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MEMORANDUM

TO: Richard Schneider, President

FROM: Frank Vanecek, VP/SA *Frank Vanecek*

SUBJECT: Deletion of Outdated Drug Testing Policy Posted on my.norwich.edu

DATE: 5 November 2012

During the 2010/11 academic year, an issue came forward which identified the following policy, located on my.norwich.edu, as being outdated: Norwich University Policy, Procedures and Regulations Implementing Reasonable Suspicion Drug Testing for All Students (attached). This policy was referenced in the 2010 NUSRR.

Subsequently, revisions to the 2011 NUSRR were made during the summer of 2011 to enhance the drug testing policies. The intent was to eliminate the existing reference to the outdated my.norwich.edu policy, but it was inadvertently left in. This error was not caught in the recent 2012 NUSRR revisions. The my.norwich.edu document is outdated and inconsistent with current published policies.

For your consideration, I recommend that an interim change, as specified below, be made to the 2012 NUSRR and I will follow up to eliminate the reference to this policy in the 2013 NUSRR revision. I will direct that the interim change be posted to my.norwich.edu.

Interim Change

Chapter 3, Section VII, Paragraph D, Clause 2, page 24

Delete: "(A complete copy of the Drug Testing Policy is available on my.norwich.edu)"

11/11/12

Approved

Frank Vanecek

cc Frank V, Doreen