



University of California, Merced

Procedure for the Annual Notification and Biennial Review of UC Merced's Drug and Alcohol Abuse Prevention Program (DAAPP)

Responsible Official:	Vice Chancellor for Student Affairs Associate Chancellor and Chief of Staff to the Chancellor
Responsible Office:	Student Affairs Human Resources
Issuance Date:	4/1/2023
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Summary:	This procedure defines roles and responsibilities related to the annual notification and biennial review of the university's drug and alcohol abuse prevention programs (DAAPP) for students and employees.
Scope:	Responsible Offices and their DAAPP Representatives

Student Contact	Employee Contact
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I. REFERENCES AND RESOURCES

State and Federal Laws and Regulations

- Drug and Alcohol Abuse Prevention [34 CFR §§ 86.3 and 86.100](#)
- [Drug-Free Schools and Communities Act Amendments of 1989](#)
- [The California State Drug-Free Workplace Act of 1990](#)

Resources

- [UC Merced's Drug and Alcohol Abuse Prevention Programs \(DAAPP\) website](#)

II. PROCEDURE SUMMARY & SCOPE

UC Merced's Drug and Alcohol Abuse Prevention Programs ("DAAPP") are intended to support student and employee health, safety and security by increasing awareness, preventing abuse, and decreasing potential drug and alcohol related crime.

This procedure defines roles and responsibilities related to the annual campus notification and biennial review ("Review") of UC Merced's drug and alcohol abuse prevention programs.

III. PROCEDURES

A. DAAPP WORKGROUP

1. Composition

The workgroup is composed of at least one representative from each responsible office and may be expanded to include representatives from other offices.

2. Meetings

The workgroup meets as needed to plan, share progress, assess programs, and review the DAAPP. At a minimum, the meeting schedule should facilitate planning for and completion of the following milestones:

- a. Annually: review and compare regulations with current practices and update procedure as needed (spring)
- b. Annually: collect information described in III.D.2 (summer)
- c. Annually: review and update website per III.C (summer)
- d. Even-numbered years: compile information into Biennial Review document and perform review as described in section III.D.2-4 (summer)
- e. Even-numbered years: coordinate review of Biennial Review draft by Responsible Officers; make final adjustments; and publish by winter closure.

2. Proactively Monitoring Changes to Regulations

- a. At least one member of the workgroup should subscribe to inexpensive or free memberships and email subscriptions related to Title IV and/or the Drug-Free Schools and Communities Act
- b. Workgroup should collaborate with, and request updates from, subject matter experts in the Financial Aid office who have access to memberships such as Federal Student Aid (FSA) and National Association of Student Financial Aid Administrators (NASFAA)

B. ANNUAL NOTIFICATION OF PROGRAMS

UC Merced informs all students and employees of our commitment to a campus free from drug and alcohol abuse.

1. A notification is distributed in writing to all students and employees during each Fall term; typically after add/drop deadline and prior to October 1. The notification may be sent to all groups at once, or each Responsible Official may send to their respective constituency. A sample notification is provided in Appendix 1 and may be modified.
2. The notification links to the DAAPP Website, which includes:
 - a. 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 university 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; 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 standards of conduct required by paragraph (2)(a) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

C. DAAPP WEBSITE MAINTENANCE

The DAAPP website is hosted at <https://ecar.ucmerced.edu/daapp>

The DAAPP workgroup reviews the website prior to the start of each academic year to ensure complete and accurate information. At a minimum, the site must include information on the topics listed in III.B.2 above.

D. BIENNIAL REVIEW OF PROGRAMS

The Biennial Review is conducted to determine program effectiveness, recommend enhancements, and ensure disciplinary sanctions are consistently enforced.

1. Timeline

The two-year review period includes programs offered during the two academic years ending during the period, with a comprehensive assessment performed in the fall of even-numbered years and published by the end of the calendar year.

For example: the 2023/2024 Review assesses programs offered during 2022/23 and 2023/24 academic years and the report is published by December 31, 2024.

