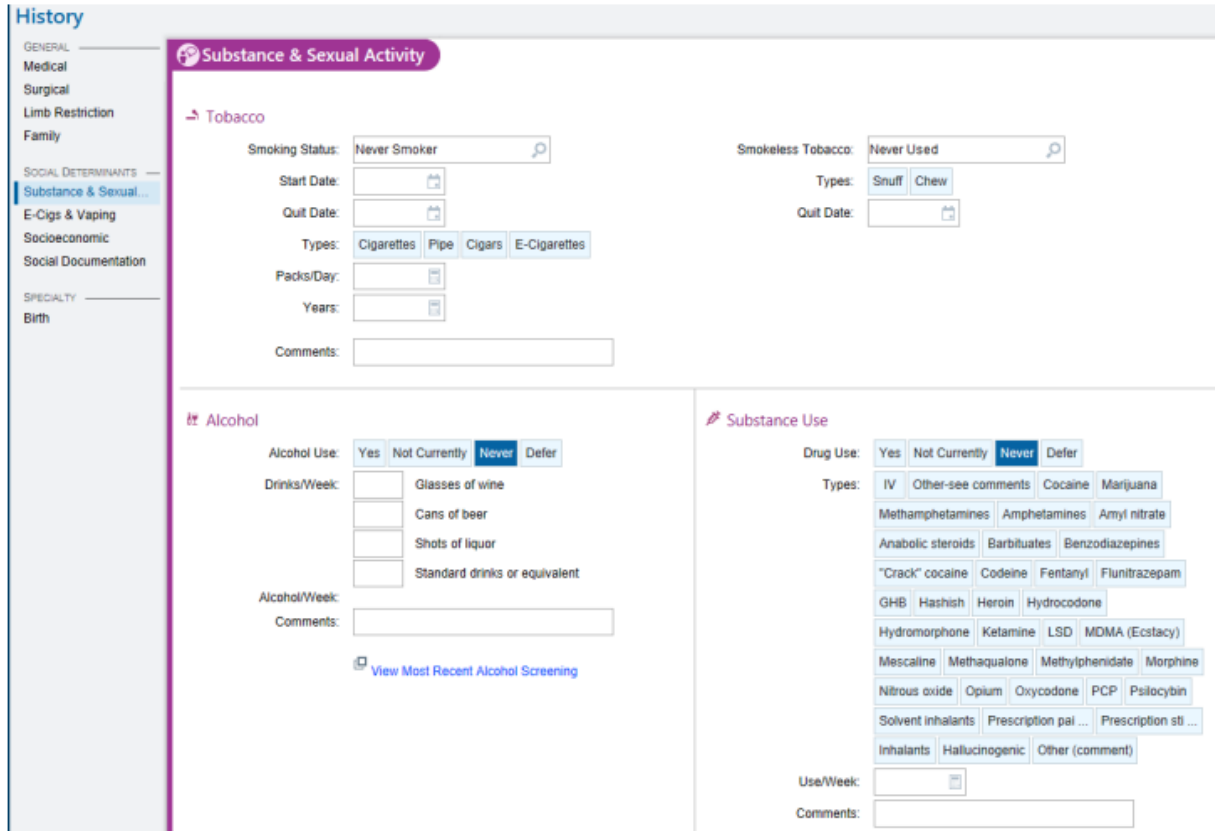


Figure 1 Screen Shot of Electronic Medical Record

Figure 1 Screen Shot of Electronic Medical Record

Housing and Residential Services

Housing and Residential Services (HRS) maintains appropriate policy statements on the use or abuse of drugs and alcohol in the residence halls. Those statements are in the Residence Hall Handbook (Appendix I), as well as in the Student Code of Conduct (Appendix B). Housing and Residential Services also maintains a subset of the University's student conduct system to manage drug and alcohol violations that occur directly in the residence halls or university apartments. In this effort, HRS coordinates with Student Conduct. HRS' Community Advisors (CA) and professional staff are responsible for monitoring policy compliance in the residence halls. CAs record incidents that allegedly violate policies in the Student Code of Conduct and the Residence Hall Handbook.

HRS used various training materials to assist the staff in learning and understanding their role and responsibility as it pertains to the management of underage alcohol consumption in the residence halls. During the course of Fall 2020 and Spring 2021 training was done primarily virtually through Microsoft Teams and Blackboard with some smaller sessions

occurring in hall. In Fall 2021 in person training resumed. HRS uses these resources to train the staff on how to properly confront and report incidents where students violate alcohol and drug laws:

- Behind Closed Doors Scenarios trainings (August 2020, January 2021, August 2021, January 2022, August 2022)
- Know the Code Policies and Procedures Training Power Point Presentation (August 2020, August 2021, August 2022)
- Community Walk-Throughs and Incident Report Practice Simulations (August 2020, January 2021, August 2021, January 2022, August 2022)
- Duty, Policies, Procedures, and Expectations for CAs and DAs (August 2020, August 2021, August 2022)
- Overview of the CA Contract (August 2021, August 2020, August 2022)
- CA Manual; located on RoomPact for CAs (AY 2020-2021, 2021-2022)

The following resources are examples of how HRS trains CAs regarding their roles and responsibilities related to the management of underage alcohol consumption in the residence halls. The resources also outline the CAs' expectations in serving as role models and upholding the laws themselves. Examples include CA Contract (FY20, FY21) The following are resources used by Community Advisors to educate on-campus residents on alcohol laws and policies:

- Floor Meeting Agendas in August 2020, 2021, 2022
- The Residential Curriculum and the role of the CA is as follows: CAs create strategies (programs, bulletin boards, floor meeting, initiatives, facilitating one-on-one conversations, etc.) surrounding four pillars that reflect the foundational values and mission of Northern Illinois University
- One of the pillars, "Advance in Personal Growth and Development," includes educating students' choices surrounding alcohol and other drugs. At each stage of a student's development at the university, residential students reflect upon how their choices impact other aspects of their life. HRS views student development in three stages, reflected in Schlossberg's Transition Theory (Moving In, Moving Through & Moving On) and Baxter-Magolda and King's theoretical work regarding the Learning Partnership Model. We delineated specific areas of focus/competency within the learning outcomes listed below. Student Learning Outcome: Identify and implement healthy life choices (interpersonal, alcohol, nutrition, sexual, financial, etc.)

Moving In:

- Identify resources on campus
- Knowing Blood Alcohol Concentration & safe party tips
- Identify key concepts of financial responsibility
- Being able to identify negative, unhealthy influences
- Identify various individuals who factor into choices

Moving Through:

- Knowing how to remove oneself from a potentially negative, unhealthy environment
- Determine who should factor into one's choices
- Utilizing resources on campus and seeking them out
- Understanding how/why certain individuals factor into one's choices
- Utilizing methods to lower BAC and partying more safely

Moving On:

- Being able to assess one's own maturity level and progressions since moving in
- Distinguishing reliable/unreliable sources of information regarding healthy life choices
- Understanding personal financial autonomy and managing finances
- Understand and encourage others regarding safe BAC/partying
- Understand one's core values and how to implement these when making choices and engaging in long-term planning

As the residential students develop within these learning outcomes, the students become take ownership of their own growth as an individual as well as in community.

HRS hosted between 15-30 alcohol-free social events annually. Each of the five residence halls would typically host signature events in addition to CA programming that are open to the campus community. During 2020-2022 the signature events ceased as focuses were on smaller programming and COVID-19 response. The signature hall events are set to resume during the 2022-2023 academic year. Examples include the following:

- RHA Block Party
- Halloween events
- January Welcome Back event
- Stevenson Stars in April
- Project Red in Grant
- TuneFest in Neptune/Gilbert
- Valentine's party, Arts & Crafts events
- Ice Cream Socials
- Movie nights
- Game nights

During the academic year, HRS staff have intervention conversations with residents and suggested alternative social engagement activities to students. These include playing video games, bowling, participating in campus recreation event, or a more serious referral to Counseling and Consultation Services. Each event/intervention had one of the following goals: identify and implement healthy life choices; actively contribute to an inclusive climate within the community; demonstrate habits that contribute to academic success; contribute responsibly to the residential and greater communities.

