

**PROCEDURE NUMBER:** UNIV 1.70 Procedure  
**SECTION:** Administration and Finance  
**SUBJECT:** Drug and Alcohol Abuse Prevention Program  
**DATE:** January 1, 2021  
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**Procedure for:** All Campuses  
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**Issued by:** Administration and Finance – Controller’s Office

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### **Procedure**

Per 34 CFR 86.100(a) and (b) under Section 120 of the Higher Education Act, an Institution of Higher Education must adopt and implement a drug and alcohol abuse prevention program and conduct a Biennial review of that program. The following procedures are applicable to all campuses, including regional locations, to ensure compliance with University Policy **UNIV 1.70**.

Each campus must have an official designee who is responsible for compliance, audit requirements, and communication with the Compliance Manager in the Controller’s Office.

### **DRUG ABUSE PREVENTION MATERIALS / NOTIFICATION**

Per 34 CFR 86.100(a) an Institution of Higher Education must adopt and implement a drug and alcohol abuse prevention program that, at a minimum, includes the annual distribution to each student and employee of the campus that clearly discusses:

1. The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution’s property or as part of any of the institution’s activities.
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health-risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, 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 standards of conduct required by (1) above.

## Notification Requirements:

To ensure compliance, each campus shall prepare and send an email notification that meets the requirements as outlined above at the beginning of the following semesters:

- a) Fall Semester Notification via email to:
  - All Students
  - All Faculty
  - All Staff
- b) Spring semester Notification via email to:
  - All Students
  - All Faculty
  - All Staff

If links are included in the email notifications, ensure they are as precise as possible. For example, if a link is included to the campus' Student Health Center, ensure it is a link that takes the reader directly to the page that discusses drug and alcohol counseling or treatment programs offered. Also, if a link is included to the campus' student or employee handbook, ensure the notification includes a reference to the exact page or section where drugs and alcohol are discussed, etc.

This information should also be incorporated into the following areas to ensure optimum coverage and dissemination:

- New Student Orientation
- New Employee Onboarding

## Reporting Requirements:

Each campus is responsible for preparing and disseminating the required notifications to ensure compliance with **UNVI 1.70**. The following must be forwarded to the Compliance Section (ControllerCompliance@sc.edu) in the Controller's Office for audit tracking purposes:

1. A copy of the original emails with their **content** to ensure requirements were met showing **when** and **who** they were sent. (Please note: If separate emails are sent to students, faculty and staff, copies of each email must be submitted to the Controller's Office)
2. If links are used in the notification, a document with a screenshot highlighting the location of the required information of each link used must accompany the submission.

## **Notification Deadlines:**

The deadline for submitting copies of the notifications to the Compliance Section (ControllerCompliance@sc.edu) in the Controller's Office for the drug and alcohol abuse program are as follows:

- **October 15<sup>th</sup> (or the first business day thereafter):** This is the deadline for submitting the drug and alcohol abuse prevention program notifications for the Fall Semester.
- **March 15<sup>th</sup> (or the first business day thereafter):** This is the deadline for submitting the drug and alcohol abuse prevention program notifications for the Spring Semester.

The Compliance Manager will send reminder notifications to the official designee for each campus two weeks before the notification deadlines listed above.

## **BIENNIAL REVIEW**

Per 34 CFR 86.100(b), 86.103(a) an Institution of Higher Education must perform and make available the results of a biennial review of the institution's drug and alcohol abuse prevention program that:

1. Determines the program's effectiveness and any needed changes,
2. Determines the number of drug and alcohol related violations and fatalities,
3. Identifies the number and type of sanctions imposed, and
4. Ensures that the sanctions are consistently enforced.

Campuses must document data and methods used to support the conclusions reached in their review. Each campus must develop data sources to support the review independent of other required reporting. Other required reporting and sources may supplement data or conclusions but should not be relied upon as the primary source of data (i.e. Clery Report).

Each campus is responsible for performing a Biennial Review. Upon completion, the following must be forwarded to the Compliance Section (ControllerCompliance@sc.edu) in the Controller's Office by **December 31<sup>st</sup>** (or the next business day thereafter) for audit tracking purposes:

1. A copy of the Biennial review
2. A description of the data and methods used to support the review if it is not contained within the review itself.

For more information, the University Policy **UNIV 1.70** can be found on the [Controller's Website](#).