

**Part 86, Drug-Free Schools and Campuses Regulations (EDGAR)
Pepperdine University**

**Biennial Review
2016**

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Introduction

In response to the 1989 Drug Free Schools and Communities Act, Pepperdine University has implemented a diverse cross-section of programs focusing on providing education, prevention, and treatment concerning alcohol and other drug prevention, use and abuse for students, staff, and faculty. Pepperdine conducts a review of these initiatives, called the Biennial Review, every other year by contacting each entity involved in the process to update the information, explore possible future endeavors, evaluate goal attainment, and recognize each program's strengths and limitations to ascertain further improvement.

The Pepperdine University Alcohol and Other Drug Prevention Program supports the core values of the campus community by providing information to students, staff, and faculty that promotes healthy lifestyle choices, as well as emotional, social, spiritual and academic growth.

Campus Approach and Resources

Pepperdine University recognizes the dangers and potential academic impact of the use and abuse of alcohol and other drugs. For many, college is a time of exploration and new freedoms. As a result of these freedoms, some students experiment with or begin to use and abuse alcohol and other drugs, and some students choose to abstain. We also recognize that some students may arrive to campus with a history of using drugs and alcohol and already have dependency issues, including those students who are active in their recovery process. The Counseling Center offers a continuum of care (prevention, intervention, and recovery) for Pepperdine students regarding alcohol and other drugs.

Pepperdine AOD programs and services follow best practices outlined in the National Institute of Alcohol Abuse and Alcoholism (NIAAA) College Alcohol Intervention Matrix (CollegeAIM), including the 3-in-1 approach of simultaneously addressing the individual, campus, and greater community.

Counseling Center AOD programs and services include:

- Prevention programming,
- Oversight of the Alcohol and Other Drug Community Coalition,
- Training for staff and student leaders,
- Individual alcohol and other drug assessments for judicial and non-judicial referrals,
- Consultation with parents, faculty, staff, and students,
- Brief counseling,
- Web-based screenings and resources,
- Recovery support, and
- Referrals to on- and off-campus resources as needed (AA, NA, Al-Anon, in- and outpatient treatment, etc.).

While the AOD Coordinator is located within the Counseling Center, the entire University has the responsibility of addressing alcohol and other drug use/misuse.

Individual Assessments

Comprehensive AOD assessments are available to students interested in exploring their alcohol and other drug use. AOD assessments are designed to assist students in examining their own behaviors in a judgment-free environment. Assessments may be required by the Office of Community Standards when a student violates Pepperdine's Code of Conduct with regards to alcohol and other drugs, but are available to all Pepperdine students.

AOD assessments are appropriate for students who use alcohol and/or other drugs, whether they are concerned about their substance use or just curious to learn how their use compares to other college students. Assessments provide students with a structured opportunity to assess their own risk, identify potential changes that could enhance their wellbeing, and reduce their risk for developing future substance use problems. Assessments involve the use of an evidence-based brief screening inventory, feedback tools, and other specialized assessment measures. Motivational interviewing techniques are utilized to help increase students interest in making positive changes to their AOD use. Information is gathered about students' lifestyle, family history, wellbeing, substance use, and support. This information, and information from the assessment instruments, are used to provide the students with recommendations and feedback. Tenets of Stages of Change theory are used to evaluate students' willingness to change and set goals.

The Counseling Center's AOD assessment process is modeled on the Brief Alcohol Screening and Intervention of College Students (BASICS). Because of BASICS' demonstrated effectiveness, it is listed in SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP), and has been identified as a Model Program by the U.S. Department of Health and Human Services.

Individual assessments are conducted by the Alcohol and Other Drug Coordinator and other qualified and trained Counseling Center staff.

Treatment and Referrals

Counseling Center staff members provide AOD specific interventions and brief therapy to help clarify students concerns, help students increase their motivation to make changes to their AOD behaviors, and if necessary refer students to more comprehensive community-based services. Some clients presenting with AOD concerns may also be struggling with other mental health issues, and may need further assessment by the Counseling Center psychiatrist and/or an off-campus provider. Referrals may also be made to local Alcoholics Anonymous and other addiction support groups, Al-Anon, and in- or out-patient treatment if/as needed.

