



# UIW Biennial Review

2018-2020

Drug-Free Schools and Campus Regulations  
(EDGAR Part 86)

University of the Incarnate Word  
4301 Broadway  
San Antonio, TX 78209  
[www.uiwtx.edu/osaa](http://www.uiwtx.edu/osaa)

## Table of Contents

<i>Introduction</i>	<b>2</b>
<i>Preparation of the Report</i>	<b>2</b>
<i>Annual Policy Notification</i>	<b>3</b>
<i>Alcohol and Drug Policy</i>	<b>3</b>
<i>Education and Prevention Efforts</i>	<b>4</b>
Mandatory Training (OSAA and Title IX)	<b>4</b>
UIW Police Department	<b>4</b>
UIW Health Services and Behavioral Health	<b>5</b>
Athletics	<b>5</b>
Alcohol and Other Drug Support for Students and Employees	<b>5</b>
Safe Harbor Policy	<b>5</b>
Human Resources	<b>5</b>
<i>Policy Enforcement</i>	<b>6</b>
Students	<b>6</b>
Case Data	<b>6</b>
Sanctioning	<b>7</b>
Employees	<b>7</b>
<i>Alcohol and Other Drug Program Strengths, Weaknesses &amp; Recommendations</i>	<b>8</b>
Program Strengths	<b>8</b>
Program Weaknesses and Challenges	<b>8</b>
Recommendations to Strengthen the Effectiveness of Alcohol and Other Drug Programs	<b>8</b>
<i>APPENDIX A</i>	<b>9</b>
<i>APPENDIX B</i>	<b>10</b>
<i>APPENDIX C</i>	<b>11</b>

## **Introduction**

---

The 2018-2020 University of the Incarnate Word Biennial Review is published in compliance with the Drug-Free Schools and Campuses Regulation requiring institutions of higher education that receive federal financial assistance to adopt and implement policies and programs to prevent the use of illicit drugs and alcohol abuse by students and employees. This review covers the academic years 2018-2019 and 2019-2020.

In order to certify compliance with the Department of Education General Administrative Regulations (EDGAR), the institution must do the following:

- 1) Annually provide written notification to each student and employee of the standards of conduct, sanctions for violations of federal, state, and local laws and campus policy, description of the health risks associated with AOD use and description of the treatment programs.
- 2) Develop a sound method for distribution of the policy to every student and IHE staff member
- 3) Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.

## **Preparation of the Report**

---

This report was prepared by Matthew Carpenter, Director of Student Advocacy and Accountability, and reviewed by Dr. Christopher Summerlin, Dean of Campus Life, and Shannon Root, Director of Human Resources. In preparation of this biennial report, the following documents were reviewed:

- The University of the Incarnate Word Student Handbook, including the Student Code of Conduct and the Alcohol and Drug Policy.
- The UIW Employee Handbook, including the Drug and Alcohol Policy, and the Responsibilities of Employees under the Drug-Free Workplace Act of 1988.
- Policy and procedures regarding the sale, service, distribution, and consumption of alcoholic beverages on university property or at university sponsored events;
- Residence Life Handbook;
- Athletic Department Handbook;
- Annual Security and Fire Safety Reports;
- State laws regarding the illegal possession, use, and distribution of alcohol and illegal drugs;
- Incident reports of student violations of the alcohol and drug policy;
- Programming Offered by departments of Campus;
- Published Federal guidance on requirements for completing a biennial review

The University of the Incarnate Word is committed to providing a safe, healthy and productive community for all of its students and employees. UIW takes seriously the known harmful impact that the use of illegal alcohol and other drugs can have on the physical, intellectual, and psychological well-being of individuals who work and attend school at the institution, and on the campus environment and culture as a whole. The University provides alcohol and drug education programming that seeks to inform students about the law, University policy, and the responsible use of alcohol for those who are age to consume it.

## **Annual Policy Notification**

---

The Director of Student Advocacy and Accountability, in coordination with the Dean of Campus Life, sent an email to enrolled students informing them of UIW policies and procedures related to alcohol and other drugs. This notice was sent in the Fall and Spring semesters, during the first week of classes. The notice provided a link to the UIW Student Handbook, the document containing alcohol and other drug policies and additional resources for students. The text of the email content may be found in Appendix A.