HRS ended programming in March of 2020 due to the COVID-19 pandemic and the quarantine shutdown. Programming resumed in person during times in which the COVID-19 guidance allowed and during times it was not possible virtual or smaller scale programming was hosted by Cas.

Additionally, with the legalization of cannabis in Illinois in January of 2020, HRS staff worked with various campus partners to ensure that students understood the laws that govern cannabis usage. Primarily, the team connected with students to talk about how NIU would continue to prohibit cannabis use as it pertains to federal mandates for funding of higher education.

Holmes Student Center

The Holmes Student Center (HSC) serves as the center for campus life providing educational, cultural, social, recreational and leadership programs and services that are integral to the academic experience. The Holmes Student Center is designed to facilitate student and campus community engagement and to serve as better stewards of student fees. These engagement opportunities expand on their partnership with Campus Dining Services, which does serve alcohol. However, HSC and its staff do not. Additionally, the Holmes Student Center has a hotel with 76 rooms. Guests are allowed to consume alcohol only in their rooms.

The Huskie Den, which serves beer and wine, opened in spring of 2020. The utilize the responsible service of alcohol policy (Appendix D)

Orientation and Family Connections

With the onset of the COVID-19 pandemic in 2020, student and family orientation was conducted virtually. In this more concise version of orientation, there were limited opportunities to include alcohol or other drug information. However, content in the digital orientation materials for 2020 included information related to community behavior standards and expectations. Following virtual orientation, students were prompted to complete a Post-Orientation Program, a virtual module that provided additional content on NIU's student code of conduct, community expectations, as well as a reminder about the required Annual Sexual Misconduct Awareness and Prevention Training. Also, during that year's Week of Welcome, two sessions of a Healthy Habits presentation were available for students to attend.

In 2021, NIU resumed face-to-face orientation programming. During orientation, students were introduced to the student code of conduct in their Pre-Orientation Program (an online module required to be completed before attending their in-person orientation). Once a student was on-campus, attending orientation, they continued the conversation about community expectations and healthy behaviors (introducing alcohol and partying) during a student-led session called Huskie to Huskie. Orientation Leaders were given a document to help them respond to questions from students and family members during orientation called Handling Tough Questions/Situations (Appendix N). Following the in-person orientation, students were required to complete a Post-Orientation Program (another online module), which provided additional content on NIU's student code of conduct, community expectations, and a reminder about the required Annual Sexual Misconduct Awareness and Prevention Training. Once students had moved in for the start of the semester, all students were required to attend the Huskie 101 session as part of their Week of Welcome. This session was designed help students learn about how to be a responsible Huskie and addressed topics like partying, substance (drugs and alcohol use) and community values. In collaboration with an external organization called "Speak About It", students attended a one-hour performance of storytelling that captured what healthy relationships can, and should, look like. Created by students for students, this program represents diverse experiences, identities, and sexualities. Additionally, a wellness focused concert was hosted in the evening following the Huskie 101 session, promoting campus and community services that can help students reduce stress, build interpersonal

connections, and meet new people in healthy ways. In addition, sessions of a Healthy Habits presentation were offered to students as auxiliary Week of Welcome Programming.

Police and Public Safety

The NIU Department of Police and Public Safety (NIU PD) enforces all State drinking laws, including underage drinking, and enforces all State and Federal drug laws. At the time of this review, the NIU PD employs 37 sworn police officers, 9 telecommunicators, and 7 security guards. The Department provides service and protection to the campus community, 24 hours a day, 365 days a year. All NIU police officers receive advanced training beyond basic law enforcement training and are required to be certified, (or will be certified), as emergency medical technicians. The officers from the NIU PD obtain their police powers from State law (110 ILCS 685/30-45). Under that law, officers of the Department have jurisdiction within counties wherein Northern Illinois University and any of its branches or properties are located when required for the protection of University properties and interests, and its students and personnel, and otherwise, within such counties, when requested by appropriate State or local law enforcement officials.

The NIU PD works closely with the DeKalb City Police Department (DPD) and other law enforcement agencies to proactively reduce crime and address quality of life issues in the DeKalb community. This collaboration has made a significant impact in our shared efforts at community building. Specifically, NIU PD aides DPD in patrolling off-campus areas where most of our students live, including the Greek housing areas.

The NIU Department of Police and Public Safety reports that from July 1, 2020 until June 30, 2022, the number of drug and alcohol related incidents were:

- Alcohol Incidents = 62
- Drug Incidents = 50
- GRAND TOTAL: 112

* In addition, there were 21 alcohol and other drug related ambulance transports.

The NIU PD proactively conducts ID checks during tailgating festivities at home football games. The NIU PD offers virtual escorts on campus, 24 hours a day, 365 days a year to university affiliates through its mobile application.

Student Conduct

Students and student organizations, who are found to be in violation of the Student Code of Conduct as it relates to unlawful possession, use, sale, or distribution of cannabis, other drugs or alcohol are subject to adjudication through the student of conduct process. If found responsible, the student will be held accountable through educational sanctions designed to foster accountability and deter unsafe behavior. The Office of Student Conduct assists students, staff, and faculty to maintain an environment that encourages students to learn by resolving conflict in a healthy manner such as mediation and restorative practices. The Office of Student Conduct also promotes student engagement through encouraging student accountability, responsible decision making, and upholding

our community standards. This is primarily done through student outreach programming, training and collaborating with our campus partners, and the student conduct process.

The primary expectations of how our students and campus community should conduct themselves is found in the Student Code of Conduct and is located in the introduction on pages 5 and 6 of this document. This Code provides for the standards of conduct related to substance use, physical and verbal abuse as it pertains to the NIU community, as well as appropriate recommended sanctions for those violations. For the time frame of this review, the Code of Conduct maintained relevant conduct violations for the inappropriate use or abuse of alcohol, drugs, and cannabis.

Recommended sanctions for alcohol, cannabis and drugs may include: a student conduct fine, a referral for a Substance Use Assessment through Counseling and Consultation Services, University disciplinary probation, and Parental Notification (for those under the age of 21).

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves, others, or property, may face disciplinary action by the Office of Student Conduct up to and including expulsion, regardless of where the incident occurred.