Online Education and Screening

MyStudentBody - myStudentBody® Alcohol addresses the many high-profile issues associated with high risk college drinking. Helps students identify and track individual drinking behaviors and risks. This program offers an on-line educational course that can be used for individual and group administrations. A course certificate is offered for those who successfully complete the course post-test.

Prevention & Outreach

Faculty and Staff

Each year Counseling Center staff members collaborate with members of the Pepperdine faculty to enhance the student learning experience and integrate AOD and other mental health concerns into existing curricula. Counseling Center staff members have served as resources for class projects, guest lectures, and research partnerships. Faculty members have also rewarded students with "extra credit" for participation in Counseling Center focus groups, surveys, and outreach projects. We also consult with staff members who are developing training programs for students.

Students

Student leaders and organizations request presentations and programs, campus-wide awareness events, and passive programming. Counseling Center and other staff members work together with student leaders and organizations to provide specific programming relevant to the needs of each group.

AOD Community Coalition

The Pepperdine Alcohol and Other Drug (AOD) Community Coalition is comprised of key stakeholders from various campus departments including students, faculty, and staff within the Pepperdine community. This Coalition meets regularly to:

- Examine research on college student alcohol and drug use/misuse,
- Assess Pepperdine substance use/misuse data and current trends,
- Review national best-practices regarding prevention, intervention, and recovery,
- Utilize environmental management approach to examine campus norms and climate,
- Advocate for resources to address unmet needs, and
- Foster shared responsibility of promoting prevention and addressing substance use/misuse at Pepperdine.

The AOD Community Coalition is chaired by the Alcohol and Other Drug Coordinator from the University's Counseling Center.

Seaver Student Handbook Pepperdine University

ALCOHOL AND OTHER DRUGS

Philosophy

Pepperdine University seeks to foster an alcohol- and drug-free environment in which to work, live, learn, and grow. As a Christian University, we approach alcohol and other drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol- and drug-free environment. The following information is presented in compliance with the Drug-Free Schools and Communities Act of 1989

Good Samaritan Policy

The University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The Good Samaritan Policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need. When a student aids an intoxicated or impaired individual by contacting a professional for assistance, neither the intoxicated individual nor the individual reporting the emergency will be subject to disciplinary action. Please see the full policy under the "Disciplinary Procedures" section of Student Handbook.

Prevention and Education

Pepperdine seeks to prevent alcohol and other drug-related problems by educating students about the personal and social consequences associated with the abuse of drugs. Educational programs are offered on an ongoing basis and are coordinated through the Counseling Center. Resident advisors in the residence halls receive alcohol and drug awareness training in order to serve the needs of the residential community. Prevention strategies also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use. Finally, the University partners with the community and parents/guardians of students to help prevent abuse.

Assistance in Overcoming Alcohol and Other Drug Abuse

For students who seek help for substance abuse problems, complete confidentiality will be observed to the limit of the law. Insofar as federal and state statutes and professional ethical standards permit, no professional on the Pepperdine health and counseling staffs will in any way notify the administration of the name of a student who seeks help for a substance abuse problem without prior written permission from that student, and no records will be forwarded to the administration regarding the services or the problem. Confidential counseling and treatment are available to students through the Student Health and Counseling Centers or by referral to appropriate agencies off-campus. Please contact the Counseling Center at 506-4210 for more information.

Regulations and Sanctions Regarding Alcohol and Other Drugs

Students are responsible for conforming their behavior to Federal, State, and local law, and to the University's Policy on Alcohol and Other Drugs. When violations of law or policy come to the attention of University officials, students may be referred for criminal prosecution and University sanctions may be imposed. Harm to persons or damage to either private or University property arising from the actions of intoxicated individuals on the premises of the University will be the full and sole responsibility of such individuals.