All employees were first notified of the UIW drug and alcohol policy during new employee orientation held during the onboarding process. The written policy was included in the UIW Employee Handbook. It included the employee's requirement to acknowledge responsibility for complying with Drug-Free Workplace Act of 1988. New Employees provided signed acknowledgement of their receipt of the Employee Handbook. Any updates to the Handbook were disseminated via email to all employees.

The drug and alcohol policy was also outlined in the *Annual Security and Fire Safety Report*. The report was disseminated annually to all members of the UIW community via the university's Rave Alert system (notification via text and email) and is available on the UIW Police website.

## **Alcohol and Drug Policy**

---

All entities of the UIW community are guided by one overarching Alcohol and Drug Policy. Various departments and schools at the University of the Incarnate Word provided additional policies which apply to their specific audience. Residence Life and Housing Operations, the Athletic Department, Campus Engagement, and Human Resources are examples of areas that provided verbiage in their respective policies to address the use of alcohol and other drugs. Links to those respective handbooks are available in Appendix B of this document.

In compliance with the Drug-Free Schools and Campuses Regulations, the UIW Student Handbook contained a clear statement that expressly prohibited the unauthorized possession, use, or distribution of alcoholic beverages to others, except as expressly permitted by law and UIW's alcohol policy. The Alcohol and Drug Policy has its own section of the UIW Student Handbook. The content clearly described:

- All policies that apply to students in regards to alcohol and/or other drug use;
- A description of the applicable legal sanctions/disciplinary actions under federal, state, and local laws, and University policy;
- A description of the health risks associated with alcohol and drug use; and
- Available treatment and support programs/services on and off campus available

The 2018-2019 and 2019-2020 Student Handbooks are available online on the Office of Student Advocacy and Accountability (OSAA) website, link available in Appendix B. A separate document outlining the Alcohol and Drug Policy is also available on the OSAA website.

Students and employees who were found responsible for violations of the UIW Alcohol and Drug policy and/or Texas statutes regarding alcohol and drugs and/or violations could expect significant sanctions, up to and including suspension, expulsion, and/or dismissal from the University.

## **Education and Prevention Efforts**

---

Providing prevention and education programming to UIW community members was accomplished through the collaborative efforts of numerous departments and offices across all University campuses, including but not limited to: Office of Student Advocacy and Accountability (OSAA), Behavioral Health, Health Services, Residence Life, Campus Engagement, Campus Life, Office of Title IX, University Police, Athletic Department, and Human Resources. Our offices also partnered with community agencies to provide programming intended to enhance students' knowledge of a variety of alcohol and drug-related topics and the external resources available to them.

### **Mandatory Training (OSAA and Title IX)**

The University of the Incarnate Word provided online alcohol education and sexual assault prevention. All first year and new transfer students were required to take an assortment of online courses. The programs were offered free of charge to the student and must be completed by a set deadline date to ensure eligibility for registration the following semester.

Below you will find each required module with a brief description of the material covered in each respective module:

- Know Your Limit
  - Moderating alcohol intake; Dangers of binge drinking; Intervening when others have too much to drink
- Lasting Choices: Protecting Our Campus from Sexual Assault
  - Sexual assault investigation; The role of alcohol in sexual assault; How to report incidents; Intervention strategies
- Impressions (Student Sexual Assault)
  - Culture of Care; Prevention; Reporting; Consent; Adjudication

### **UIW Police Department**

The UIW Police Department is recognized by the State of Texas as a police agency. The Chief of Police oversees a combined staff of both sworn and non-sworn personnel. Police officers are on duty 24 hours a day 365 days a year, to insure the safety of the University community, and to enforce the laws of Texas and the regulations of the University. The Department worked in collaboration with the Associate Dean of Judicial Affairs and the Residence Life Department in responding to reports of illegal activity on campus, including alcohol and drug violations. During the 2016 – 2018 biennium, the department worked collaboratively with the Associate Dean of Judicial Affairs to ensure enforcement of the UIW Alcohol and Drug policy.

The University Police partnered with the Residence Life Department to train Residence Life Staff and Resident Assistants to visually recognize a variety of drugs and drug paraphernalia, including the ability to identify the smell of marijuana. Resident Assistants were given tips on how to recognize the signs of an alcohol and/or drug intoxicated person.

The University Police also participated in “Behind Closed Doors” a training program for Resident Assistants in which RAs were exposed to a variety of scenarios they might encounter with their residents. During the training, the UIW Police participated in a scenario involving an alcohol bust in the residence hall.

