

Policy Revision Approval Date: March 13, 2007**Policy Revision Effective Date: April 1, 2007****Procedure Approval Date: May 13, 2014****Procedure Effective Date: June 1, 2014****POLICY STATEMENT**

Capella University is committed to providing an environment free of alcohol and other drugs, including prescription medication and substances causing impaired performance. The unlawful possession, use, or distribution of drugs or alcohol on property owned, leased, or rented by Capella University, or as part of any of the activities of the university, is strictly prohibited. Use of alcohol at Capella events other than those where alcohol is offered is discouraged. Any impairment caused by drugs or alcohol that prevents the completion of event activities or interferes with the enjoyment of others will result in dismissal from the event. Prohibited conduct is subject to the sanctions and rights contained in this policy and other related policies and procedures.

RATIONALE

Capella University is committed to providing all learners, faculty, and staff an environment free of disruptive and dangerous behavior. This policy establishes the prohibited conduct and sanctions associated with alcohol or drug use necessary for maintaining the desired environment.

DEFINITIONS

None

PROCEDURES**I. Standards of Conduct**

- A. The unlawful possession, consumption, manufacture, sale, and/or distribution of drugs or alcohol by learners, faculty, or staff are prohibited by Capella University whether on Capella University property or at a university activity.
- B. In addition to Capella University sanctions, learners, faculty and staff who violate this policy may be subject to criminal prosecution under local, state, and federal law. Criminal penalties may include but are not limited to;
 1. A federal fine of \$1000 and one year imprisonment for simple possession to a \$2,000,000 fine and life imprisonment for continuing criminal enterprise, forfeiture of real and personal property, denial of federal benefits, and denial of federally provided or supported professional and commercial licensure, as described in the [Federal Controlled Substances Act, 21 U.S.C 801](#), and the [DEA Federal Trafficking Penalties charts](#).
 2. Controlled substance and misuse of alcohol laws vary by state and will apply based on where the violation occurs.

II. Reporting a Violation

To report a violation, contact a university administrator or events staff member.

III. Sanctions

A. Staff and Faculty

1. Prohibited conduct by Capella University staff and faculty members may result in disciplinary action up to and including immediate termination of employment as described in the Capella University *Employee Handbook*. Such violations may also have legal consequences.
2. Staff and faculty members may be required to participate in a substance abuse rehabilitation or treatment program.

B. Learners

1. Prohibited conduct by Capella University learners will result in sanctions pursuant to university policy 4.02.02 *Learner Code of Conduct*, up to and including dismissal from the university. Such violations may also have legal consequences.
2. Learners may be required to complete an evaluation as a condition of continued enrollment. The cost of this evaluation, as well as any treatment costs, will be the responsibility of the learner.

IV. Reporting

Learners who violate the law will be reported to the appropriate law enforcement officials.

V. Prevention, Education, and Support Resources

A. Health risks

The excessive use of alcohol, improper use of controlled substances, and use of illicit drugs pose significant health risks to individuals including addiction, permanent injury, and death. To make informed choices about drug and alcohol use, learners, faculty, and staff should educate themselves about the serious health consequences of the use, misuse, and abuse of alcohol and other drugs.

B. Resources

1. Employee resources: Capella University faculty and staff should consult the Capella University *Employee Handbook* for Capella's employee drug and alcohol policy and for related resources.
2. Learner resources
 - a. Capella learners may be eligible for LifeWorks. LifeWorks is a program providing free, confidential help and resources for personal and work-related issues including but not limited to addiction and recovery. Learners should contact Academic Advising for more information.
 - b. There are a variety of community organizations available to help individuals with substance abuse problems. Programs are listed in local telephone directories and on the Internet as well as in the resource table in this policy.

National Resources for Drug and Alcohol Abuse Prevention, Education, and Support

Organization Name	Description	Website
Alcoholics Anonymous	Support for people who want to achieve sobriety	www.aa.org
Al-Anon Family Group	Support and help for families and friends of problem drinkers	www.al-anon.alateen.org
Narcotics Anonymous	Support in a recovery environment for people who abuse substances	www.na.org
Substance Abuse and Mental Health Services Administration	U.S. Department of Health and Human Services agency “that leads public health efforts to advance the behavioral health of the nation....and whose mission is to reduce the impact of substance abuse and mental illness on America’s communities.”	http://www.samhsa.gov/
LifeWorks	Free and confidential support service for Capella learners	www.lifeworks.com

POLICY OWNERS

Academic Owner: Learner Affairs

Operations Owner: Learner Affairs

RELATED DOCUMENTS

University policy 4.02.02 Learner Code of Conduct

Employee Handbook

REVISION HISTORY

Original Policy Approval Date: July 27, 2002

Revision Dates: 3-13-07

Administrative edits as result of ongoing review: 12-20-07; 12-8-09; 2-22-10; 4-17-12; 10-23-13; 8-11-16