

Manual of Policies and Procedures for Student Affairs

Subchapter 3.4 Wellness and Prevention Education Services

Subchapter 3.4-100. General Provisions

Sec 3.4-101. Purpose

a. The majority of students at The University of Texas at Tyler make healthy choices that are consistent with student success. However, students attending any university may be faced with various pressures to choose between healthy and unhealthy behaviors. The mission of Wellness and Prevention Education Services is to provide various services and programming opportunities that encourage healthy decision making among students.

b. Wellness and Prevention Education Services coordinates health related programs that comply with federal mandates such as the Drug Free Schools and Communities Act Amendments of 1989. Programming through this office covers areas such as alcohol, tobacco and other drug abuse, interpersonal violence, sexual health, student health insurance information, and other health-related topics.

Sec. 3.4-102. Definitions

a. In this chapter, unless the context requires a different meaning,

1. "chief student affairs officer" means the chief student affairs officer or their designee;
2. "hearing officer" means a person appointed by the president to conduct hearings of alleged violations of a regents' rule, university regulation, or administrative rule;
3. "organization" means a student group holding a valid registration;
4. "president" means the president of The University of Texas at Tyler;
5. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
6. "university" means The University of Texas at Tyler;
7. "university facility" means a classroom, auditorium, student housing, other building, or outdoor area owned or controlled by the university;
8. "weekday" means Monday through Friday except for official university holidays; "day" means calendar day;
9. "faculty or staff" means a current employee of The University of Texas at Tyler.

Sec. 3.4-103 Introduction

a. Wellness and Prevention Education Services are available for all currently enrolled students of The University of Texas at Tyler. Certain programs, such as health fairs and presentations are also open for UT Tyler faculty and staff. Programming and services are provided upon request on the Longview and Palestine campuses.

b. Students have various ways of learning about Wellness and Prevention Education Services throughout the year. Presentations regarding wellness issues are available upon request to all UT Tyler campuses, during orientation, through various classes, in campus housing, to athletes, fraternities and sororities, and to the general student population throughout the year. Resource tables are also set up with handouts during orientation, resource fairs, and outreach days.

c. Students may be referred for Substance Abuse Evaluation and Awareness Education as a part of a judicial sanction related to alcohol or other drug use and abuse. Referral sources may consist of: the Director of Residence Life and Judicial Affairs, Housing Coordinators, Resident Assistants, Athletic Coaches and others.

d. Wellness and Prevention Education Services are made available through the Medical Service Fee. A fee may also be charged for participating in a judicial sanction program. There is no additional charge for other wellness and prevention programs.

e. Wellness and Prevention Education Services is located in the University Health Clinic, Room 142. Judicial sanction appointments are scheduled and conducted by wellness professionals in the Student Counseling Center in UC 3170. Wellness professionals may be contacted from 8:00 am – 5:00 pm Monday through Friday. Presentations for various student groups may be available after hours by request.

Sec. 3.4-104 Application

a. Wellness and Prevention Education Services are available for all currently enrolled students of The University of Texas at Tyler. Students, faculty, and staff attending seminars will receive a Satisfaction Survey that may be completed and collected at the end of the seminar or dropped off in the Wellness and Prevention Education Services Office or the Student Counseling Center.

b. Students participating in judicial sanction programs will periodically receive satisfaction surveys at the end of an individual session. These surveys may be completed and turned in to the Wellness and Prevention Education Services Office or the Student Counseling Center.

c. Assessment of program effectiveness will be evaluated each year for students who have participated Substance abuse evaluation and Awareness Education for judicial sanctions.

d. Wellness and Prevention Education Services, with input from the Alcohol, Tobacco and Other Drug Task Force, completes the mandated Biennial Review every two years, which includes a student survey of health-related topics, judicial consistency reports and crime statistics.

e. All surveys and evaluations will be compiled and used to update, expand, and or improve the services offered through Wellness and Prevention Education Services.