## **UIW Health Services and Behavioral Health**

UIW Health Services offered outpatient medical care for employees and enrolled UIW students. In 2018 – 2020, Health Services was a physician-led clinic, staffed by nurse physicians and nurse practitioners. Students who were referred or self-reported alcohol or drug dependency concerns were provided confidential medical assistance and referrals to licensed dependency counselors in the community. The staff provided alcohol and drug education for the UIW community in a variety of ways. Additionally, smoking cessation services are available to UIW community members.

Health Services also facilitated the dissemination of Student Health 101, an electronic wellness/health promotion magazine that was published annually from September to June and was free to all registered students and their families. The online publication covered topics that impact every part of wellness (including student alcohol and drug prevention education) and that had an impact on student success.

UIW Behavioral Health Services provides individual counseling appointments for substance use and/or abuse concerns. Behavioral Health will refer students to inpatient or intensive outpatient (IOP) care for substance use, as needed, to get them the support they need. Behavioral Health can provide educational resources and information to students in need of additional care and support for substance use and/or abuse.

## **Athletics**

The UIW Athletic Department has a Life Skills Coordinator to assist student-athletes to enhance their student experience by preparing and equipping them with personal, professional, and leadership skills for life after their sport. The Life Skills Coordinator provides opportunities for personal growth through programming and community engagement events. These opportunities were provided in part through coordination and collaboration with faculty, academic advisors, campus resources, and community partners. One of these areas of personal growth was education about alcohol and drugs. The Life Skills Coordinator collaborated with the Office of Campus Engagement to provide such opportunities (examples in Appendix C).

## **Alcohol and Other Drug Support for Students and Employees**

### **Safe Harbor Policy**

The UIW Safe Harbor Policy, found in the Student Handbook, allows students to self-report their use, addiction or dependency to the attention of university officials without the threat of an official drug test, conduct complaint, and/or sanctions. Students who participate in the program are provided a written action plan to assist the student in his/her recovery as long as no violence or harm to self or others is indicated by the student's conduct.

Additional support is available to student athletes with substance abuse problems. The policy and program are outlined in the Athletic Department Substance Abuse Policy and Procedure Program (link in Appendix B).

### **Human Resources**

The Office of Human Resources seeks to provide solutions that support the mission, vision and values of the University. Their office supports the strategic initiative of the University of the Incarnate Word by providing high quality services and promoting a work environment that is characterized by diversity, fair treatment of people, open communication and personal accountability, trust and mutual respect. Human Resources disseminated the policy to all employees through the Employee Handbook and as indicated in the Employee Handbook, each employee is accountable for compliance with this Handbook.

Employees who were referred or self-reported needing assistance with alcohol and drug dependency problems could participate in services provided by the university's employee assistance program offered by our insurer. In 2016 to present, these resources are offered by Metlife. Prevention education was also provided through wellness workshops and the Employee Assistance Program (EAP) newsletter.

## Policy Enforcement

---

Students and employees who were found responsible for violations of the UIW Alcohol and Drug policy and/or Texas statutes regarding alcohol and drugs and/or violations could expect significant sanctions, up to and including suspension, expulsion, and/or dismissal from the University.

### Students

The Director of Student Advocacy and Accountability was the UIW administrator with primary responsibility for adjudicating allegations of student misconduct, including alcohol and other drugs. Residence Life staff also adjudicated minor infractions of the Student Code of Conduct. Reporting allegations of misconduct and the management of student conduct allegations (including alcohol and drugs) were executed using Maxient, an internet-based software program designed for student conduct processes. The software allowed a one-stop solution for reporting, adjudication, case management, and statistical analysis.

Each student's alleged violation of the policy was reviewed on an individual basis in accordance with UIW's disciplinary procedures, as outlined in the Behavioral Misconduct Procedures through the Office of Student Advocacy and Accountability.

### Case Data

The chart below was compiled from data collected from Maxient. The data indicates the number of cases created for all alcohol or drug-related policy violations during the 2018-2019 and 2019-2020 academic years, coupled with findings in the cases. Typically, a finding of "No Finding" means that a case was created for a situation where there was reasonable suspicion of a policy violation, but no respondents were discovered, so a case was created with an anonymous respondent.