Example Timeline for Biennium (2023-2024)	
July 2023	Program owners assess programs from AY2022-23, set goals as appropriate, and provide assessment information to workgroup
September 2023	Annual Notification is emailed to campus community
July 2024	Program owners assess programs from AY2023-24, set goals as appropriate, and provide assessment information to workgroup
September 2024	Annual Notification is emailed to campus community
August-October 2024	Workgroup conducts comprehensive biennial review
November 2024	Responsible Officials review draft Biennial Review Report and recommend goals for the next biennium
December 31, 2024	Workgroup publishes Biennial Review Report

2. Information to be collected and examined during review:

- a. Policies related to alcohol and other drugs.
- b. Enforcement/sanctions for alcohol and other drug related incidents, to ensure consistency.
- c. Education, intervention, and prevention programs available to the campus community.
- d. Treatment/recovery resources available to the campus community.
- e. Research and assessment of campus drug and alcohol abuse prevention programs.
- f. Related coursework offered at the university (if available).
- g. Related grants received by the university (if available).
- h. Procedure for distributing annual notification.

3. Methodology
 - a. Individual program assessments performed by program owner.
 - b. Analysis of specific high-risk areas to ensure they are addressed by our programs.
 - c. Review of survey data and/or comparison of local to national data.
 - d. Evaluation of overall programs to determine impact to campus community.
4. Goals
 - a. Assess progress toward goals/recommendations from the previous Review.
 - i. if met, mention as accomplishments/programs
 - ii. if not met, delete or carry forward
 - b. Set goals/recommendations for the next biennium.

E. ESCALATION PROCEDURE FOR NONCOMPLIANCE

The participation of each responsible office is crucial to ensure a campuswide approach to DAAPP. If a Responsible Office or Representative is not adhering to the responsibilities outlined in section VI.A-B or otherwise neglecting to participate in DAAPP related activities outlined in this procedure, they will be notified as follows:

1. To Representative: request specific participation by date
2. To Representative, CC Manager: request specific participation by date
3. To Representative, CC Manager and Responsible Officer: request specific participation by date or provide replacement representative
4. To all Responsible Officers: notification of noncompliance and request for attention to neglected tasks

Each subsequent notification to be sent the day after the previous deadline was set.

VI. RESPONSIBILITIES

A. DAAPP WORKGROUP MEMBERS

1. Participate in the workgroup; schedule and attend meetings, identify and explore initiatives, resources, challenges, and goals related to DAAPP.
2. Perform Biennial Review and publish by December 31 of even-numbered years.

3. Maintain DAAPP website, ensuring accuracy and completeness of the information.
4. Coordinate annual notification per section *III.B. Annual Notification of Programs*.
5. Proactively monitor changes to regulations.
6. Review and update this procedure as needed to comply with policies and regulations.

B. RESPONSIBLE OFFICES

1. Designate at least one representative for the DAAPP Workgroup that is capable of performing the responsibilities listed above and otherwise contributing to the campus’s overall DAAPP.
2. Sponsor programs and resources related to prevention and treatment of alcohol and other drug abuse for their respective constituencies and/or the campus community.
3. Assess programs at least annually; identify strengths, challenges, and goals; and provide program and assessment information to the Workgroup by August 1.
4. Provide drug and alcohol related occurrences, enforcement, and sanction information to the Workgroup by August 1 annually.
5. Maintain supporting data that was used to develop assessments.

VII. POLICY OR PROCEDURE REVISION HISTORY

Date	Action/Summary of Changes
April 1, 2023	Updated with substantive changes; Issued in Final
December 1, 2019	Interim Procedure Issued

APPENDICES

APPENDIX 1 – ANNUAL NOTIFICATION EXAMPLE

To: UC Merced students and employees

Subject Line: UC Merced's Drug and Alcohol Abuse Prevention Programs

Dear Campus Community,

You are receiving this notification in accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act, which require universities to provide students and employees information annually about alcohol and other drug issues. The university takes seriously its obligation to inform the campus community of available resources and support, as well as the educational, disciplinary, health, and legal consequences of illegal drug use and abuse of alcohol, in compliance with relevant federal and state law.

UC Merced is committed to providing a safe, healthy and supportive learning and working environment for students and employees. While the majority of our students and employees do not misuse alcohol or drugs, we are not immune to this serious health issue. We are concerned about any individual on campus who may have a problem with alcohol or other drugs and are always ready to reach out to arrange counseling and education through a variety of programs.

To learn more about drug and alcohol prevention programs please visit [UC Merced's Drug and Alcohol Abuse Prevention Programs \(DAAPP\)](#) website. The site covers potential consequences of the use and abuse of drugs and alcohol on our campus and affiliated properties, as well as ways to access help if you find yourself, a colleague or a student struggling with substance abuse.

We hope you find this information helpful as you continue to do the great work of building the future in the heart of California.

Sincerely,

Vice Chancellor for Student Affairs

Associate Chancellor and Chief of Staff to the Chancellor