Sec. 3.4-105. Wellness and Prevention Education Programs

a. Alcohol, Tobacco, and Other Drug (ATOD) Prevention Education is available to students, faculty, and staff to increase awareness of the negative consequences of substance abuse and to assist in making responsible decisions in regards to alcohol and other drug use. Alcohol/drug abuse referral assistance is provided to students through Wellness and Prevention Education Services and The Student Counseling Center to locate treatment settings that will accommodate individual needs.

b. Interpersonal Violence Prevention and Response is available to students, faculty, and staff to increase awareness of the consequences of sexual assault, partner violence, stalking, harassment, hazing, assault, and sexual exploitation and the options available to survivors. The University response program to assist victims of interpersonal violence is called Campus Assault Response Effort (CARE). Counseling for victims of any type of sexual assault is available to students through The Student Counseling Center.

c. Sexual Health Education is available to students, faculty, and staff. It includes information on the prevention of sexually transmitted infections and unwanted pregnancy through abstinence and contraception. Emphasis is placed on topics of healthy relationships and consent in order to encourage responsible decision-making regarding sexual issues among students.

d. Mandated programming to comply with federal mandates such as the Drug Free Schools and Communities Act Amendments of 1989 is coordinated through Wellness and Prevention Education. Other health related Issues that may affect university-level students (SARS, nutrition, exercise, stress, eating disorders, etc.) are presented to students through various means such as displays, presentations, health fairs and others.

e. A student health insurance policy with medical, vision, and dental options is made available to students at their own expense. An individual is eligible to purchase student health insurance if they are a registered fee-paying student at The University of Texas at Tyler and maintain enrollment through at least the 12th class day. Students may enroll annually or by semester. Students also have the option of enrolling their dependents in student health insurance. Detailed health insurance information including policy premiums can be accessed through the UT Tyler Student Health Insurance Information webpage at <http://www.uttyler.edu/wellness/>. The Department of Student Services is The University of Texas at Tyler's point of contact for other questions regarding student health insurance.

f. Substance Abuse Evaluation and Awareness Education for judicial sanctions is available to students who are referred due to a violation of campus policy regarding health education issues. Students who are judicially referred may take a substance abuse screening, participate in a computer-based educational program, and/or meet with a wellness and prevention education professional to discuss healthy decision-making issues. Students who complete a substance abuse screening and meet individually with a wellness and prevention education professional must sign a release of information in order for a letter to be sent regarding participation in the program to the referral source. If a student completes his/her judicial requirement by participating in a group presentation, he/she must sign in for that program and indicate the referral source at sign-in in order for the referral source to be informed of the student's participation in the program.

g. Wellness and Prevention Education Services advises a peer education student organization whose missions are to encourage responsible decision-making among their fellow students, minimizing possible negative consequences of unhealthy behaviors. These organizations are open to any currently enrolled student at The University of Texas at Tyler. They work closely with relevant community organizations and are members of the BACCHUS Network, an international university and community based network focusing on comprehensive health and safety initiatives through peer education.

Sec. 3.4-106. Record Maintenance

a. Individual appointments and programming information are kept within the Titanium software scheduler accessible only to student services staff. Wellness and Prevention Education Services maintain a confidential file for each student that is seen individually by a Wellness and Prevention Education professional for the Substance Abuse Evaluation and Awareness Education for judicial sanctions. Current files are maintained in locked file cabinets in the individual Wellness and Prevention Education professional's office. Retired files are maintained in locked file cabinets in a separate storage area within the Student Counseling Center. Files are not to be left unattended in places where anyone other than the professional staff may have access to them; this includes desk tops and unlocked drawers. All files are to be returned to the locked file cabinets at the end of the day. No information is released to anyone without written consent from the

student. This consent remains in effect for the duration of the student's participation in the program, and for one year thereafter. The student may revoke this consent by written request at any time except to the extent that action has already been taken in reliance on it. Other information regarding record maintenance and retention can be found in the Student Counseling Center chapter of the MOPP.

b. If a student completes his/her judicial requirement by participating in a group presentation, he/she must sign in for that program and indicate the referral source at sign-in in order for the referral source to be informed of the student's participation in the program. This information is kept for each group program in the locked file cabinet of the individual Wellness and Prevention Education professional's office.

c. Wellness and Prevention Education Programs will have opportunities available to participants to sign-in. Attendees may choose whether or not to sign in during the program. The number of attendees (including those who do not sign in) is recorded for each program.

d. Documentation of attendance is made available to faculty or staff by prior arrangement for confirmation of student attendance. Attendance information may also be used for statistical and administrative purposes.

e. Statistics concerning the number of people attending programs are kept in the Titanium software scheduler accessible only to Student Services staff.

Revised: 08/10