#### *2018 - 2019*

	Alcohol	Drugs
Responsible	36	11
Not Responsible	5	11
Educational Conversation	1	14
No Finding	7	0
Total Cases	49	36

#### *2019 - 2020*

	Alcohol	Drugs
Responsible	23	8
Not Responsible	52	11
Educational Conversation	0	3
No Finding	15	13
Total Cases	100	35

## Sanctioning

The data in the charts below were compiled from Maxient and illustrate sanctions issued alcohol and drug violations for the 2018-2019 and 2019-2020 academic years. The most common sanctions issued to students found responsible for alcohol and drug-related violations were educational.

### *Sanctions Issued for 2018-2020 Alcohol and Drug Cases*

- Disciplinary Warning
- University Probation
- Deferred University Suspension
- Housing Probation
- Alcohol Offense Reflection Paper
- 3rd Millennium Classrooms Course (Alcohol)
- 3rd Millennium Classrooms Course (Marijuana)
- Behavioral Expectations Essay
- Career Services Referral
- Community Service Hours
- Counseling Services Referral
- Educational Discussion with University Police
- Join a Student Organization
- Marijuana Offense Reflection Paper
- Personal Portfolio Presentation
- Providing Alcohol to Minors Paper
- Reflection Essay
- Restriction from Residence Life
- Substance Abuse Assessment
- Weekly Mentor Meetings

## **Employees**

Compliance with UIW's Drug and Alcohol policy is a condition of continued employment for all employees of the university. Alleged violations by employees were handled in accordance with procedures outlined in the Employee Handbook. Employees found responsible for violating the policy faced disciplinary action, up to, and including, suspension or termination of employment, or referral for prosecution, or other legal consequences. Depending on the circumstances, an employee who violated the policy could be required to successfully complete a drug abuse rehabilitation program as an alternative to termination, and as a condition for continued employment.

## **Alcohol and Other Drug Program Strengths, Weaknesses & Recommendations**

---

### **Program Strengths**

- UIW policies, procedures, and prevention education provided sound guidance to students, faculty and staff on alcohol and other drug abuse and related conduct and disciplinary actions. These policies are reviewed and updated annually.
- UIW alcohol and drug sanctions for students were consistently applied when misconduct is found.
- University Police and Residence Life staff consistently reported misconduct related to alcohol and drug abuse through our online reporting system.
- Offices and departments across UIW collaborated to provide alcohol and drug education programming including presentations, events, and other educational opportunities.
- Training efforts facilitated students ability to recognize, report, and refer alcohol and drug misuse.
- UIW students, faculty, and staff had access to assistance programs, including free community resources and those offered through insurance.

### **Program Weaknesses and Challenges**

- Education and prevention programming primarily targeted main campus undergraduate students.
- UIW did not have full-time staff with primary responsibility for AOD education and prevention programming.
- UIW did not have a strategic plan to develop, coordinate, implement and assess the effectiveness of the prevention education program.
- Inconsistent adjudication and documentation practices impacted accurate case data reporting for review and assessment.
- Assessments were not conducted to evaluate the effectiveness of alcohol and drug related programming.

### **Recommendations to Strengthen the Effectiveness of Alcohol and Other Drug Programs**

- Review the distribution plan for annual notifications to ensure that all students, regardless of enrollment date or program, receive AOD policy. Similarly, review processes to ensure that all employees receive the policy.
- Review protocols for to ensure sound practices for the OSAA response and documentation of AOD cases.
- Enhance university-wide efforts/strategies to offer comprehensive AOD programming.
  - Create/Utilize an AOD task force to review policy, promote, and coordinate a strategic approach to AOD educational programming and assessment. Include representatives from each of the professional schools.
  - Develop an AOD strategic plan that utilizes available data to address prevention education needs.
- Assess the prevention programming opportunities available for UIW employees.
- Review and compare the alcohol and drug policies required for students enrolled in each of the Professional Schools.
- Develop assessment tools to evaluate programming and prevention effectiveness to identify areas of needed growth and development.

## **APPENDIX A**

---

### **Text of Annual Student Notification of Alcohol and Drug Policy**

Hello Cardinals,

As we start a new year here at the University of the Incarnate Word, our hope is that each and every one of you will take advantage of the countless opportunities afforded to you as a Cardinal. Whether you are a newstudent, preparing for graduation, or somewhere in between, you are charged with ownership of the choices you make every day. Our hope is that you will make responsible choices that will promote your success and positively impact the UIW community and beyond.