Student Conduct reports the following numbers of violations in relation to this review below:

Sanction	Frequency
Additional Sanctions	578
Anger Intervention Assessment	22
Banishment	144
Substance Use Intervention and Education and Anger Workshop	3
Community Service	1
Deferred Sanction	18
Deferred Suspension	35
Educational Sanction	22
Expulsion	6
Formal Warning	1398
Loss of Privileges	4
Loss of Recognized Student Organization Status	1
Make a Sign/Flyer/Bulletin Board	24
Bystander training	1
Individual No Contact	29
Parental Notification	6
General Referral	1
Off Campus Anger Referral	3
Off Campus Substance Use Assessment Referral	3
Residence Hall Floor Transfer	1
Residence Hall System Expulsion	0
Residence Hall Transfer	1
Restitution	2
Student Conduct Fine	11
Organizational Conduct Fine	1

Substance Use Assessment	57
University Disciplinary Probation	146
Probation after suspension	4
University Suspension	17
Write a Paper	172

In addition, Student Conduct reported the following types and numbers of sanctions administered by that office in relation to these violations below:

Violation type	Total Observed/Reported
Alcohol (Underage) Consumption/Possession	54
Alcohol (Providing to a Minor)	2
Cannabis	251
Drugs	29

Commonly Imposed Disciplinary Sanctions For On- or Off-Campus Policy Violations:

<p>Alcohol or Cannabis</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> -Possession or consumption of alcohol -Possession or use/consumption of cannabis 	<p>Completion of Substance Use Assessment</p> <p>\$75 fine</p>	<p>Completion of Substance Use Assessment</p> <p>\$100 fine</p> <p>University disciplinary probation for one (1) year</p> <p>Parental notification (if under 21)</p>	<p>University suspension for one (1) academic semester</p> <p>Banishment from NIU campus property during period of suspension</p> <p>\$150 fine</p> <p>Parental notification (if under 21)</p> <p>Completion of off-campus Substance Use Assessment, prior to return</p> <p>University disciplinary probation for one (1) year, upon return to NIU</p>	

<p>Cannabis (Distribution)</p> <p><i>Includes: -The distribution of cannabis, regardless of whether money or goods are exchanged</i></p>	<p>University suspension for one (1) academic year</p> <p>Banishment from NIU campus property during period of suspension</p> <p>\$100 fine</p> <p>Parental notification (if under 21)</p> <p>Completion of off-campus Substance Use Assessment, prior to return</p> <p>University disciplinary probation for one (1) year, upon return to NIU</p>	<p>University expulsion</p> <p>Banishment from NIU campus property</p>		
<p>Weapons (NOT used in a threatening manner)</p> <p><i>Includes: -Brandishing a weapon</i></p>	<p>University disciplinary probation for one (1) year</p> <p>Deferred university suspension</p>	<p>University suspension for one (1) semester</p> <p>Banishment from NIU campus property during period of suspension</p>	<p>University suspension for one (1) year</p> <p>Banishment from NIU campus property during period of suspension</p>	<p>University expulsion</p> <p>Banishment from NIU campus property</p>
<p>Weapons (Used in a threatening manner)</p> <p><i>Includes: -Use of any weapon</i></p>	<p>University suspension for one (1) semester</p> <p>Banishment from NIU campus property during period of suspension</p>	<p>University suspension for one (1) year</p> <p>Banishment from NIU campus property during period of suspension</p>	<p>University expulsion</p> <p>Banishment from NIU campus property</p>	

<p>Drugs (Excluding Cannabis)</p> <p><i>Includes:</i> -Possession or use of controlled substances, prescribed medication, and illegal drugs</p> <p><i>Excludes:</i> -Over-the-counter medications</p>	<p>Completion of Substance Use Assessment</p> <p>\$100 fine</p> <p>University disciplinary probation for one (1) year</p> <p>Parental notification (if under 21)</p>	<p>University suspension for one (1) academic semester</p> <p>Banishment from NIU campus property during period of suspension</p> <p>\$150 fine</p> <p>Parental notification (if under 21)</p> <p>Completion of off-campus Substance Use Assessment, prior to return</p> <p>University disciplinary probation for one (1) year, upon return to NIU</p>	<p>University suspension for one (1) academic year</p> <p>Banishment from NIU campus property during period of suspension</p> <p>\$150 fine</p> <p>Parental notification (if under 21)</p> <p>Completion of off-campus Substance Use Assessment, prior to return</p> <p>University disciplinary probation for one (1) year, upon return to NIU</p>	<p>University expulsion</p> <p>Banishment from NIU campus property</p>
<p>Drugs (Distribution)</p> <p><i>Includes:</i> -The distribution of controlled substances, prescription medication, and illegal drugs,, regardless of whether money or goods are exchanged</p>	<p>University suspension for one (1) academic year</p> <p>Banishment from NIU campus property during period of suspension</p> <p>\$100 fine</p> <p>Parental notification (if under 21)</p> <p>Completion of off-campus Substance Use Assessment, prior to return</p> <p>University disciplinary probation for one (1) year, upon return to NIU</p>	<p>University expulsion</p> <p>Banishment from NIU campus property</p>		

Currently, Counseling and Consultation Services (CCS) staff will work with students who are referred for the Substance Use Assessment program. They will conduct individual consultations for students and determine which assessment of alcohol and or marijuana use is necessary. This information is located on the NIU Counseling and Consultation Services website.

Student Involvement

Campus Activities Board (CAB)

Each semester, CAB plans and executes approximately 35 on-campus events alcohol free – all with free admission for NIU students. These events range in size from 20 students to over 1,500 students, and this includes late night and weekend programs. In this past biennium, more than 2,800 unique students participated in CAB events each year.

Late Night & Weekend Programming

Campus Activities Board provides night and weekend programming to offer students an alternative to events with alcohol during those time periods.

Events include the following:

- *CAB/RHA Blockparty* occurred during the first Friday of Week of Welcome at the student tailgate area outside of Huskies Stadium. The event was a collaboration with the Residence Hall Association and included food, outdoor sports activities, a DJ, and giveaways for students from 8-11pm. 1,500 students attended this event and was a fun and safe environment for students to meet new people without alcohol present.
- *Fall Concert* took place from 8pm to 11pm and the performer was Jesse McCartney, a popular pop artist. The venue was the Egyptian Theater downtown DeKalb. This annual event was well attended and attracted a large number of students. 1500 students in attendance and while alcohol was available for purchase on the premises, this was managed by licensed bartenders and was not a primary focus of the event.
- *Late Night Movies with CAB* happened 3 times during the year and films were selected by student input. These events were hosted in the Holmes Student Center and were hosted from 8-10pm
- *Glow Skate Party* was hosted from 9:00pm-1:00am in the Holmes Student Center. Students were able to use roller skates with a glow in the dark setting and DJ to enjoy skating with friends.
- *DJ Battle* was a well-attended event in which local and student DJs hosted a battle in the Holmes Student Center. Students were able to enjoy popular music together while engaging without alcohol.
- *A Night at Holmes Series* occurred 3 times in the fall semester and 3 times in the spring semester, all late-night events in the Holmes Student Center featuring karaoke, bingo, prizes, free food, games, caricature drawings, and a large event (escape rooms, silent dance parties, casino night, etc.). An average of 1,000 students attended each event and students who came, typically engaged and stayed throughout the event.

- *Sunday Funday* is an event the weekend before final exams and provided games, inflatables, music, and more for students to destress in a healthy environment. The event was hosted outside in a field central to campus and was a great way to encourage students to get fresh air and refocus for final exams.

Fraternity and Sorority Life

Social Event Trainings

Student Involvement Staff have hosted trainings for over 50% of the chapters to educate them on the social policies and how to run a safe event with alcohol in compliance with NIU policies. Students can ask questions about the implementation of the policy and learn the specifics of how the policy works. During the COVID-19 Pandemic trainings were held virtually to keep members up to date on the policies even though no events were taking place.

All Community Meeting

At the beginning of the fall semester, Fraternity & Sorority staff hosts a mandatory training for all members of fraternities and sororities. This meeting covers various topics including sexual assault, social policy, and alcohol use. Additionally, this training during the COVID-19 Pandemic have included general pandemic safety items and policy updates.

