



## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

To: All Employees and Students

It is the policy of the institution that all employees and students are prohibited from participating in the unlawful manufacture; distribution, dispensing, possession, or use of a controlled substance or alcohol on the premises of the institution or at any institution related activity.

Any employee doing so will be subject to action up to and including termination of employment. These employees will be subject to referral for prosecution. Any student doing so will be subject to action up to and including permanent dismissal from school. These students will be subject to referral for prosecution.

As a condition for continued employment, the institution may require employees to participate satisfactorily in drug abuse assistance or rehabilitation program approved by a Federal, State, or local health, or law enforcement, or any other appropriate agency. As a condition for continued enrollment, the institution may require students to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a Federal, State, or local health, or law enforcement, or any other appropriate agency.

Included in the Drug and Alcohol Prevention Program are:

1. A description of the applicable legal sanctions and penalties under Federal, State, and Local law for the unlawful possession or distribution of illicit drugs and alcohol.
2. Federal Drug Trafficking Penalties.
3. A list of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs in the area.
4. A description of the health risks associated with Illicit Drugs.
5. The Effects of Alcohol.
6. Tips for Preventing Substance Abuse.

I have received a copy of the institution's "Statement of Drug Free Workplace and Institution of Higher Education," and the Drug and Alcohol Prevention Program material. I am aware that as an employee of the institution or a student of the institution, I agree to abide by the terms of the "Statement of Drug Free Workplace and Institution of Higher Education" and also to notify the institution of any criminal drug statute convictions for violations occurring on the premises of the institution or at any of its related activities no later than five days after such convictions.

### **Biennial Review**

The institution conducts a biennial review of its drug and alcohol prevention program. At the conclusion of the most recent review, there were no drug or alcohol-related violations that occurred on the institution's campus or as part of any of the institution's activities and therefore, there were no sanctions imposed. A student or employee may contact the Campus President for more information about the results of the most recent biennial review.

**NOTICE TO STUDENTS CONCERNING PENALTIES FOR DRUG VIOLATIONS**

This notice provides information on the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug related offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

**(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES-**

(1) IN GENERAL- A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

**The possession of a controlled substance:**

Ineligibility period is:

|                |             |
|----------------|-------------|
| First offense  | 1 year      |
| Second offense | 2 years     |
| Third offense  | Indefinite. |

**The sale of a controlled substance:**

Ineligibility period is:

|                |             |
|----------------|-------------|
| First offense  | 2 years     |
| Second offense | Indefinite. |

(2) REHABILITATION- A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if--

(A) the student satisfactorily completes a drug rehabilitation program that--

(i) complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and

(ii) includes two unannounced drug tests; or

(B) the conviction is reversed, set aside, or otherwise rendered nugatory.