



**LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Student Engagement

AREA: Student Health Center-Health Education

Alcohol and Other Drugs (AOD)

I. POLICY

- A. Lamar University is committed to providing safe and healthy work, teaching, and learning environments free from the effects of alcohol and other drugs. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and the abuse of alcohol, is expressly prohibited.

II. PURPOSE AND SCOPE

- A. Improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty, and staff.
- B. The Drug-Free Schools and Communities Act and the Education Department General Administration Regulations require Lamar University to adopt and implement programs "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities" (EDGAR Part 86, Subpart A 86.3).

III. DEFINITIONS

- A. Annual Notification: the practice of distributing an announcement to employees and students that describes all alcohol and other drug programs available as required by EDGAR Part 86.
- B. Biennial Review/Biennial Report: a document designed to report an Institution of Higher Education's efforts related to the scope and effectiveness of campus prevention programs on alcohol and other drugs in order to comply with federal regulations.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. Lamar University's Office of Student Engagement oversees and enforces this policy
 - 1. Dean of Students provides data on violations of code conduct
 - 2. Student Health Center assimilates, organizes, and publishes the Biennial Review and reviews the Annual Notification
 - 3. LU Police Department provides data concerning the enforcement of campus, state, and federal laws and violations of those laws
- B. Human Resources provides data and assists in the distribution of the Annual Notification

V. PROCEDURES

- A. Requirements of the Drug-Free Schools and Communities Act and the Education Department General Administration Regulations will be met by implementing the following measures:
 - a. Annual Notification must include:
 - i. Standards of conduct set forth by campus policies
 - ii. Description of sanctions for violating federal, state, and local law and campus policy
 - iii. Description of health risks associated with AOD use
 - iv. Description of AOD programs available to employees and students
 - b. Annual Notification must be distributed to all employees and students
 - i. At the beginning of the fall and spring semesters via email campus announcement
 - ii. To new employees that are hired between distribution dates
 - iii. To new students enrolling outside the distribution dates
 - c. Biennial Review publication:
 - i. With the objective of determining effectiveness of and identifying necessary changes to the program
 - ii. Ensures the campus consistently enforces disciplinary sanctions for violating standards of conduct
 - iii. Will include the description of the AOD program and its elements
 - iv. Statement of program goals and a discussion of goal achievement
 - v. Summary of AOD program strengths and weaknesses
 - vi. Procedures for distribution annual notification to student and employees
 - vii. Copies of the policies distributed to students and employees
 - viii. Recommendations for program revisions

VI. Publication of the Biennial Review

- A. The Biennial Review document will be completed and available for review prior to the first day of class for the Fall semester for even-numbered years and made accessible to all individuals on the Lamar University Student Health Center website.
- B. A bound copy will be housed in the Health Education department within the Student Health Center.
- C. A hard copy of the Biennial Review can be provided to the U.S. Department of Education upon request.

VII. CONCLUSION

- A. Distribution of the Annual Notification provides regular exposure of the Lamar community to the issues of alcohol and other drugs and Lamar's policies regarding them. The Biennial Review ensures evaluation of the effectiveness of the AOD program.

VIII. REFERENCES

- A. Drug-Free Schools and Communities Act of 1989
- B. Education Department General Administrative Regulation part 86
- C. U.S. Department of Education, Office of Safe and Drug-Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, Complying with the Drug-Free Schools

Alcohol and Other Drugs


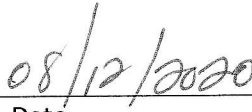

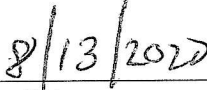
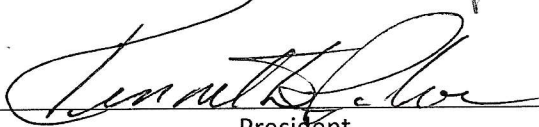
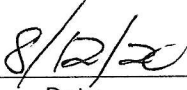
and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators, Washington, D.C., 2006.

IX. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Student Engagement
Vice President for Finance and Operations
Director of the Student Health Center

Review Schedule: Every two years on the even-numbered year.
Completion will be on or before the first day of class of the Fall semester.

X. APPROVAL

	
Vice President for Finance and Operations	Date
	
Vice President for Student Engagement	Date
	
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	08/12/2020	Version created.
		Version approved by President.