**Approved 1/9/03 by Academic Council: Reasonable Suspicion of Drug / Alcohol Use**

1. State the date and time you contacted the Office of the Dean of the College of Clinical and Rehabilitative Health Sciences (include name of contact).

2. Write a report and include student name, date and time of observation and location.

3. Include any behavioral/visual/olfactory/auditory observations:

 A. Speech: Normal Incoherent Confused Change in Speech Slurred Rambling Shouting Slow Using Profanity

 B. Coordination: Normal Swaying Staggering Lack of Coordination Grasping for Support

 C. Performance: Unsafe Practices Change in Performance Unsatisfactory Work

 D. Alertness: Sleepy Confused Change in Alertness

E. Demeanor: Fighting Excited Combative Change in Personality Aggressive Violent Threatening Argumentative Indifferent Antagonistic

F. Eyes: Bloodshot Dilated

 G. Clothing: Dirty Disheveled Inappropriate h. Breath: Odor of alcohol on breath

 I. Other Observed Actions or Behaviors:

4. List unexplained absences or tardiness:

5. Include if student admitted to the use of drugs/alcohol.

6. Describe if drugs/alcohol were discovered on student.

7. List reports or complaints of student behavior from personnel or other students.

8. List witnesses to behavior.

9. Describe specific incident in detail.

10. Sign and date report.

11. Send a copy of the report to the office of the Dean of the College of Clinical and Rehabilitative Health Sciences (note the date and time that you send the copy of the report).

12. Forward any recommendations of discipline to the CCRHS Dean.