New Member Trainings

Every semester, staff members from Fraternity and Sorority Life facilitate mandatory training sessions for all new members of fraternities and sororities from all councils. These new member trainings are offered at least three times each semester on different days of the week to accommodate as many student schedules as possible. The following topics are addressed during New Member Training:

- Make-up of NIU's Greek community (four councils)
- Cultural awareness (Greek culture, college campus culture, multiculturalism)
- Huskie Link
- Perception of Greek life nationally and at NIU
- Values & expectations of NIU Greek students
- Social media use/misuse
- Hazing - definition and how to report
- Sexual assault/consent
- Alcohol and drug use/abuse
- Social events policy (on- and off-campus)

Safe and Social Training

Over 55% of our community has completed the Social and Safe training and quiz in a partnership with Student Wellness. This training is described as "Understanding your body's response to alcohol, recognizing influential factors, and discovering strategies to keep you safe while drinking can contribute to a more enjoyable, safer, and responsible drinking experience. This presentation will also discuss ways to help your friends while drinking and identify important alcohol-related laws and policies."

Chapter Trainings

All chapters at NIU have participated in some form of risk reduction and safety education training for all the members, generally hosted and facilitated by their Inter/National

Organization. This training generally includes education on hazing, alcohol and drug use, safe events, and some include bystander intervention training.

Greek Life and Alcohol EDU

Eighty percent of inter/national organizations provide the Greek Life and Alcohol EDU programs which members participate in online. For those organizations using this tool, 100% of their new members must complete all the training modules before they are allowed to be initiated formally into the organization.

Student Government Association Efforts

Volunteer Efforts

- *NIU Cares Day*
Each spring, a large day of service is hosted in collaboration with the Dekalb community. The event typically brings out 400-600 participants each year.

Alcohol and Other Drug SWOT ANALYSIS

The Committee did not meet over the course of this biennium. As the report was compiled the following strengths, weaknesses, opportunities, and threats were identified by the people putting the report together.

Strengths:

- Dedicated training for Greek and Athletics and Housing
- Wellness program to create programming
- Collection of data
- Substance use assessments
- Clinical services for students in recovery and others
- Screening for ATOD at HS and appropriate referrals
- Referral to Employee Assistance Program available

Weaknesses:

- No AOD committee meetings
- Student input is limited
- Students, faculty/staff believe and promote myths
- High risk drinking that occurs at events and before
- Students don't want the information
- Not programming for other drugs in special populations

Opportunities:

- Tighten/clarify messaging
- Faculty/staff awareness
- Social media
- Presidential Commission
- Weekend Signature programming late-night and weekend programming alcohol

Threats:

- Student wellness area leadership transitions
- Departmental representation/commitment
- Distribution of prescription drugs/meds (illegal, non-medical use)
- Inconsistent messaging
- Competing priorities

- Lack of institutionalization processes
- Siloed efforts
- Social Media influence (trends or challenges)

RECOMMENDATIONS FOR NEXT BIENNIUM

This Biennial Review reveals that there has been consistent institutional support for alcohol and other drug prevention efforts since the last report. However, several areas of the institution do continue to put effort toward preventing alcohol misuse. Current policies, protocols, and practices have been constructed by experienced and knowledgeable staff at the University. Several small functional units at the institution do a great deal of work in this area with diminished financial resources and staff. Additional resources and clear priorities could facilitate a more comprehensive and well-coordinated approach. Departments strive for best practice in the field of substance abuse prevention, education, intervention (treatment) and policy/sanction enforcement.

Several areas for improvement have been identified including the following recommendations:

RECOMMENDATION #1

Set intentional meeting schedule with appropriate university entities

RECOMMENDATION #2

Assess the utilization and/or effectiveness of current new student healthy decision-making module for college students that includes an alcohol and cannabis section.

RECOMMENDATION #3

Review university policies related to alcohol and other drugs, staying abreast of any changes to current policies.

RECOMMENDATION #4

Continue to update and inform campus community regarding policies related to alcohol and other drugs.

Appendix A. Drug-Free Schools Communities Act

[Drug- Free Schools and Communities Act \[Edgar Part 86\]](#)

[<https://www.niu.edu/policies/policy-documents/drug-free-schools-communities-act.shtml>]

APPENDIX B. Student Code of Conduct

[Student Code of Conduct](https://www.niu.edu/policies/policy-documents/student-code-of-conduct.shtml) [https://www.niu.edu/policies/policy-documents/student-code-of-conduct.shtml]

https://www.niu.edu/conduct/_pdf/student-code-of-conduct.pdf

APPENDIX C. Alcoholic Beverage Policy

[Alcoholic Beverage Policy](https://www.niu.edu/policies/policy-documents/alcoholic-beverage-policy.shtml) [https://www.niu.edu/policies/policy-documents/alcoholic-beverage-policy.shtml]

https://www.niu.edu/policies/_pdf/alcoholic-beverage.pdf

APPENDIX D. Alcoholic Beverages – Sale, Serving, and Consumption Policies

Sodexo at Northern Illinois Athletics Alcohol Service Security Plan, August 24, 2015

Sodexo at Northern Illinois Athletics alcohol service security plan

Age verification: Our standard is that all guests interested in consuming alcohol will have their ID checked to ensure they are of legal age to consume and purchase alcoholic beverages. Once age verification is completed they will be issued a wristband. The wristband will allow them access to areas that are restricted to individuals over the age of 21 to consume alcoholic beverages.

Storing and securing alcohol: All alcohol is stored and inventoried in one central location; this location is a separate room with no *windows*, always locked and key code security armed. Only unit management (team of three) has keys and is aware of the key code to enter the alcohol room. During remote events on the grounds of the facility, locking rolling coolers/cages are used for the transport and storage of alcohol beverages. These coolers/cages are inventoried before they leave the main facility, when they arrive, before the event, and after the event. These coolers/cages again are only locked and unlocked by unit management before and after each event when inventories are taken.

Training employees and alcohol servers: Our standard is to have every employee and management to be certified through the T.E.A.M. (Techniques, for Effective, Alcohol, Management) certification before anyone deals with or works a shift that involves the handling of alcoholic beverages. In addition classes will be offered to all university staff to those it may interest.

Plan for rowdy or disruptive patrons: Events serving alcohol will have in house event *staff*, venue management staff, and/or uniformed campus police present at the venue, depending on the size of the event. Patrons who are rowdy or disruptive will be contacted by these staff or officers and the actions taken will be based on the patrons' response to this contact and instructions to cease and desist their inappropriate behavior. If necessary or when appropriate, unruly and disruptive patrons will be removed from the venue by campus police and appropriate legal action or procedures will be initiated.

Anti-Theft Policy: We have a zero tolerance policy pertaining to any theft in the facility, if any patron is caught stealing they will be arrested by campus police and removed from campus. In addition if an employee is caught stealing they will also be removed *off* campus by police as well as be terminated from employment immediately.

Surveillance equipment: Surveillance equipment is already in place and maintained by campus.

Campus Dining Services Wedding Catering Food and Beverage Policy

[Campus Dining Services Wedding Catering Food and Beverage Policy](https://www.niu.edu/dining/catering/weddings/index.shtml)

[<https://www.niu.edu/dining/catering/weddings/index.shtml>]

Food and Beverage Policy

All food and beverages must be arranged through NIU Catering Services. Our policy does not permit other caterers or foodservice vendors to operate in the building, with the exception of wedding cakes from an approved provider. Any leftover food and beverages remain the property of Catering Services and may not be removed from the premises.

Food and nonalcoholic beverages must accompany all events where alcohol is served. Alcohol may not be consumed or carried in open containers in the public areas or lounges in the venue halls.

NIU Catering Services provides alcohol in accordance with university policies and state law. All alcoholic beverages must be provided by Catering Services and can only be served by NIU employees. Proof of age will be required to serve your guests. Catering Services reserves the right to refuse service of alcohol to any person.

Huskie Den Responsible Service of Alcohol Policy

Holmes Student Center Huskie Den Responsible Service of Alcohol Policy

This establishment is committed to the responsible service of alcoholic beverages to responsible guests.