1. The consumption or possession of alcoholic beverages or possession of empty containers is prohibited on University property or at any University-sponsored event or activity, regardless of the student's age.
2. On campus, it is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
3. Off campus, it is a violation to drink underage. It is also a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes the manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification (on or off campus). Possessing a fake ID may result in University probation on the first offense.
4. Drunkenness, on or off campus, is not consistent with the moral standards of the University and may result, minimally, in University probation on the first offense and suspension on the second offense. Drunkenness is defined as a blood alcohol content of .08% or more and/or as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
5. The refusal by a student to take or fully cooperate with a breathalyzer, field sobriety, or drug test may be considered as admission of being under the influence.
6. Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence may be permanently dismissed.
7. The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal drug (e.g., prescription drugs, marijuana, cocaine) or drug-related paraphernalia (including hookahs) is strictly prohibited. Anyone involved in the sale or distribution of drugs on or off campus may be dismissed immediately.
8. The possession or presence of any amount of a controlled substance is prohibited on or off campus. This includes but is not limited to the presence of marijuana smoke or odor, small "roaches," or residue found in baggies, pipes, or other paraphernalia. The possession or use of medicinal marijuana is prohibited on or off campus. The possession or presence of marijuana or other controlled substances may result, minimally, in suspension.
9. Possession or use of any herb or drug used for hallucination or intoxication.
10. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University-sponsored or approved publications or events.
11. Any student (regardless of age) or student organization found supplying, possessing, or consuming alcohol or other drugs at University-sponsored off-campus events will be subject to disciplinary action.
12. Any student leader (including, but not limited to, Orientation Leaders, RAs, and Student Service Officers) who promotes or supplies alcohol or other controlled substances may be

immediately suspended, expelled, or dismissed from the University. Examples of promoting alcohol/controlled substances include advertising parties either verbally or with flyers and inviting or driving underage students to parties where alcohol is present.

13. Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness or drug use, whether intended or not, may result in suspension or dismissal. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.
14. Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal.
15. Any student who sexually assaults or attempts to sexually assault another person who is incapacitated due to alcohol or other drugs is subject to immediate permanent dismissal.

Health Risks

The use and abuse of alcohol and other drugs can cause a number of problematic changes in behavior and physiology. Alcohol, especially in high doses or combined with medications or other drugs, can lead to violent behaviors including acquaintance rape, vandalism, fights, incidents of drinking and driving, injury, and other medical emergencies. If you discover someone who is excessively intoxicated, unconscious or in need of emergency assistance, please dial (310) 506-4441 on-campus, or 911 off-campus. Doing so may save someone's life. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. Research has shown that using alcohol or other drugs negatively affects academic performance.

The risk of having an automobile accident increases after consuming even relatively small quantities of alcohol. Low doses may significantly impair judgment, coordination, abstract mental functioning, and the ability to complete complex tasks.

Repeated use of alcohol and other drugs can lead to physical and/or emotional dependence. Alcohol or substance dependence occurs when a person continues their use despite recurrent social, interpersonal, and/or legal consequences. There is strong evidence based on medical research that alcohol and other drug abuse contributes significantly to heart disease and cancer as well as permanent damage of vital organs such as the brain and liver. There is clear evidence of serious negative effects on babies due to the use of illicit drugs and alcohol by the mother during pregnancy.

The use of Cannabis (Marijuana, Hashish) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Its effect can last more for more than 4-6 hours after being used. Contrary to popular belief, marijuana is both physically and emotionally addictive.

Hallucinogens (LSD, Ecstasy, and PCP) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects can occur, including ongoing loss of concentration and memory. Frequent use can cause permanent loss of some mental functions.

Cocaine and Crack are highly addictive drugs. The immediate effects of cocaine include dilated pupils, elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, and even death. These drugs cause a temporary feeling of power, impairing judgment and decision-making.

Amphetamines (Crystal, Speed, Crank, and Meth) are highly addictive stimulants, which can cause one to "rush" around and appear stimulated. Amphetamines can cause rapid or irregular heartbeat, loss of coordination, collapse, and even death. Continued stimulant abuse can lead to mood swings, irritability, depression, sleeplessness, and even altered personality and paranoia. Heroin causes the body to have diminished pain reactions and is highly addictive both physically and emotionally. It can cause disinterest in relationships, personal productivity, and workplace safety. The use of heroin can result in coma and death. Commonly used intravenously, heroin use is associated with a wide range of physical health problems (i.e., AIDS, hepatitis). Prescription drugs (i.e. anti-depressants, pain suppressants, stimulants, and tranquilizers) are safe only if taken as prescribed under the supervision of a licensed physician. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, liver and kidney damage, addiction, and nervous system damage.

Parental Notification

Pepperdine University has long recognized its special relationship with the parents and families of its students. Even after students leave home for college, parents often play a central role in their character development, so Pepperdine works in partnership with parents in helping students make the transition to responsible adulthood.

