

Maintaining the University's Drug Prevention Program

University Standards: STN-U1300.03A

Revised: January 17, 2023

Authority

[POL-U1300.03](#) Preventing the Misuse and Abuse of Alcohol and Other Drugs Policy

See Also

[EDGAR Part 86](#) Complying with the Drug-Free Schools and Campuses Regulations - A Guide for University and College Administrators

Responsible Departments

Students

Policy Owner: Associate Vice President for Counseling, Health, and Wellness

Responsible Office: Counseling and Wellness

Employees

Policy Owner: Associate Vice President for Human Resources

Responsible Office: Human Resources

Required Standards

1. Drug Prevention Program to be Maintained

As required by the *Preventing the Misuse and Abuse of Alcohol and Other Drugs Policy* (POL-U1300.03), the University will maintain a Drug Prevention Program ("Program") to prevent the unlawful manufacture, possession, use, or distribution of illicit drugs, controlled substances, and alcohol by all students and employees on school premises or as part of any of its work, academic, or student activities.

The Program includes at a minimum:

- a) Written policy including standards of conduct,
- b) An annual notice to students and employees, and
- c) A biennial written review of the effectiveness of the Program.

The Program must be maintained in accordance with federal regulations prior to certifying the existence of the Program when applying for federal assistance. Certification occurs typically as part of a standard grant or contract application under the provisions referred to as "Reps and Certs" (Representations and Certifications).

Violation of a certification includes failure of the University to:

- a) Adopt or implement its drug prevention program, or
- b) Consistently enforce its disciplinary sanctions for violations by students and employees of the standards of conduct adopted by the University under §86.100(a)(1).

2. Annual Notice of Drug Prevention Program to all Employees and Students Required

An annual notice (“Notice”) will be distributed to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study. The notice will include:

- a) The standards of conduct and University policy that clearly prohibit, at a minimum, the unlawful manufacture, possession, use, or distribution of illicit drugs, controlled substances, and alcohol by students and employees on its property or as part of any of its activities,
- b) A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol,
- c) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol,
- d) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students, employee assistance programs, and
- e) A clear statement that the University will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the University's policy and standards of conduct.

3. Human Resources Provides New Employees Required Notice

In addition to the annual notice distribution, Human Resources will provide each new hire the required Notice upon hire and obtain the new hire's written attestation that they have received the notice and that they will comply with the reporting requirements as directed in the Notice.

4. Biennial Review of the Drug Prevention Program Required

The Biennial Review provides a summary of the alcohol and other drug programs, policies, and statistics at Western Washington University. Besides providing a summary, this review also allows for assessment of current programs and policies so that updates can be made to ensure implementation of the best prevention strategy possible.

The Director of Counseling and Wellness will ensure a biennial review of the program is conducted to:

- a) Determine its effectiveness and implement changes to the program if they are needed, and
- b) Ensure that the disciplinary sanctions as described in the Notice are consistently enforced.

Upon completion, the results of the review will be shared with the Associate Vice President for Counseling, Health and Wellness and the Vice President of Enrollment and Services.

5. Records will be Retained

Prevention and Wellness and Human Resources will ensure the retention of the following records in accordance with the University Records Retention Schedule:

- a) Personnel and student records,
- b) Results of biennial reviews, and
- c) Documents reasonably related to the University's compliance with the drug prevention program certification.

If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the required retention period, the University shall retain the records until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.