We are also committed to protecting our employees and the community at large. All employees who may come in contact with a guest as part of their employment are required to follow these procedures:

- Employees will not drink before, during or after their shift.
- Employees will not serve an alcoholic beverage to anyone under 21 years of age or anyone who is showing signs of visible intoxication.
- No patrons will be permitted inside the establishment after it is closed for business.
- Before serving an alcoholic beverage, employees MUST check the identification of guests who appear to be under the age of thirty years old. Identification must show the guest to be a least 21 years of age. ID must also match the physical characteristics of the guest presenting the identification. Acceptable identification includes a driver's license with a photo, a valid passport with a photo, a state-issued identification with photo and birth date, or a military ID. Any other forms of ID must be approved by the manager on duty.
- Employees will check identification to determine if it is authentic. Without authentic identification or in case of doubt, the employee must not serve alcoholic beverages to the guest.
- No employee will serve several drinks to a guest during a short interval.
- Employees must immediately notify the manager on duty, if there is one on duty, when a guest shows visible signs of intoxication. Either the employee or the

manager will inform the guest that the service of alcoholic beverages will be discontinued. An incident report form will be completed and placed on file.

- Any guest showing visible signs of intoxication will be strongly urged to use alternative transportation. If, with strong urging, patron refuses, a reasonable attempt should be made to obtain the keys to the car. If, despite these efforts, the intoxicated customer leaves in his or her vehicle, the license plate number should be noted, and the appropriate law enforcement officials should be notified.

I have read this policy statement, understand what is required to provide responsible service of alcoholic beverages and agree to follow these procedures. I also understand that failure to follow the procedures of this policy will be considered a basis for disciplinary action, up to and including termination.

APPENDIX E. Smoke-Free Campus Policy

[Smoke-Free Campus Policy](https://www.niu.edu/policies/policy-documents/smoke-free-campus-policy.shtml) [https://www.niu.edu/policies/policy-documents/smoke-free-campus-policy.shtml]

APPENDIX F. Athletic Department Alcohol and Other Drug Testing Policy

(RETURN THIS PAGE WITH YOUR SIGNATURE TO THE NIU ATHLETIC DEPARTMENT)

SIGNATURE PAGE

THE 2022-2023 NORTHERN ILLINOIS UNIVERSITY ATHLETIC DEPARTMENT

SUBSTANCE ABUSE POLICY

The acceptance of membership on an athletic team constitutes an agreement to comply with all the regulations of Northern Illinois University and the athletic department and a voluntarily consent to undergo and cooperate in the drug testing program as summarized on the following pages.

In addition, I (print your name _____) SPORT _____

Understand that I may be temporarily or permanently suspended from a team or there may be a recommendation made for non-renewal of my scholarship, if applicable, for violation of the substance abuse policy.

I fully understand the penalties for a positive drug test and that TERMINATION of team membership and recommended non-renewal of any athletic scholarship that I may have at that time WILL occur on the THIRD POSITIVE TEST.

I certify that I have carefully read the following Northern Illinois University substance abuse policies regarding testing frequency, collection methods and penalties, and that I have been given an opportunity to have them explained to me.

I do understand and agree to comply with the Northern Illinois University Athletic Department substance abuse policy.

SIGNED: _____ DATE: _____

PARENT (if needed): _____ DATE: _____

The misuse of drugs and alcohol is recognized as a potential problem for all students. The NCAA has an established drug testing program for student-athletes to help ensure the safety and health of student-athletes while participating in athletics. In addition, a program to prevent the use of performance enhancing drugs promotes fair competition in intercollegiate athletics. NIU's intercollegiate athletics drug testing program enhances that existing program. It is reasonable for the University to require student-athletes to submit to drug testing as a condition of the privilege of participation in intercollegiate athletics.

In order to facilitate a more positive decision making process for the student-athlete, the following drug education and screening goals have been developed to educate the students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol; to protect the students, and others with whom they compete, from potential injury as a result of the misuse of drugs and alcohol; to provide a screening program to identify student-athletes who are improperly using drugs or alcohol and to assist them, through education and counseling, before they injure themselves or others, or become physiologically or psychologically dependent; to be in compliance with the NCAA rules and regulations regarding drug testing; to prevent the use and distribution of performance enhancing substances and illegal drugs; and, to educate the student-athlete about the local, state and federal laws concerning possession and use of alcohol and drugs, particularly as they relate to university campuses.

NCAA DRUG TESTING

The NCAA conducts post season championship drug testing. In addition, it conducts year-round unannounced on campus drug testing. Should a Northern Illinois University student athlete test positive in any NCAA drug testing session, not only will he/she face sanctions from the NCAA, but he/she will be declared a "positive" (see below) under the Northern Illinois University program. The student-athlete will be required to fulfill all of the requirements under the appropriate penalty, both from the University and the NCAA.

NIU DRUG TESTING-Testing Procedures

As part of this testing, a student-athlete may be asked to take a urine, saliva, or breath analysis test to detect illegal drugs, non-prescribed drugs, alcohol, narcotics or steroids at such times and places as directed by the Athletic Department. The drugs to be tested for include, but are not limited to the following: ALCOHOL, AMPHETAMINES, COCAINE, EPHEDRINE, MARIJUANA, SYNTHETIC MARIJUANA, PCP, OPIATES, PHENCYCLIDINE, METHAQUALONE, BARBITUATES, BENZOPAIN, PROPOXYPHENE, METHADONE, EXTASY, ANABOLIC STEROIDS and masking agents.

Testing will be conducted for all student-athletes throughout the entire school year, or while they are utilizing athletic department facilities. The drug-testing program will be administered by the athletic training staff in conjunction with contracted drug testing agencies.

Unannounced testing may occur at any time of any day with no (zero) notice. The selection may be based on random selection, a prior positive test as outlined below, suspicion of misuse/abuse or other reasonable cause. The REFUSAL to provide a sample will be considered a positive test and will include all of the sanctions of that positive level. Adulteration of a urine sample will result in a positive test finding. Suspected adulteration may be reviewed by the MRO for confirmation.

ALL STUDENT-ATHLETES, INCLUDING CHEERLEADERS ON THE SQUAD LIST, MAY BE TESTED. THIS INCLUDES STUDENT-ATHLETES ACTIVELY PARTICIPATING, STUDENT-ATHLETES WHO ARE MEDICALLY DISABLED, AND THOSE WHO HAVE EXHAUSTED THEIR ELIGIBILITY.

All urine samples for testing will be collected in compliance with NCAA as well as United States Department of Transportation drug testing guidelines. Supplies will remain under constant supervision of

athletic training staff or contracted drug testing agency employee prior to being shipped to the testing facility. Identification information will remain under the constant supervision of the Athletic Training staff until results are returned to the staff from the drug testing agency Medical Review Officer.

The results of the urine-testing program are considered to be confidential. Records and other information shall remain in the confidential possession of the head athletic trainer or his/her designee and may be released only as stated on the consent form or a set forth below in section VI. In the event of a valid subpoena, wherever possible, the affected student will be notified before compliance with the court order.

The Athletic Department will issue a positive test finding to a student-athlete found to have committed or to have attempted to commit drug use or alcohol related offenses. Positive test findings are subject to the disciplinary sanctions outlined below at the discretion of the Athletic Director.

Drug and alcohol related offenses include but are not limited to: Driving under the influence (DUI, DWI), Public Intoxication, Drunk and Disorderly Conduct, and other alcohol related offenses that could result in potential for harm to Updated 4/2022 self or others including underage possession. Use of drugs includes use, possession, manufacture, or distribution of any illegal controlled substance including but not limited to the following: cocaine, hashish, heroin, lysergic acid diethylamide (LSD), marijuana, methamphetamines, or any legally controlled substance without a prescription issued by a licensed physician.