The University also recognizes that students have specific privacy rights. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that controls the confidentiality of, and access to, student education records. The Higher Education Amendments of 1998 permit educational institutions to notify parents if a student, under the age of 21 at the time of notification, commits a disciplinary violation involving alcohol or a controlled substance. See Pepperdine's Student Records Policy for additional information about FERPA and educational records. A full copy may be obtained by contacting the Registrar's Office.

The purpose of Pepperdine's parental notification policy is to promote the holistic development of students and to foster an alcohol- and drug-free campus community. Among several interventions that may be used to further this purpose, parents or guardians of students under the age of 21 may be notified in the case of a violation of University alcohol or other drug policies. Notification begins with:

1. The first time a student is charged with violating the University policy under one of following circumstances:
 1. Caused harm to oneself or another while under the influence of alcohol or other drugs or was transported to a medical facility and treated because of alcohol or other drug use.
 2. Was unruly, disruptive, or destructive while under the influence of alcohol or other drugs.

3. Operated a vehicle under the influence of alcohol or other drugs.
 4. Was arrested or taken into custody by law enforcement officers while under the influence of alcohol or other drugs or is charged with violating a federal, state, or local law related to alcohol or other drug use.
 5. Because of previous violations (not related to alcohol or other drugs), the current alcohol or other drug violation might result in the student being placed on suspension or a more severe sanction.
 6. Hosted or in any way assisted or promoted a gathering that included underage drinking or drunkenness.
2. The first time a student is charged with violating the University policy regarding the attempt to obtain or the use, possession, sale, or distribution of any narcotic or other controlled substance not lawfully prescribed by a health care provider.
 3. The second time a student is charged with violating the University policy regarding:
 1. The consumption, possession, sale, or distribution of alcoholic beverages.
 2. Being in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia on University property.
 - 3.

Normally, a parent or guardian will be notified in writing by the associate dean of student affairs for community standards before the disciplinary hearing. Before notifying the parents or guardians, every effort will be made to inform the student and attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However, in some situations consultation with the student or first contact by the student may not be possible or appropriate and in such cases the University is not required to alert the student when it has notified his/her parent or legal guardian. In other situations, after consulting with the student, the associate dean may determine that notifying the parents/guardians may be harmful to the student and in such cases the University is not obligated to make notification.

This policy does not preclude the University's contacting parents or guardians for other policy violations that may endanger the health and wellbeing of a student or other individuals in the community. Also, the University may release information related to student educational records to parents who claim the student as a dependent for tax purposes.

Review of University Program and Policy

Biennially, the University will review its alcohol and other drugs prevention program and this policy to determine the program's and policy's effectiveness, to implement changes if needed, and to ensure that the University's disciplinary sanctions are consistently enforced.

STANDARD SANCTIONS

Standard sanctions are consistent University responses to specific violations of the Code of Conduct. Although sanctions are not assigned until a student's case is heard, these sanctions constitute the minimum consequences a student can expect. We hope that prior notice of these standard sanctions will encourage students to avoid behaviors that lead to serious consequences. Standard sanctions apply only to those offenses described on the following table. Other types of incidents are handled on a case-by-case basis.

Standard sanctions do not apply when:

1. A student engages in multiple violations in a single incident;
2. A student has a disciplinary history, regardless of whether past violations are related to the current violation; or
3. An incident presents unusually serious circumstances, risks to persons or property, or other complex concerns.

In these situations, the appropriate sanctions are determined on a case-by-case basis in light of all the circumstances. Generally, these situations result in sanctions in excess of the standard sanction.

The standard sanctions are rarely reduced. However, the presence of substantial mitigating or other appropriate circumstances may result in the reduction of a standard sanction.

