



INTERNAL POLICY AND PROCEDURE

TITLE: Drug and Alcohol Awareness and Prevention Program

EFFECTIVE DATE: January 15, 2014

CANCELLATION: None

DIVISION: Student Affairs

CATEGORY: Student Life

RESPONSIBLE DEPARTMENT: Office of Student Life

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish procedures for administering the College's Drug and Alcohol Awareness and Prevention Program and for ensuring compliance with the Drug Free Schools and Communities Act.

2. **Scope and Authority**

This policy applies to all students, faculty, and staff of the College.

3. **Program Overview**

A. The *Drug Free Schools and Communities Act Amendment of 1989* (Public Law 101-226) requires the College to adopt and implement a comprehensive and sustained Drug and Alcohol Awareness and Prevention Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program must include a biennial review conducted to assess the effectiveness of the program, as well as the annual disclosure and distribution of the following information to every student enrolled for academic credit and to all employees.

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions imposed under Federal, state and local laws for unlawful possession or distribution of illicit drugs and alcohol;

- Description of the health risks associated with use of illicit drugs and abuse of alcohol; and
 - Description of any available drug and alcohol counseling, treatment, or rehabilitation services available to students and employees; and
 - Description of the College's disciplinary sanctions on students and employees for violations of the standards of conduct
- B. Under the auspices of the Office of Student Life, the College's [Drug and Alcohol Awareness Program](#) is administered through the Office of Health Services. The Director of Student Life designates the College's Health Services Coordinator responsible for ensuring compliance with the Drug Free Schools and Communities Act.

4. **Responsibilities and Procedures**

A. **Program Coordination**

The College's [Drug and Alcohol Awareness Program](#) is coordinated by the Office of Health Services. The Office of Health Services ensures the program includes the information and resources as described in Section 3A of "Program Overview" and provides assistance/referral information to students and employees seeking help with substance abuse issues. The College Health Services Coordinator is responsible for maintaining coordination of the Program's webpage and its resources and information.

B. **Program Disclosure**

- (1) The College's Office of Student Life annually reviews the [Drug Free Schools and Communities Act statement](#), which is published **annually** in the *College Catalog* and **each semester** in the *Student Handbook* for that semester/session.
- (2) Upon publication, the Office of Health Services ensures the program's statement is available on the [Drug and Alcohol Awareness Program's webpage](#) for ongoing student and employee access.
- (3) The Office of Health Services conducts an email distribution **each semester** to ensure every student who enrolls for any academic credit has access to the information as described in Section 3A of "Program Overview."
- (4) The Office of Health Services conducts a faculty/staff email distribution **each semester** to ensure all employees have access to the information as described in Section 3A of "Program Overview."

C. Biennial Program Review

- (1) The College's Health Services Coordinator is responsible for ensuring a fully documented biennial review is conducted in a timely manner to determine the effectiveness of the College's [Drug and Alcohol Awareness Program](#).
- (2) The biennial review must:
 - determine its effectiveness and implement changes to the program, if the changes are needed;
 - determine the number of drug and alcohol-related violations and fatalities that:
 - occur on the College's premises or as part of any of the College's activities; and
 - are reported to College officials;
 - determine the number and type of sanctions that are imposed by the College as a result of drug and alcohol-related violations and fatalities on the College's premises or as part of any of the College's activities; and
 - ensure that the sanctions are consistently enforced.
- (3) The review must also include a description of the research methods and data analysis tools used to determine the effectiveness of the program, and the responsible College officials involved in the review.
- (4) The review will include but not be limited to also addressing the following:
 - quantity, description and availability of resources/events/services offered through the program;
 - the number of employees and students participating or utilizing the program's information and resources;
 - the extent to which the requirements in Section 3A of "Program Overview" are met; and
 - a plan for implementing necessary changes, as applicable, for continuous improvement of the program.
- (5) The College's Health Services Coordinator is responsible for maintaining all records related to biennial reviews in the Office of Health Services.

Review Process:

Ad Hoc Committee on DFSCA Compliance 1/13/14
Director of Student Life 1/14/14

Approval:

Vice Chancellor for Student Affairs 1/15/14