Any student-athlete who voluntarily seeks counseling prior to a positive drug test will not face automatic testing but will be referred to the appropriate counseling service. The student-athlete will be responsible for any costs that are incurred. The student-athlete will remain in the random testing pool. ALL TEST RESULTS accumulate during the ENTIRE TIME that an individual is a student-athlete at Northern Illinois University.

The determination (by an approved drug testing method) that a student-athlete has used any illegal drug, any nonprescribed prescription drug, any narcotic, alcohol, or steroids may result in any or all of the following as decided by the Director of Athletics after consultation with the Head Athletic Trainer and the Medical Review Officer.

FIRST POSITIVE TEST RESULT

Head Athletic Trainer and Athletics Director notified. Head coach will be notified. Referral appointment for evaluation with Counseling and Student Development Center on campus. Recommendations from CSDC as indicated. The student-athlete is responsible for any costs incurred for these services. Additional testing whenever Northern Illinois University Intercollegiate Athletics conducts testing over the next twelve (12) months with no (zero) notice. Mandatory conference call with parents, guardians, spouse, Head Coach, Head Athletic Trainer, and Athletics Director or their designee.

SECOND POSITIVE TEST RESULT

Head Athletic Trainer and Athletics Director notified. Head coach will be notified. Referral for private counseling on or off campus. The student-athlete is responsible for any costs incurred for these services. Suspended immediately from all non-academic team related activities upon positive notification. Suspension will be for a period of three (3) weeks and will also include suspension from contests equivalent to 25% of the regular championship season (i.e., immediate, next regular or post-season contests). The contest suspension may be served concurrently with the non-academic team suspension. Participation in any exhibition contests will be forfeited and not included in the 25% suspension of the regular season (i.e., immediate, next regular or post-season contests) athletic contests. If the positive

finding occurs in the summer term or non-championship season of a particular sport, the non-academic team suspension will be applied when determined most appropriate at the discretion of the Athletics Director. Additionally, zero notice drug testing may occur whenever Northern Illinois University Athletic Department conducts testing for the remainder of the student-athlete's eligibility. Mandatory conference call with parents, guardians, spouse, Head Coach, Head Athletic Trainer and Athletics Director or their designee. Recommendations from counseling agency as indicated.

THIRD POSITIVE TEST RESULT

Head Athletic Trainer and Athletic Director notified. Head coach will be notified. Referral for private counseling on or off campus. The student athlete is responsible for any costs incurred for these services. Termination of team membership. Recommended non-renewal of Athletic Scholarship. Mandatory conference call with parents, guardians, spouse, Head Coach, Head Athletic Trainer and Athletics Director or their designee.

A student-athlete will be terminated from team membership upon conviction of trafficking/dealing in any illegal substance. Termination will also include a recommendation for non-renewal of any athletic scholarship.

Updated 4/2022

Appendix G. Employee Assistance Program Referral Policy

Employee Assistance Program Referral Policy

Through Human Resources Services, Northern Illinois University maintains an Employee Assistance Program to provide referral, linkage, support and advocacy for Employees who struggle with drug and alcohol problems. The Program's website can be found at the following:

http://niu.edu/hrs/work_life/employee_assistance/index.shtml.

The Employee Assistance Program provides confidential professional services to the faculty and staff of the University and is one of the benefits for Employees of the institution. The EAP offers information; brief counseling; referral and linkage to counseling services; support to access mental health and substance abuse services, and eldercare; crisis intervention; post crisis intervention and support.

Additionally, the Employee Assistance Program also offers customized training, consultation and coaching for Supervisors, employees and teams to enhance work group and departmental functioning.

The Employee Assistance Program also provides work-life information; groups and workshops; co-sponsors an annual Health and Wellness Fair; coordinates annual flu shots; and facilitates a series of "Hot Topic" wellness seminars each semester.

Finally, the Employee Assistance Program maintains a specific website dedicated to a [self-assessment for alcohol or drug problems](#).

The Employee Assistance Program offers the following services in accordance with the laws and policies governing alcohol and drug misuse in the workplace.

- Coordination and implementation of the Drug Testing Program between the Employee, the Drug Testing Provider, MRO, and Human Resources Services
- Referral to an educational or rehabilitation program.
- Referral for fitness for duty evaluation.
- Support services upon an Employee's return to work following any recommended or necessary leave of absence.

APPENDIX H. NIU Department of Police and Public Safety Football Game Tailgating

[Football Game Tailgating](https://www.niu.edu/publicsafety/public-info/tailgating.shtml) [https://www.niu.edu/publicsafety/public-info/tailgating.shtml]

Are you planning on tailgating before the big game? Here are a few things you need to know before you head over to the stadium.

The student tailgate area is in the southwest corner of the East Lawn. It will be enclosed by barricades except for two entrances. All activities permitted in the previous location are permitted in the new location and controlled by students.

- To enter the student tailgate area, show either a OneCard, game ticket or student guest ticket. Student guest tickets are \$10 and are available at the ticket office.
- To exit the tailgate area, students go through the stadium to either stay for the game or leave.

Tailgating rules

- Tailgating is allowed as soon as the parking lots open.
- Tailgating is not allowed past game time.
- Plastic bottles and cans are allowed. Glass containers, kegs and party balls are strictly prohibited.
- Small grills are allowed but fryer and fire pits are not permitted.
- Beer can be brought into the tailgate area but not into the stadium.
- Please use the trash cans and used charcoal cans located in each parking area to help keep the area clean.
- Personal music devices and radios are allowed at your tailgate party. They must be confined to your tailgate area and must not interfere with others. DJs and large speaker set-ups are not allowed in the parking lots. All portable music must be turned off by game time.
- No tailgating can be done on any part of a vehicle higher than the bed of a pickup truck and all equipment not placed on the ground must be secured so it cannot fall off.
- NIU is a smoke free campus. However, smoking is permitted in your vehicle as long as it does not impact others.

Tailgaters are encouraged to contact [NIU Police](#) at 815-753-1212 when another tailgate party becomes a nuisance because of loud music or behavior that interferes with other guests.

For more information on NIU football and Huskie athletics, visit www.niuhuskies.com.

APPENDIX I. Guide to On-Campus Living

[Housing Handbook](https://www.niu.edu/housing/halls/handbook/index.shtml) [https://www.niu.edu/housing/halls/handbook/index.shtml]

Appendix J. Social Events Policies

OFF-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

[\[https://www.niu.edu/studentinvolvement/_files/off-campus-social-policy.pdf\]](https://www.niu.edu/studentinvolvement/_files/off-campus-social-policy.pdf)

ON-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

[\[https://www.niu.edu/studentinvolvement/_files/on-campus-student-organization-events-policy.pdf\]](https://www.niu.edu/studentinvolvement/_files/on-campus-student-organization-events-policy.pdf)

Appendix K. Title IX/Sexual Misconduct Policy and Complaint Procedures for Employees and Students [<https://www.niu.edu/policies/policy-documents/sexual-misconduct-policy-and-complaint-procedures.shtml>]

[Title IX/Sexual Misconduct Policy and Complaint Procedures for Employees and Students](https://www.niu.edu/policies/_pdf/sexual-misconduct-policy-procedures.pdf)
[https://www.niu.edu/policies/_pdf/sexual-misconduct-policy-procedures.pdf]

Appendix L. Amnesty

[Amnesty](https://www.niu.edu/conduct/_pdf/code-of-student-conduct.pdf) (Found in Student Code of Conduct, under the Formal Student Conduct Process, pg. 19) [https://www.niu.edu/conduct/_pdf/code-of-student-conduct.pdf]

Amnesty aims to remove the barriers that may prevent an individual from seeking help for themselves or other individuals in need of medical attention or facing a safety risk, reporting a student conduct incident, or participating as a witness in an investigation with the university. If an individual reports a student conduct related incident, in good faith, or participates in an investigation as a witness, the Office of Student Conduct will not pursue disciplinary action for that individual for a separate university policy violation (such as underage drinking) that is revealed in the course of the report or formal student conduct process. However, if the separate violation was egregious, including, but not limited to an action that places the health or safety of any other person at risk, amnesty may not be afforded by the Director of Student Conduct. The Director of Student Conduct or designee shall determine if a student or recognized student organization is eligible for amnesty under this provision.