Table of Standard Sanctions

Category	First Violation	Second Violation	Third Violation
Visitation	Warning; or University probation if visitation occurs significantly over visitation time or evidence that person of opposite gender has spent the night.	University probation or removal from residential community or suspension	Removal from residential community or suspension
Consumption or possession of alcoholic beverages or possession of empty containers of alcohol on campus	University probation, alcohol assessment and education programs	Suspension	To Be Determined (TBD)
Underage consumption of alcohol (on or off campus)	University probation, alcohol assessment and education programs	Suspension	TBD
Drunkenness (on or off campus)	University probation, alcohol assessment and education programs	Suspension	TBD
Driving a motor vehicle while under the influence of alcohol or a controlled substance (on or off campus)	Suspension, completion of alcohol/drug assessment and/or education programs; possible dismissal	Dismissal	N/A
Attempt to obtain, use, or possess marijuana, other illegal	Suspension, drug assessment and education	TBD	TBD

drugs, or drug paraphernalia (on or off campus)	programs and reflective paper on drug abuse		
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Good Samaritan Policy

Because Pepperdine places a high priority on student health and safety, the Good Samaritan policy was created to encourage students to take immediate action in any crisis or medical emergency. Pepperdine students are expected to care for others by getting help from appropriate officials even when violations of the Code of Conduct have occurred. In crisis situations involving alcohol, drugs, physical violence, and/or sexual misconduct (e.g., sexual assault, domestic violence, dating violence, and stalking), the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations related to the incident. This means that no University disciplinary sanctions will be issued to either the reporting student(s) or to the student(s) in need of assistance related to the violations that occurred at or near the time of the incident.

This policy applies to students who report sexual misconduct or participate as key witnesses in sexual misconduct investigations, or who seek medical assistance for themselves or another by contacting an appropriate official (e.g., resident advisor, Public Safety officer, or calling 911). The incident will still be documented, and educational and/or health interventions may be required as a condition of replacing disciplinary sanctions. This policy does not apply if a University or law enforcement official confronts the student first. This policy may not apply to the hosts of a party if they do not seek immediate medical assistance for the student in need. In any situation involving imminent danger to the health and safety of any individual(s), or where sexual misconduct has been alleged to have occurred, students are expected to: 1) immediately contact Public Safety or other emergency officials to report the incident; 2) remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and 3) meet with appropriate University officials after the incident and cooperate with any University investigation.

Frequently Asked Questions about the Good Samaritan Policy

Will I get in trouble if I am underage and have been drinking if I call for somebody else?

No University disciplinary sanctions will be assigned to the reporting student(s) for alcohol or drug violations related to the incident even if the student is under 21. The incident will still be documented, and educational programs may be required in place of disciplinary sanctions.

Can the policy be used for multiple people?

Yes. The policy can be applied to multiple people in one incident. The policy is intended to encourage students to make the right call for any and all individuals who are in need of assistance.

Can the policy be applied to more than just alcohol?

Yes. The policy can be applied to crisis situations involving drugs, physical violence, and/or sexual misconduct or situations involving any combination of these.

Does the policy apply both on and off campus?

Yes. On campus, students should contact Public Safety or another University official (e.g., resident director or resident advisor). Off campus, students should notify an appropriate official (e.g., call 911 or, if at an event, contact a professional event staff member).

Will parents be notified?

Notification will not be made by Pepperdine officials to the parents of the Good Samaritan or the parents of the student needing assistance unless the condition is life threatening.

Faculty & Staff University Policy Manual Pepperdine University

Section 38 - SUBSTANCE ABUSE POLICY

38.1 PURPOSE

In keeping with the mission of the University and its commitment to provide an alcohol and drug-free work environment, the University has formulated the following policy regarding alcohol and drugs.

38.2 APPLICABILITY

This policy applies to all employees, including those persons who are classified as faculty, staff and student workers.

This policy also applies to independent contractors employed directly by the University.

38.3 DEFINITIONS

SUBSTANCE means any drug (including alcohol) that has known mind or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by State and/or Federal law. Alcohol in this context means beer, wine and all forms of distilled liquor, or any beverage, mixture or preparation containing ethyl alcohol.

38.4 PROHIBITIONS

The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of drugs, drug paraphernalia or look-alike (simulated) drugs and the unauthorized use or possession of alcohol while performing work for the University.

University employees and independent contractors must not report to work or be on University controlled property while under the influence of any drug, alcohol or other substance which will in any way affect their work performance, alertness, coordination or response, or affect the safety of others on the job, or which would affect their ability to appropriately represent the University.

At no time or place shall an employee use or be under the influence of drugs or alcohol or any mind altering substance while driving, riding or sitting in a University vehicle.

