

HOWARD UNIVERSITY POLICY

Policy Number: 400-013: Governance, Risk and Compliance
Policy Title: ALCOHOL AND DRUG PREVENTION POLICY
Responsible Officers: Vice President for Student Affairs
Vice President of Human Resources and Organizational Effectiveness
Responsible Office: Office of Student Affairs
Office of Human Resources
Effective Date: August 14, 2015

I. POLICY STATEMENT

It is the policy of Howard University (“the University”) to maintain a safe and healthy living, learning, and working environment for students, faculty and staff. It is also the University’s policy to comply with all applicable federal, state and local regulations in carrying out its mission. Consequently, the focus of this policy is twofold, to: 1) establish an Alcohol and Drug Prevention Services Network (“the Network”) in support of a safe and healthy campus community; and 2) comply with federal requirements of the *Drug-Free Schools and Communities Act Amendment of 1989*.

The Network is comprised of offices and departments within the University whose mission include the provision of health services, counseling, advisement, and public safety, i.e., University Counseling Service, Student Health Center, Office of the Dean for Student Services, Office of Human Resources, Center for Drug Abuse Research, and Department of Public Safety. The combined efforts of the offices and departments within the Network provide points of contact for students, faculty, staff and other members of the University community on health risks, counseling, guidance and penalties associated with abuse of alcohol and illicit drugs.

Also, this policy codifies the federal requirement that students, faculty and staff be notified annually of the risks associated with alcohol and illicit drugs, the counseling and other services available to them, as well as the penalties associated with violations of University policy and federal, state and local laws.

II. RATIONALE

The *Drug-Free Schools and Communities Act Amendment of 1989*, 20 U.S. Code § 1011i - Drug and Alcohol Abuse Prevention, is a mandated federal law enforced by the U.S. Department of Education. It requires that all postsecondary institutions participating in the Higher Education Act (HEA) Title IV student financial assistance programs provide students, faculty and staff with materials containing: 1) standards of conduct that clearly prohibit the use or distribution of illicit drugs and alcohol; 2) a description of applicable laws that apply in the institutions’ jurisdiction; 3) the health risks associated with the abuse of alcohol and drugs; 4) a list of counseling, treatment, and rehabilitation programs, and re-admission options that are available; and 5) a statement on the sanctions the University will impose for a violation of the standards of conduct.

By law, these standards must be distributed to students, faculty, staff and other members of the University community annually. Additionally, the law also requires that a biennial review be conducted to evaluate the effectiveness of the network and implement changes to enhance services provided to students, faculty and staff as necessary.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to Howard University in its entirety. All Howard constituents, including students, faculty, staff, alumni, visitors, independent contractors, and other members of the University community are affected by and required to abide by this policy.

IV. DEFINITIONS

When used in this policy, the following terms have the designated meaning:

- A. **Campus** – Defined in the same manner as it is defined for campus safety reporting purposes, i.e., any building or property owned or controlled by the institution within a reasonably contiguous geographic area used in direct support of the institution's educational purposes or used by students and supporting institutional purposes.
- B. **University Community** – All members of Howard University including, but not limited to, members of the Howard University Board of Trustees, students, faculty, administrative personnel and those who are conducting any type of business on the campus, i.e., independent contractors and individuals engaged and participating in educational and other activities hosted by the University.
- C. **Substance Abuse** – The use of illicit drugs, the abuse of medical prescription drugs or controlled substances, the illegal consumption of alcohol and/or an individual's inability to perform in a safe and productive manner as a direct result of being under the influence of drugs and/or alcohol.

V. POLICY PROCEDURES

Prevention services and other requirements of the *Drug-Free Schools and Communities Act Amendment of 1989* and this policy are implemented through the combined efforts of the University Counseling Service, Student Health Center, Office of the Dean for Student Services, Office of Human Resources, the Center for Drug Abuse Research, and the Howard University Department of Public Safety under the oversight of the Vice President for Student Affairs and the Chief Human Resources Officer.

- A. Regarding biennial review, the University follows a standard established by the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, Complying with the Drug-Free Schools and Campuses Regulations, to conduct a review by the end of each even-numbered calendar year.

- B. Federal regulations require that records of biennial reviews be maintained for audit purposes; failure to do so may result in significant penalties and fines for non-compliance. Therefore, the Department of Public Safety's Clery Act Compliance and Accreditation Officer maintains the biennial review records for a period of not less than five (5) years.
- C. Information and data management and disclosure must follow standards established in the *Family Educational Rights and Privacy Act (FERPA)* and *Health Insurance Portability and Accountability Act (HIPAA)*, as appropriate.
- D. By December 1 of each year, members of the Alcohol and Drug Prevention Services Network will submit to the Clery Act Compliance and Accreditation Officer an annual review in report form that includes, but is not limited to, the following information:
 - 1. Prevention and awareness activities in which the office participated.
 - 2. Statistics regarding referral and/or sanction data.
 - 3. A determination of the effectiveness of services provided to students and/or employees in relation to prevention, recidivism, and deterrence.
 - 4. Suggestions on policy and procedural changes that may be implemented to enhance overall services.

VI. SANCTIONS

Failure to comply with this policy could jeopardize the University's participation in the *Higher Education Act's* Title IV student financial assistance programs as well as result in penalties and substantial fines applied by the U.S. Department of Education.

VII. WEBSITE ADDRESS

www.howard.edu/policy

Other Resources:

[Title IV: Higher Education Act \(See Sec. 487 Page 124\)](#)
[Federal Drug-Free Workplace Programs \(SAMHSA website\)](#)

Related Procedures: [*Responsibilities of the Howard University Alcohol and Drug Prevention Services Network*](#)

Related Form: [*Howard University Alcohol and Drug Prevention Notice*](#)