Appendix M. Annual Safety and Security Report

[Annual Safety and Security Report](https://www.niu.edu/clery/) 2022 [https://www.niu.edu/clery/]

Appendix N. Orientation Leader Guide: Handling Tough Questions/Situations

Handling Tough Questions/Situations

Tough Questions from Students

We all approach questions from students and their family members and guests in different ways, however, sometimes we need a little guidance when it comes to the difficult questions or situations that may arise.

Here are a few tough questions that are often asked during an orientation program (First-Year & Transfer). Read each question and think about how you would respond. Then take a look at a few potential responses and see how your responses matched up. It is best to be prepared for anything, even if you never experience that particular question/situation!

First-Year & Transfer Students:

I'm living on-campus this year, but I hear the cool place to party is on Greek Row. If I give you my cell phone number, can you let me know when the parties are going on during the first week? (First-Year)

Response #1: "Eh, I'm really not into that whole scene, especially due to the fact that I'm not of age. Yes, some students do choose to drink underage and parties do happen. There are some real serious consequences, however, if you get caught drinking underage. The DeKalb and University Police will ticket you. Also, if you choose to drink in the Residence Halls, the hall staff will document you and you could end up being referred to Student Conduct. I'd rather not risk it, so I just do other things."

Response #2: "There are parties that do take place on campus but drinking is illegal if you are under age. If you do decide to make those choices make sure to drink responsibly and use some of the resources/ services we have here on campus. When you come back to campus in the fall you will be required to take safe haven and alcohol.edu which is a program that teaches you how to drink responsibly and make safe decisions."

Where can I get a fake ID? I really want to hit some bars on the weekends, and I've heard it's tough to sneak liquor into the residence halls. (First-Year)

Response: "I don't know much about that. There's so much happening on campus week in and week out, you'll have plenty to do until your own driver's license will get you into the bars. Obviously, people make their own choices, but you have to take into account the crackdown on fake IDs. Is that really how you want to meet the DeKalb PD for the first time?"

My parents wouldn't give me information to fill out the FAFSA form. I am working full-time this summer, but I don't know how I am going to pay for tuition this fall. What should I do? (Transfer)

Response: "That is a great question to ask the Financial Aid office. All students and family members will have the opportunity to go over to their office and chat with a Financial Aid representative. I know they would very much enjoy answering any questions you may have."

I heard from my older brother that some girl was attacked in the neighborhood by four guys when he was a student here. Is that true? (First-Year)

Response #1: “I don’t know about that particular case. But, this is a city, and like any city—big or small—you have to be smart and remember common sense safety tips, like don’t walk alone. Also, we have great systems in place here at NIU, including the Huskie Safe Line and Huskie Patrol. Both are great ways to prevent walking alone at night.”

Response #2: “That may have happened before I was a student here. The thing to remember is that you need to be smart and alert to your surroundings. Don’t wear your iPod while you’re out walking—especially at night—and always let someone know when you will be home.”

Response #3: “I didn’t hear about that situation, but I have heard other rumors from my friends. I try to keep a few safety tips in mind, like the ones listed in your orientation materials. We have a few services on campus—the Huskie Safe Line and Huskie Patrol—which are both free with your NIU OneCard. And if you ever do feel unsafe, use the emergency call boxes around campus to directly contact University Police.”

I’ve heard it’s tough to buy beer around here with a fake ID. You’re 21, can you buy me some liquor when the semester starts? I’ve got plenty of cash from my summer jobs, and I can pay you double. (First-Year)

Response #1: “I’ll check, but I don’t think they hired me to break the law here. You’re not trying to get me into trouble here, are you?”

Response #2: “Come on man, you don’t have to be doing this. You’re not trying to get me in trouble here are you? It’s just one night.”

Since I’m of age, can you just tell me now where the good bars are around campus? Or we can meet up at the beginning of the year and go out together? (Transfer)

Response #1: “I’m not really able to talk about that in my position right now. I am certainly available to assist any of the new transfer students with questions at the beginning of the year, but I don’t feel comfortable discussing that sort of thing with you at this point.”

Response #2: “Yes, you and I are of age, but most of the group here isn’t, so I can’t really discuss that right now. We can talk about that at another time. Right now I would like to focus the discussion on topics that pertain to the entire group.”

Response #3: “I think that is pretty bold of you to ask in front of a group that is underage. Are you trying to test me? I don’t think my supervisors would be too happy to hear that I was covering that kind of information with the group, especially if someone’s parents came back and complained.”

Can we get food real quick? It won’t take too long. (First-Year)

Response #1: “Unfortunately we cannot have students veering away from the program. However, you will have an opportunity to have lunch later on.”

How many TAs are teaching classes? What if I can’t understand what their TA is saying? (Transfer)

Response: “Teaching Assistants teach many of the first and second year courses. Sometimes, a professor gives a lecture for one hour, and the TA teaches the other two

hours. Sometimes, the TA teaches the whole course. TAs are always enrolled in a master's or PhD program and receive training to teach their course. Yes, some of the TAs are from another country, and some of them have an accent, but in order to teach here, they must pass an English proficiency exam. In most cases, all it takes is some time to become familiar with their accent. If there were a problem beyond that, students can always talk to the course director."

I have heard about this website called Rate My Professor, is this a good tool to use for picking my classes?

Response: "Rate My Professor can be a more biased website, so it depends on the situation. There have been some cases where a professor has a bad rating and they turned out to be a great resource for some students. Again, it just depends on the student's learning style."

Family Members & Guests:

A friend of mine said that their nephew came to NIU and came across lots of drinking in the residence halls. Don't they have security in the residence halls?

Response #1: "Yes, but students are no better, and no worse, than anybody else, and there will always be some who choose to drink, sometimes to excess. The Housing staff is committed to providing a safe and appropriate environment for students, and they'll always work with students to solve problems like noise or partying in the hall."

Response #2: "The residence halls have security as well as Community Advisors who do their best to keep an eye on drinking. They do their part, but it is also a student's responsibility to decide not to engage in illegal activity. My suggestion to students is to set up ground rules and barriers with their roommates and suite mates; a "no drinking in our room" agreement is best for all students under 21."

Response #3: "I know that the residence halls have pretty strict restrictions on underage alcohol in their facilities—mainly because it is illegal. Stress to your student that not only are they breaking the residence hall rules, but they're also breaking the law!"

Earlier someone talked about FERPA, but my son has been asking me to check information on his MyNIU account for the last 3 months. Can't I just keep going on there and change his schedule so he's in the right classes?

Response #1: "That is probably something you want to talk about with your son. I can assure you that the advising staff here is great about helping students select appropriate courses, finding tutoring assistance if needed, and even changing a major or adding a minor. Here at NIU, we believe that college is a great time to start taking responsibility for your own academics."

Response #3: "Students can now give two individuals access to their account by going on MyNIU and taking advantage of a resource called Shared Access. If done, this will give you the opportunity to have access various components your student's account."

My son is majoring in Visual Communications, and we want to get him a computer before he starts college. He wants a laptop. Is that what most students use?