38.5 MEDICALLY AUTHORIZED DRUGS

Any employee who is required to use a medically prescribed or over-the-counter drug which may impair or affect the employee's alertness, coordination or responses must advise their supervisor of this fact before reporting to work. It is the employee's responsibility to determine whether or not a prescribed or over the counter drug may impair their job performance.

The University reserves the right to require any employee using prescribed or over-the-counter drugs to provide a physician's certification that the use of the drug will not impair the ability of the employee to perform their job properly and safely.

38.6 FITNESS FOR DUTY, EXAMINATIONS AND TESTING

A supervisor may request a medical evaluation when (1) an employee has taken time off work due to a serious health condition or injury which creates a reasonable belief that the employee cannot perform the essential job functions in an effective manner or are a threat to the health or safety of the employee or others; or (2) an employee's statements or conduct creates a reasonable belief that the employee cannot perform the essential job functions in an effective manner or are a threat to the health or safety of the employee or others. The purpose of the evaluation is to find out if the employee can perform his or her job in a safe manner. In order to ensure safety while the employee is being evaluated, the employee may, if appropriate, be placed on administrative leave for the time needed to conduct the evaluation.

All such medical evaluations must be approved by the Center for Human Resources.

38.7 EMPLOYEE ASSISTANCE

Employees who voluntarily seek assistance for a substance abuse related problem may do so without jeopardizing their employment status, provided:

- a recognizable treatment or rehabilitation program is followed, and
- the work performance is acceptable.

In some cases, temporary reassignment to another position may be necessary.

Staff employees are expected to seek assistance through Human Resources.

Faculty employees are expected to seek assistance through the Office of the Provost.

Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those persons who have a need to know shall have access to such information.

38.8. REPORTING OBLIGATIONS

In accordance with and pursuant to the requirements of the DRUG-FREE WORKPLACE ACT OF 1988:

- any staff employee must notify the Associate Vice President of Human Resources within five days of any conviction for criminal conduct related to drugs in the workplace; and
- any faculty employee must notify the Office of the Provost within five days of any conviction for criminal conduct related to drugs in the workplace.

38.9. DISCIPLINARY ACTION

Employees who violate this policy in any way, or who refuse to cooperate with any aspect of this policy, will be subject to appropriate disciplinary action up to and including termination of employment, even for a first offense.

Independent contractors who violate this policy may be barred from the premises, even for a first offense.

Annual Notification

Students

Information regarding AOD policies and procedures is shared with/available to students:

- At New Student and Transfer Orientation,
- Via New Student Checklist,
- As a part of the Housing Contract for students living on-campus,
- At Hall Meetings at the beginning of each academic year,
- During student leader trainings,
- Within educational/prevention programs,
- Annually in an e-mail sent to all Seaver students, and
- In the Seaver Student Handbook, available online at www.pepperdine.edu,

Example of annual policy message sent by Health and Wellness Education Coordinator to all students in Spring semester 2016:

Dear Students,

Hello from Health and Wellness! As the Health and Wellness Education Coordinator, I wear many hats. You may have heard me speak about the university-wide Step UP! campaign, advocating for a community of modern-day Good Samaritans. Maybe we met casually at one of the monthly Healthy Happy Hours as you sipped hot tea and snacked on trail mix. Or perhaps I came to speak in one of your classes about managing stress and coping well in college. Whatever the setting, there is an underlying theme to why I do what I do; as a Christian University, we believe YOU are of infinite worth.

I want to provide you with an accessible resource on essential wellness topics that will inform positive decisions. Today's topic is alcohol and other drugs. For the sake of your health, and the health of your friends, please take a few minutes to refresh yourself on the health risks, prevention, resources, and sanctions related to alcohol and substance use.

Health Risks

Alcohol affects every organ in your body. Even low doses of alcohol impact the brain and increase the risk accidents, as it may impair judgement, coordination, and the ability to complete complex tasks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. In high doses or in combination with medicine or other drugs, alcohol can lead to violent behaviors including acquaintance rape, vandalism, fights, incidents of drinking and driving, injury, and other medical emergencies. If you discover someone who is excessively intoxicated, unconscious or in need of emergency assistance, please call DPS at 506-4441 on-campus, or 911 off-campus. Doing so may save their life.

