

# BAYLOR

U N I V E R S I T Y

## RANDOM DRUG TEST INSTRUCTIONS

- 1) During your probation, any semester that you are enrolled at Baylor, you will be subject to random drug testing. We may contact you at any time to require that you report for a drug test. **In addition, you will be required to call our office during office hours (Monday through Friday, 8:00am to 12:00pm & 1:00pm to 5:00pm) at 710-1715 every Monday to see if you need to report for a random drug test on the following day (Tuesday).** You must speak with someone in our office and get confirmation as to whether or not you must report for a drug test.
- 2) Failure to call us on a Monday when our office is not officially closed for the day will be considered another drug violation.
- 3) When you are required to have a random drug test, you must immediately call Baylor University Health Services at 254-710-1010 and schedule an appointment. **You are required to present your Baylor University Identification Card** when you check-in for the drug test. Health Services is located on the 2<sup>nd</sup> floor in the McLane Student Life Center.
- 4) If you have been required to report for a drug test, you must make certain that you do not drink large amounts of liquid before the test. If we receive a test result that shows a diluted urine sample, we will consider this another drug violation.
- 5) All drug tests are at your expense and may be paid in cash at the time of the test or may be billed to your student account.
- 6) You are required to give us an updated local address and phone number at the beginning of each semester you are enrolled at Baylor until your disciplinary probation ends.

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