Response #1: "Some students like the portability of a laptop, and some like desktops because they are cheaper. A friend of mine was studying Visual Communications, and I

think they might have needed a particular computer for that program. You may want to have your son check with his academic advisor before selecting a computer.”

Response #2: “I personally love my laptop. I use it around campus to do homework and check my e-mail. Everyone is a little different though, so your son might want to think about what is most important to him in a computer. Some academic programs require certain computer programs—or even a computer rental or purchase—so he may want to speak with a staff member in the College of Visual & Performing Arts to see if there are certain requirements for the program he is in.”

Response #3: “I actually don’t have a computer right now. I am utilizing the campus computer labs until I’m a senior and then I’m getting a computer when I am ready for grad school. Some programs might require a computer, so he should check with his advisor. Personally, I don’t need one for my major so I am saving some money and using the resources here.”

How safe are the residence halls? I’ve heard rumors that theft is a big problem.

Response #1: “I haven’t lived in the residence halls myself, but theft is a common problem anytime there are a large number of people living in one place. As long as your student takes the necessary precautions, such as locking his/her room door, I don’t think he/she will have much of a problem.”

Response #2: “When I lived in the residence halls, I was careful to always lock my room door. Since theft is an issue on all college campuses, it’s important to keep track of your belongings.”

Response #3: “The residence hall staff is very vigilant about theft, but they rely on residents to lock their room doors. When I lived in the residence halls, I stored valuable belongings in my lockable desk drawer.”

My daughter is paying for much of her tuition and I am going to give her money for books, groceries, and other expenses. What is a reasonable amount of money for this?

Response #1: “It’s hard to say exactly how much your daughter will need, but I can say that books can be one of the largest expenses for a college student. My freshmen year, my books costs me about \$600. Since I lived on campus, in the residence halls, I did not need much money for groceries, which was helpful. As for other expenses, I used my Huskie Bucks for laundry and eating out on the weekends. This will vary for every student, so I would talk to your daughter and see what she thinks.”

Can I go to my students advising session with them today? I see on the schedule family members split up but I have been organizing my students schedule since high school. I know what’s best for them.

Response #1: “Unfortunately you cannot go to advising with them however, it’s pretty easy for your student to go back into MyNIU and look at their schedule.”

Response #2: “We understand you want to go with your student to help them out but this time is for them to spend with their academic advisor and start forming a relationship between the two of them. It’s important for you to understand that you won’t be able to be there for every academic advising appointment in the future so it’s good the students to start becoming independent.”

Tell me about safety here on campus....

What has security been like since 2/14? There has always been University Police presence on campus, and that presence has increased since February. I feel safe on campus knowing they are here to prevent and respond to any situation. (Feel free to talk more about security at this point- Huskie Safe Line, Huskie Patrol, police officers in every residence hall, etc.)

Where is the 2/14 memorial on campus? The Memorial Garden is located just outside of Cole Hall, which is where the incident took place. The garden consists of a Reflection Wall that contains five granite stones, each one representing one of the five students who lost their life on that unfortunate day. Carved in the stones is the "Forward, Together Forward" theme that we hold near and dear to our hearts here at NIU. The garden also contains an eighteen foot sculpture called "Remembered" that was designed by a former NIU student.

What happened to Cole Hall? Cole Hall was fully renovated for the spring of 2012. One of the lecture halls has been updated and modernized; the other is a new collaborative learning pod classroom (accommodating 50 students). Cole Hall is also the new home to the NIU Anthropology Museum.

POTENTIAL SCENARIOS, APPROACHES & RESPONSES

Scenario: A student compliments you and asks if you want to catch a movie tonight.

Possible Approaches:

- Bring humor to the situation
- Ignore the situation at the present moment, but tell the student later that you didn't think that their comment was appropriate.

Sample Response: "Wow, if you have the nerve to ask me out in front of everybody, you're going to have no trouble meeting people. However, I'm going to have to say no."

Scenario: As you introduce yourself, a student asks a rude question and rolls his/her eyes at you.

Possible Approaches:

- Find a serious point in their question and repeat it to the group.
- Answer it honestly while maintaining your professionalism.
- Step back and calmly explain again why the day is important.

Sample Response: "I know not everybody understands why you are here, and I totally understand that—I can recognize the boredom potential of an "orientation," I was a first-year once myself! But college is so different, different from high school or any other institutions. It's useful to find out how it works specifically NIU. If we're covering topics that seem pointless to you, please speak up—I'll be happy to explain why they might matter."

Scenario: As you are introducing yourself, a student pulls out a cell phone and text messages someone.

Possible Approaches:

- Bring humor to the situation- ask students who they're texting.
- Stand or sit directly next to the person
- Politely ask student to put their phone away

Sample Response: "I'd feel better if phones were put away while I'm talking. I'm not perfect at this, but I'm doing my best and it throws me off to watch people texting. Thanks."

Scenario: A student doesn't do anything when they are asked to participate.

Possible Approaches:

- Strongly encourage the student to participate.
- Skip the person and go back later.
- Ask them a direct question later during the discussion.
- Pay attention to them when they do participate.
- During the break, tell the student you value their opinions or ask if there is something wrong.

Sample Response: “We’re hearing some really great responses from some of our group members, but I hope none of you are feeling too shy to answer. Remember, this is a “safe space” where we’ve all agreed to keep what we discuss today to ourselves. I value what you all have to say, and I hope you understand that I was in your position just a [few] year[s] ago!”

Scenario: A student gives only a yes/no answer.

Possible Approaches:

- Ask them to elaborate on the answer.
- Take the response and provide a possible expansion of the answer to the group.
- Ask, “What do you mean...?”

Sample Response: “These questions are made for you to think. I can see that you’re doing that, but if you don’t share your thoughts with the rest of us, we might miss out on some really valuable and unique opinions.”

Scenario: A student takes over the discussion. They answer as if they know everything about the topic.

Possible Approaches:

- Ask someone else for their opinion about the topic.
- Begin the next question with, “Let’s hear from someone new....”
- If the situation continues, talk to the person individually.

Sample Response: “You’ve got some really great ideas on this topic, Susie Student. Does anybody agree with Susie? What about you, Sandy Soft-Spoken? Do you have something you’d like to add?”

Scenario: A student changes the subject away from the topic at hand.

Possible Approaches:

- Let the person know that you can talk about that at break.
- If the new topic is inappropriate, be honest.
- Refocus the group by restating the relevant points.

Sample Response: “That’s not exactly what we’re talking about right now. Right now we’re focusing on.... We can talk about that at the break if you’d like though.”

Scenario: A student makes negative comments about the discussion, the campus, or the day.

Possible Approaches:

- Empathize with them.
- Explain again how the information is relevant.

- As a last resort, point out that they are being rude.

Sample Response: “I completely understand. I know this may not seem important to you right now, but I wish I had this information as a new first-year. Trust me; come August, you’ll be a lot happier that you know this information and have spent some time on campus. We’re mixing in the fun stuff with the more serious stuff today. Is there something else you’re wondering if we’re covering today? [Wait for a response.] Well, we’ll be getting to that later.”

Sample Response # 2: “I get it. But you have to be here regardless if you want to or not. So you might as well make the best of it... you know what I mean?”

Scenario: A student starts to smoke in your group as you are walking to Cole Hall. You know the non-smoking policy on campus is in effect.

Sample Response: “Excuse me, I’m really sorry but there is a non-smoking policy on NIU’s campus. Could you please do me a favor and put it out? I would really appreciate it.”

Scenario: A student is walking without their group in the middle of a session. You know the student must attend every part of the orientation program otherwise they will have to repeat the program.

Sample Response: Approach the student and ask why they are not attending the particular session. Guide them back to the group, and mention that they must attend every session otherwise they will have to repeat the program.