Similarly, the use of Cannabis (Marijuana, Hashish) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Its effect can last for more than 4-6 hours. There is strong evidence based on medical research that alcohol and other drug abuse contributes significantly to heart disease and cancer as well as permanent damage of vital organs such as the brain and liver. Repeated use of alcohol and other drugs can lead to physical and/or emotional dependence.

If you notice another student continues their use despite recurrent social, interpersonal, and/or legal consequences, it's time to *Step UP!*

To learn more about the health risks of other substances, please see the "Health Risks" section in the Student Handbook (pages 40-41) or visit The National Institute on Drug Abuse.

Prevention and Education

Pepperdine seeks to prevent alcohol and other drug-related problems by educating faculty, staff, and students about the personal and social consequences associated with the abuse of drugs. Educational programs, such as screenings and wellness talks, are offered on an ongoing basis and are coordinated through the Counseling Center. Resident Advisors receive alcohol and drug awareness training to better serve the needs of the residential community. Prevention strategies

also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use. Finally, the University partners with the community and parents/guardians of students to help prevent abuse.

Pepperdine Counseling Center

If you or someone you know is struggling with substance abuse, please know that the Pepperdine Counseling Center is here to help. Counseling is free and confidential. If you are concerned about a friend, the Counseling Center is your resource to help them. Confidential consultation, counseling, and treatment are available to students through the Student Health and Counseling Centers or by referral to appropriate agencies off campus. Please contact the Counseling Center at [310-506-4210](tel:310-506-4210) for more information.

Student Conduct

For the health of the community, Pepperdine has implemented intentional policies regarding alcohol and drug use. You can find a complete list in the [Student Handbook](#) (pages 39-41). Of note, the University clearly prohibits the consumption or possession of alcoholic beverages or possession of empty containers on University property or at any University-sponsored event or activity, regardless of the student's age. On campus it is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.

You can also research California's alcohol and drug policies.

Sanctions or Consequences

Unfortunately, some students do not conform their behavior to Federal, State, and local law, and to the University's policy. When violations of law or policy come to the attention of University officials, students may be referred for criminal prosecution and University sanctions may be imposed. Harm to persons or damage to either private or University property arising from the

actions of intoxicated individuals on the premises of the University will be the full and sole responsibility of such individuals.

That said, the University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which fear of disciplinary action could prevent students from seeking assistance for themselves or others. The [Good Samaritan Policy](#) (pages 36-37) is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need. When a student aids an intoxicated or impaired individual by contacting a professional for assistance, neither the intoxicated individual nor the individual reporting the emergency will be subject to disciplinary action.

The Student Handbook provides standard sanctions that constitute the minimum consequences a student can expect if found in violation of the University's alcohol or drug policy. The standard sanction for alcohol consumption (on or off campus) is probation, while the standard sanction for drug use or possession is suspension. Students in violation are required to have an alcohol or drug assessment in either the Pepperdine Counseling Center or an off campus counselor of their choosing. In addition to the assessment, students are required to complete an educational course called "MyStudentBody." Parents or guardians of students under the age of 21 may be notified in the case of a violation of University alcohol or other drug policies. Read [Pepperdine's parental notification policy](#) (pages 41-42).

In closing, I wish to remind you that you are designed for purpose, created for service, and capable of leadership. Your experiences, habits, and wellness matter to me. My prayer is that you are equipped not only to succeed professionally, but to be proactive, healthy contributors to society. Alcohol abuse and substance abuse are threats to your abundant life, and the life we share in community. If you or a friend is struggling, Step UP! There is hope and there is help.

Blessings,

Hannah DeWalt

Health and Wellness Education Coordinator

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Pepperdine University

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Malibu, CA 90263

Faculty & Staff

Information regarding all University policies/the University Policy Manual is shared with employees:

- In the hiring process,
- At New Employee Orientation,
- Annually in an e-mail from Human Resources, and
- Available online in the University Handbook at www.pepperdine.edu.

Example of annual policy message sent by Human Resources to all faculty and staff in Spring semester 2016:

Dear Pepperdine Faculty and Staff:

As members of the Pepperdine community, we are charged with maintaining the standards of the institution. We are all responsible for practicing integrity, honesty, and fairness in our daily work. To that end, I encourage you to review the information below. While we should all already be aware of these items, I hope this is a helpful reminder of various policies and resources available to you.

