



## Century College Policy 5.18.1.1 Drug and Alcohol-Free Policy

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### 5.18.1.1 Drug and Alcohol-Free Policy

#### Part 1: Purpose

U.S. Department of Education Federal regulations require that, as a condition of receiving funds or any other form of financial assistance under any federal program, Century College as an institution of higher education must certify that it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” both on the institution’s premises and as part of any of its activities, in order to comply with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B). Minnesota State Colleges and Universities Board Policy 5.18 also prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the College premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus.

The accompanying procedure to the policy will clearly outline how Century annually notifies each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; provide a description of health risks associated with alcohol and drug use and a description of available treatment programs, a biennial review of the College program’s effectiveness and the consistency of the enforcement of sanctions.

This policy applies to Students, Faculty, Staff, Visitors, Contractors, Vendors. The responsible College Officer is the College President. The Responsible Division Officer is the Provost, Vice President for Academic and Student Affairs and responsible policy owners are identified as the Student Affairs (Dean of Students), Public Safety (Director of Public Safety) and Human Resources (AVP Human Resources).

#### Part 2: Definitions

**Substance Use:** Substance use is defined to include any illegal substance or controlled substance under MN State or Federal Law. Tobacco Use is covered under policy 6.24.0.1 Tobacco Use and Sale Policy and not subject to the guidelines in this policy.

**College Facilities/Property:** Any building or structure, athletic playing field, parking lot or any other outdoor property owned, leased, or contracted by Century

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College; vehicle owned, leased, or contracted by Century College defined by the Federal Clery Act.

### **Part 3: Policy**

This policy applies to all employees, students, registered student organizations, visitors, and guests on or in Century College (the College) campuses and complies with the [Minnesota State Board of Trustees Policy 5.18](#). It also applies to employees, students, and persons representing the College who are engaged in on-campus and off-campus college activities such as officially sanctioned field trips or registered student organization sponsored activities. Employees, students and student organizations on travel status may be subject to further restrictions or allowances.

While the policy applies to all employees, some employees have a greater responsibility in supporting compliance, including but not limited to, administrators, student leaders, registered student organization advisors, community members, such as the college foundation, public safety officers, coaches, faculty, and those traveling with or leading students in off-campus events and activities.

#### **College employees are expected to:**

- Comply with all standards and not use or distribute illicit drugs or use alcohol as noted in this policy and any accompanying procedures.
- Hold students and others accountable for behavior that violates the Minnesota State Board of Trustees (hereinafter Board) Policy 5.18 (Alcoholic Beverages or Controlled Substances on Campus), the Century alcohol and other drugs annual notification, and/or student code of conduct, including referring incidents to College and/or law enforcement officials as appropriate.
- Support students' and others' efforts to achieve healthy and productive lives by referring them to appropriate services, programs, and activities.

#### **Century students are expected to:**

- Not use or distribute alcohol or illicit drugs while on campus or off-campus at College sanctioned events and this includes, but is not limited to, behaviors that disrupt the college community, endangers the health or safety of self or others, results in damage to College or personal property, or requires the intervention of college or community resources. Examples of disruptive use include, but are not limited to, disorderly conduct, excessive noise, violence, threats, vandalism, or intoxication (regardless of age), that leads to intervention by Century employees, law enforcement personnel or medical personnel.

### **Century College employees and students:**

- Adhere and comply with this policy, even though the Minnesota cannabis law allows Minnesotans to use, distribute and grow marijuana, the possession and use of marijuana remains illegal under federal law, including the [Drug Free Schools and Communities Act](#), Title II of the [Comprehensive Drug Abuse Prevention and Control Act of 1970](#), the [Crime Awareness and Campus Security Act of 1989](#), and [Board Policy 5.18](#). Therefore, the use, possession, production, manufacture, sell and/or distribution of marijuana continues to be prohibited within and outside Century College buildings, including the College's owned or controlled property, or at any event authorized or controlled by the College or an entity doing business with the College.

### **Display, Promotion, and Advertising**

Except as allowable in Board policy 5.18 and as authorized by Minnesota statutes in accord with the exceptions section below, the public display of advertising or promotion of alcoholic beverages or illegal drugs, in College buildings or any other College owned or controlled area is prohibited. This includes but is not limited to displaying alcohol or illegal drug related containers, banners, "trophies," lighted signs, large inflatable advertising, or devices intended for rapid consumption of alcohol on College property.

Possessing or displaying any of these materials may be considered evidence of use, consumption, or distribution.

It is also a violation of this policy to:

- Use alcoholic beverages as awards or prizes, or provide promotional items such as cups, clothing, keychains, and frisbees which advertise alcohol or illegal drugs at College sponsored student events.
- Advertise alcohol and/or illegal drugs in college controlled or affiliated publications, or on College premises, including college-affiliated websites.
- Advertise brand names, logos, prices, visual images, or phrases that refer to consumption of alcoholic beverages and/or use of illegal drugs.
- Use alcohol for recruiting and student organization fund-raising activities and events.
- Purchase alcohol and other drugs with College or organization funds, including student activities fee allocations.
- Consume or transport alcohol and other drugs in college owned or rented vehicles and individually owned by students or employees who may use such vehicles to transport students to off-campus events or sports activities.

