



## **ADMINISTRATIVE REGULATION**

**Policy No. 604**

**TITLE:** Student Drug and Alcohol Policy

**PURPOSE:** Trocaire College recognizes that substance abuse is a major health problem throughout the United States and thus, is committed to establishing a drug-free environment. Henceforth, and in accordance with the Drug-Free and Communities Act Amendments of 1989 (Public Law 101-226) & HEOA Sec. 120 (a) (2) (B)-(C). HEOA amendment effective 2008 34 CFR 86, the following standards will apply.

**POLICY:** The possession, use, manufacturing or distribution of illicit drugs and alcohol by students on campus or at a college sponsored off-campus activity is expressly prohibited. The misuse of prescription drugs and other products being used other than intended is also prohibited. Students violating the drug and alcohol policy at clinical or internship locations are regulated by specific program policies. A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds.

This policy authorizes the academic use of various alcoholic beverages, products and related activities in accordance with New York State Alcohol Beverage Control Law Section 65-c, "a person who is a student in a curriculum licensed or registered by the state education department and the student is required to taste or imbibe alcoholic beverages in on-campus or off-campus courses which are a part of the required curriculum, provided such alcoholic beverages are used only for instructional purposes during class conducted pursuant to such curriculum"

## **PROCEDURES:**

I. Trocaire shall annually distribute in writing to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, the following:

- (1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities;
- (2) A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- (3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- (4) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students; and



(5) A clear statement that the college will impose disciplinary sanctions on students (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion and referral for prosecution, for violations of the standards of conduct required by [paragraph \(a\)\(1\)](#) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

II. Trocaire shall conduct a biennial review of its drug and alcohol program to—

- (1) Determine its effectiveness and implement changes to the program if they are needed; and
- (2) Ensure that the disciplinary sanctions described in [paragraph \(a\)\(5\)](#) of this section are consistently enforced.

III. The biennial review will be made available on the Trocaire College website.

#### IV. Record Keeping

(1) The college shall retain the following records for three years after the fiscal year in which the record was created:

- (i) The items described in [paragraph \(a\)](#) of this section.
- (ii) Any other records reasonably related to the IHE's compliance with the drug prevention program certification.

(2) If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the IHE shall retain the records until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.

IV. A student self-certifies a federal or state drug conviction in applying for aid that they are eligible. A conviction for any offense involving sale or possession of illegal drugs that occurred during a period of enrollment for which the student was receiving Title IV aid will result in loss of eligibility for any Title IV, HEA grant, loan or work-study assistance. A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. HEA Section 484(r), 34 CFR 668.40

Submitted to President: 04/15/2025

Approved: 07/07/2025

Effective Date: 08/25/2025

Review Date: 11/10/2023

Designated Office: Division of Student Success