Code of Ethics

At Pepperdine, we are called to something greater and nobler than mere compliance with the law. The Code of Ethics describes the values and ethical expectations of our community. Please review the policy on the Human Resources website and by clicking the link below:

Code of Ethics: <https://community.pepperdine.edu/hr/policies/ethics.htm>

Communicating Suggestions and Concerns

Students, faculty, and staff are encouraged to communicate concerns about the community, report incidents or misconduct, and make suggestions for improvement. Communication is encouraged via the:

Anonymous Wave Tip Hotline ([310-506-7634](tel:3105067634))
Suggestion/Concern boxes (located at each Pepperdine campus)

Anonymous electronic feedback form on the Human Resources website: <https://community.pepperdine.edu/hr/feedback/default.htm>

University Policies

University policies provide community expectations, as well as available resources regarding the important issues of harassment, discrimination, and workplace violence. Many University policies for faculty and staff are linked on the Human Resources website: <https://community.pepperdine.edu/hr/policies/>

Please review the following policies by clicking the links below:

University Policy Manual: <https://community.pepperdine.edu/hr/policies/policymanual.htm>
Equal Employment Opportunity Policy: <https://community.pepperdine.edu/hr/policies/policymanual.htm#1>
Unlawful Employment Discrimination and Harassment Policy (including Sexual Misconduct): <http://community.pepperdine.edu/hr/policies/policymanual.htm#4-0>
Substance Abuse: <https://community.pepperdine.edu/hr/policies/policymanual.htm#section.38>
Financial Policies: <https://community.pepperdine.edu/finance/policies.htm>
Information Security Policies: <https://community.pepperdine.edu/it/security/policies/>
Parking and Traffic Regulations: <http://www.pepperdine.edu/publicsafety/parking/>

Please review recent additions to the University Policy Manual:

International Travel Policy: <https://community.pepperdine.edu/hr/policies/policymanual.htm#thirtysix>
Animals on Campus Policy: <https://community.pepperdine.edu/hr/policies/policymanual.htm#section.37>

Title IX Coordinators

Title IX prohibits educational institutions from discriminating based on sex. The University's Title IX coordinators are responsible for implementation of Title IX compliance on campus. In addition to the reporting avenues described in the Unlawful Employment Discrimination and Harassment Policy, Title IX coordinators are available to receive complaints of sexual harassment, discrimination, and violence (including sexual assault, domestic violence, dating violence, and stalking).

- The Title IX Coordinator for employees, guests, and contractors is Edna Powell, Chief Business Officer.
- The Title IX Coordinator for students is Tabatha Jones Jolivet, Associate Vice President for Student Life, Student Affairs.
- The Title IX Coordinator for athletics is Karina Herold, Associate Director of Athletics.

Please review additional Title IX information and resources by clicking the link below:

Pepperdine's Sexual Misconduct Policy and Resources Handout: <https://community.pepperdine.edu/hr/content/title-ix-handout.pdf>

Reporting Abuse of Minors, Elders, and Dependent Adults

Informed by our Code of Ethics, every member of the Pepperdine community has the obligation to report any and all information regarding abuse of a minor, elder, or dependent adult. A failure to report such information constitutes a violation of University policy. If you are unsure whether you have a legal obligation to report suspected abuse or other crimes to law enforcement, or are unsure how to do so, the Department of Public Safety is prepared to assist you. While many of our policies specify offices or individuals to whom reports should be made, please remember that the following offices may receive information about suspected abuse or other crimes:

Department of Public Safety
Human Resources
Dean's Office for each school
Dean's Office for Student Affairs

Thank you for contributing to the integrity of the Pepperdine community and furthering the University's mission. If you have any questions, please feel free to contact me.

Sean Michael Phillips
Associate Director, Human Resources

Recommendations for Greater Compliance

Pepperdine University is made up of Seaver College undergraduate program and several independent graduate programs and locations—both domestic and internationally. Currently, student annual notification is being disseminated via email to all Seaver (undergraduate) students enrolled in Malibu or abroad in International Programs. It is recommended that annual notification be expanded to include all colleges and locations.

In addition, it is recommended that the University consider moving toward connecting student annual notification with class registration for greater compliance—recognizing this change could take several years to implement.