### **Sanctions and Violations**

Violations or apparent violations of this policy, local ordinances or state or federal laws may subject student(s) and/or student organizations to disciplinary

action under the student code of conduct whether the violation occurs on or off campus. Based on the nature of the alleged violation a student, registered student organization, or club may also be charged with a violation of a local ordinance and state or federal law. Proceedings under the student code of conduct may be conducted prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the College.

Century employees must follow Minnesota statutes and board policies and procedures about employee conduct and ethics, as well as their respective collective bargaining agreements, and are subject to disciplinary action as outlined therein.

#### **Part 4: Enforcement**

In compliance with the Drug Free Schools Act, enforcement will begin with notifying the campus community of this policy with annual reissuance thereafter. Compliance and enforcement of this policy will depend on the cooperation of all students, staff, faculty, and visitors to promote a clean, safe, healthy environment.

Century College will enforce the policy to its fullest extent, which may include, but is not limited to, disciplinary actions and/or sanctions. Any employee concerns related to this policy should be reported through Human Resources. Any student concerns related to this policy should be reported to the Dean of Students. Safety concerns should always be reported to Public Safety in addition to the parties listed within.

#### **Part 5: Exceptions**

- **Instructional Exception:** The use of alcohol may be allowed for instructional purposes in the classroom or laboratory in accordance with Board Policy 5.18. Any exception for instructional use must be pre-approved by the Provost, Vice President for Academic and Student Affairs.
- **Special Event Approval Exception:** The chancellor or the Chancellor's Office, or the president of Century and the president's designee may approve the use of on-site wine and malt beverages at specific College employee events either on or off campus consistent with this policy, MN H.F. No. 2749 and other board and Century policies and procedures. While some events may be approved for alcohol use by the Minnesota State chancellor, the Chancellor's Office, or the president or designee, disruptive use of alcohol and other drugs is always prohibited.
- **Good Samaritan Exception:** A "good Samaritan" exception for code of conduct violations will be recognized and honored when a person in violation of this policy comes to the aid of another in seeking professional help or in reporting the occurrence of a crime or more serious code of conduct violation; that person will not be held accountable for the alcohol and/or illicit drug violation.

## **Part 6: Disclosure of Offenses**

Institutions of higher education are permitted to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

## **Part 7: Health Risks Associated with the Abuse of Alcohol and Illicit Drugs include:**

- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind, and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
- Abusing drugs can also cause legal, economic and personal problems.
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

## **Part 8: Alcohol and Drug Resources**

### **Campus Resources:**

If you need assistance with a drug or alcohol problem, the following services are available to Century students:

## **Student Health Clinic: (651) 779-3954**

### **Century Counselors-(651) 779-3285**

Counselors provide support and assist students in locating services within the community as needed.

College employees should contact:

### **State Employee Assistance Program: (651) 259-3840**

Employee Assistance provides a professional assessment of possible alcohol or drug problems.

### **Community Resources:**

The following counseling, treatment and rehabilitation services and programs may be available for help:

- Ramsey County Chemical Assessment and Referral Unit: (651) 266-4008
- Ramsey County Detoxification Center: (651) 266-4009
- Ramsey County Community Human Services Department: (651) 266-4444
- Washington County Community Services: (651) 430-6455
- Cochran Recovery Services: (651) 437-4209  
([https://www.nuway.org/nuway\\_location/cochran-recovery-services/](https://www.nuway.org/nuway_location/cochran-recovery-services/))
- Poison Control: 1-800-222-1222 (<https://www.poison.org/>)
- Alcoholics Anonymous: (952) 922-0880 (<https://aaminneapolis.org/>)
- Al-Anon: (651) 771-2208 (<https://www.al-anon-alateen-msp.org/>)
- Cocaine Anonymous: 1-800-925-6159 (<https://ca.org/>)
- Cocaine Addiction Helpline: (888) 398-6398
- Narcotics Anonymous: (<https://na.org/>)
- Minnesota Recovery: (<https://minnesotarecovery.org/>)
- Hazeltine Betty Ford Foundation-Drug and Alcohol Rehab: a multi-location rehabilitation program in the Twin Cities.  
([www.hazeldenbettyford.org](http://www.hazeldenbettyford.org))
- SAMHSA's National Helpline: 1-800-662-HELP (4357) free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders (<https://www.samhsa.gov/find-help/national-helpline>)
- 435748 (HELP4U): Treatment Referrals via Text Message. Text your 5-digit ZIP Code (<https://www.samhsa.gov/find-help/national-helpline/help4u>)

## **Part 9: Biennial Review**

As required by the Drug-Free Schools and Campuses Regulations, a biennial review of the alcohol and other drug programs and policies will be reviewed every two years. This review will determine the effectiveness of, and to implement any needed changes.

***References:***

Minnesota State Colleges and Universities Board Policy 5.18

State of Minnesota HR/LR Policy and Procedure #1418 Policy on Alcohol and Other Drug Use by State Employees.

**Date Proposed:** 11/12/2019

**Date Approved:** 6/8/23

**Date Implemented:** 8/1/23

**Date Last Reviewed:** 6/8/23

**Date Revised:** 6/8/23