Policy Procedure: Alcohol and Drugs

Procedure Number: 106P

Responsible Office: Human Resources and Student Affairs

Forms: Form 125-080

Effective Date: 09/26/2016

Date Last Reviewed: 11/19/2026

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1. **Purpose**

It is the policy of Northern Virginia Community College to establish and maintain an environment free from the adverse effects of alcohol and other drugs to include marijuana and marijuana products, cannabis oil and cannabis products, and to ensure the fair and equitable application of policy requirements. The effects of alcohol and other drugs in the workplace and educational environment can undermine employee productivity, negatively affect student learning and success, and pose serious risks to the health, safety, and well-being of employees, students, and the broader College community.

2. **Definitions:**

Alcohol: Any product as defined in the Code of Virginia, Title 4.1, Chapter 1-100, The Alcoholic Beverage Control Act, as amended.

Controlled Substance: Any substance defined as such in the Code of Virginia, Title 54.1, Chapter 34, The Drug Control Act, as amended, and whose manufacture, distribution, dispensation, use, or possession is controlled by law.

Drug: Any substance other than alcohol that may be taken into the body, and may impair mental faculties and/or physical performance.

3. Procedure:

1. Annual Notification

a. The College will annually notify each employee and student, in writing, of standards of conduct; a description of possible sanctions for violation of federal, state, and local law and college policy; a description of health risks associated with alcohol and other drug use; and a description of the College's programs on alcohol and other drugs.

b. Annual notification will be sent by email to all students and employees at the start of each fall semester. It will also be posted on College website. Employees and students who begin after the fall notification will be notified during orientation.

2. Biennial Review

a. The College will conduct a biennial review on the effectiveness of its alcohol and other drug programs and the consistency of sanction enforcement in accord with U.S. Department of Education regulations for institutions of higher education that receive federal funds. Responsibility for the biennial review rests with the Vice President for Student Affairs and Associate Vice President for Human Resources or designee.

3. Education and Prevention

a. Information about the health and behavioral risks associated with the use of alcohol and other drugs will be made available to the college community on the NOVA website. The College offers a variety of programs that empower students and employees to make well-informed decisions about drugs and alcohol and to help them better cope with the behavior of their peers. These programs are provided by the Office of Human Resources for employees and by the Office of Student Affairs for students.

b. Information about substance abuse services available in Northern Virginia for students and employees is available on the College website.

4. Disciplinary Action

a. Students who violate the Alcohol and Drug Policy will be subject to disciplinary action as outlined in the Student Code of Conduct. Students found responsible for violations may be suspended or dismissed from the College.

b. College employees who violate the Alcohol and Drug Policy are subject to disciplinary action in accordance with DHRM and/or VCCS policy. Disciplinary action may include suspension without pay or termination of employment.

5. Alcoholic Beverages at College Functions

a. The consumption of alcoholic beverages is not permitted on NOVA property or at NOVA sponsored functions, except as specifically authorized for college events, or for functions sponsored by external organizations authorized to use college property.

b. To obtain authorization to serve alcoholic beverages on campus, users must complete Form 125-080 Request to Serve Alcoholic Beverages and obtain signatures of the college officials indicated on the form. Procedures for the use of alcoholic beverages on campus are described on Form 125-080.

c. The consumption of alcoholic beverages at College-sponsored functions that are held off campus must be authorized by the Administrative Council member who oversees the department sponsoring the event.

d. No person under 21 years of age may be served, possess, or consume any alcoholic

beverage on campus.

e. Beer and wine are the only alcoholic beverages permitted to be served, possessed by, or consumed by individuals on any campus of the College.