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1. STATEMENT OF POLICY

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the College has a comprehensive Drug and Alcohol Abuse Prevention Program (DAAPP or Program) that is available to all members of the College community. A copy of the College’s Drug and Alcohol Abuse Prevention Program is Appendix A to this policy.

The College distributes annually to students and employees information on the Program including the standards of conduct prohibiting the unlawful use of illicit drugs and alcohol, legal sanctions for the unlawful use of illicit drugs and alcohol, health risks associated with the use of illicit drugs and the abuse alcohol, availability of drug and alcohol programs such as prevention, counseling, treatment, rehabilitation and re-entry to the academic environment or workforce, and disciplinary sanctions including law enforcement referral. The College also conducts a biennial review of this Program to determine the effectiveness of the Program and to ensure that the College is enforcing disciplinary sanctions for violating standards of conduct consistently.

Separate from the legal requirements, the College cares about the health and well-being of members of the College community and makes confidential resources available to students and employees. Students may contact the student counseling center, in confidence, for referrals or information regarding available and appropriate substance counseling, treatment, or rehabilitation programs. Employees may contact the executive director of human resources, in confidence, for referrals or information regarding available and appropriate substance counseling, treatment, or rehabilitation programs. In addition, employees may avail themselves of the employee assistance plan, which provides confidential consultation and resources for issues including alcohol and drug abuse.

2. TO WHOM THIS POLICY APPLIES

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

3. DEFINITIONS

A. College: College refers to Westminster College.

B. Employees: College faculty, staff, and student-employees.

C. Faculty: full-time, part-time, adjunct faculty, and instructors of the College.

D. Students: Refers to students who are registered or enrolled for credit or non-credit bearing coursework.
4. APPLICABLE PROCEDURES UNDER THIS POLICY

A. DISTRIBUTION OF THE DAAPP

The College will distribute notification of its DAAPP annually in writing to all students and employees. The College distributes this notification in the following ways:

- The director of campus security is responsible to incorporate the DAAPP into the Annual Security Report (ASR) and distribute the ASR annually.
- The dean of students includes the DAAPP in emails sent to all students and employees at the start of the fall, spring, and summer semesters on the first day after the Add/Drop Deadline (approximately 10 days after the start of classes).
- The dean of students includes the DAAPP as a section of the student handbook.
- The executive director of human resources is responsible to email the DAAPP to all new employees as part of the new hire process.
- The policy administrator is responsible to post the DAAPP on the College’s main policy page.

B. BIENNIAL REVIEW OF THE DAAPP

The College will review its DAAPP every two years (1) to determine the effectiveness of, and to implement any needed changes to the DAAPP; and (2) to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently. The College follows the following procedures in conducting its review:

1. Review Period. The College will complete its review by the end of each even-numbered calendar year for the preceding two academic years. For example, the 2018 biennial review should be completed by December 31, 2018, and the dates of coverage should include August 1, 2016 – July 31, 2017, and August 1, 2017 – July 31, 2018.

2. Review Committee. The College will convene a committee that has a diverse representation of campus constituencies who have immediate knowledge of alcohol and drug related problems the College is experiencing, and the programs and policies the College has in place to address them. The committee shall include representatives from at least the following: student affairs, residential life, campus security, human resources, provost, student health, student counseling, athletics, and legal.

3. Contents of Biennial Review Report. The report will include the following:
   a) Description of Program Elements: This section will provide a general description of the types of activities that address the following areas of environmental interventions:
      i. How does the College provide an environment with alcohol-free options?
ii. How does the College create a social, academic, and residential environment that supports health-promoting norms?

iii. How does the Program limit alcohol availability?

iv. How does the Program limit marketing and promotion of alcohol on and off campus?

v. How does the Program develop and enforce its Program policies on and off campus?

b) **Statement of Program Goals and Discussion of Goal Achievement:** Identify the problem that the College seeks to address and the outcome it seeks to achieve, such as the increases in positive behavior and decreases in negative behavior that are expected when Program goals are met.

c) **Summary of Program Strengths and Weaknesses:** Identify Program strengths and weaknesses. Strengths might include infrastructure support such as presidential leadership, a reasonable budget for intended efforts, and campus and community involvement. Weaknesses are barriers of progress, including lack of data about the scope of the problem, a lack of allies, or a lack of leadership.

d) **Procedures for Distributing Annual Notification:** List the methods the College used in distributing its annual Program notification to students and employees, as well as any special considerations that were addressed to ensure that all faculty, staff, and students received policy information annually.

e) **Number of Drug and Alcohol Related Violations and Fatalities:** Include a determination of the number of drug and alcohol-related violations and fatalities that occur on the campus, or as part of the campus activities; and the number and type of sanctions imposed by the College as a result of drug and alcohol-related violations, and fatalities that occur on the campus or as part of the campus activities.

f) **Ensuring that Disciplinary Sanctions are Consistently Enforced:** Review the data regarding sanctions and provide an assessment of the fairness, consistency, and effectiveness of the Program.

g) **Recommendations:** Assess any gaps in programmatic efforts and the problems faced by students, and make recommendations for revising the Program to address the most salient issues for the campus community.

h) **Copies of the Policies:** Include copies of the policies distributed to students and employees in the review.

4. **Distribution and Retention of Biennial Review Report.** The original biennial review report shall be maintained in the dean of students’ office; with copies distributed to the president and general counsel. The original report shall be retained for ten years.

5. **RESPONSIBLE ADMINISTRATOR**

The dean of students has oversight responsibility for administration of the DAAPP including updates, coordination of information required in the DAAPP, coordination of the annual notification to employees and students, and the biennial review. The dean of students coordinates
with the director of campus security, the executive director of human resources, and other administrators as necessary.

6. RELATED POLICIES

A. Alcohol and Drug Use Policy
B. Alcohol Service at College Events Policy

7. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
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<tbody>
<tr>
<td>March 22, 2017</td>
<td>Policy Adopted</td>
<td>Policy Governance Committee</td>
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8. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/  ________________________________

Stephen R. Morgan, President