To assist you in your decision-making processes, we would like to equip you with both your rights and responsibilities as a Cardinal. You can find copies of the [UIW Student Handbook](#) and the [Behavioral Misconduct Procedures](#) online. These two documents outline various policies and procedures that affect students. We highly recommend you take the time to become familiar with these and bookmark them for future reference. Furthermore, we hope you will take ownership of your role as a Cardinal and adopt the values of the institution as your very own: Faith, Innovation, Service, Truth and Education. As a Cardinal, if you see something of concern, take action. You can report any incident or concern using [our online reporting forms](#).

As a recipient of federal funding, UIW is required to comply with the regulations set forth in the Drug Free Schools and Communities Act. As the University tenets of education and truth suggest, UIW is committed to continuously providing our students with up-to-date and comprehensive information. We have compiled relevant Texas state laws, health information, and University student policies and services pertaining to alcohol and other drug (AOD) use, available on the [Student Advocacy and Accountability website](#). It is important that all students review and understand this information as they proceed through academic careers at UIW.

Additionally, as part of your experience, we strongly believe that student engagement can promote your overall success, and you may consider involvement in one of the many student organizations here at UIW. In accordance with Texas state law, we have included information about hazing and its prevention. Please visit the Hazing Policy and Report page of the OSAA website for our University Statement on Hazing. Also available on that page is the full policy regarding hazing and reporting options if you experience or hear about hazing. We have also published our Fall 2021 Hazing Report, which provides information on hazinginvestigations from the past three years.

Lastly, know that we are here to help you every step of the way. If you are unsure of what office can help meet your needs, feel free to reach out to our Office of Campus Life. Join an organization, make new friends, attend a game, utilize campus resources and be engaged in campus activities and make the most of your time at UIW. Know that all UIW administrators, faculty and staff are rooting for you!

Again, we wish you the best as you embark on a successful semester at UIW.

**Praise be the Incarnate Word!**

Sincerely,

**Matthew Carpenter**

Director of Student Advocacy and Accountability

**Dr. Paul Ayala**

Dean of Campus Life

## **APPENDIX B**

---

### **Links to University Handbooks with Policies Regarding Alcohol and Other Drugs**

**UIW Student Handbook** - <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/student-handbook.html>

**Alcohol and Other Drugs Policy (on OSAA Website)** - <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/alcohol-and-other-drugs.html>

**Residence Life Handbook** - <https://my.uiw.edu/housing/policies-and-reporting.html>

**Student Organization Handbook** - <https://www.uiw.edu/studentlife/organizations/index.html>

**Employee Handbook** - <https://my.uiw.edu/hr/employee-handbook.html>

**Faculty Handbook** - <https://my.uiw.edu/facultyhandbook/index.html>

**Athletic Department Substance Abuse Policy and Procedure Program** -  
[https://uiwcardinals.com/documents/2017/7/20/Substance\\_Abuse\\_Policy\\_and\\_Procedure\\_Current.pdf?id=2364](https://uiwcardinals.com/documents/2017/7/20/Substance_Abuse_Policy_and_Procedure_Current.pdf?id=2364)

**Annual Security & Fire Safety Report** - <https://my.uiw.edu/police/annual-security-report.html>

## **APPENDIX C**

---

### **Sample of Programming and Trainings Offered**

#### **Trainings**

- **Cardinal Accountability** (August – September annually)
  - 20-30 minute presentation to students of each athletic team by OSAA staff on University policies, including AOD policies.
- **New Student Orientation** (May – August annually)
  - 30-45 minute presentation to new first-year and transfer students by OSAA staff on University policies, including AOD policies.
- **Safe Harbor Information Sessions** (various, as requested)
  - 20-30 minute presentation on UIW Safe Harbor program, including amnesty for self-reporting violations of AOD policy, resources to deal with addition, etc.

#### **Programs**

- **National Night Out** (October annually)
  - Program with UIW and community partners, including law enforcement to talk about safe alcohol usage, driving under the influence and legal ramifications
- **Alcohol and Drug Abuse - Physicians in Recovery** (February annually)
  - Student panel regarding AOD issues, resources, and support for UIW School of Osteopathic Medicine students
- **Spring Break Safety** (March annually)
  - Informational session on making smart choices during Spring Break, including AOD consumption, healthy alternatives to AOD use, etc.