



Dear CIAM Community,

In compliance with the federal Drug-Free Schools and Communities Act (DFSCA) and Education Department General Administrative Regulations (EDGAR) Part 86, CIAM is providing our annual Drug and Alcohol Policy disclosure to all students and employees.

Standards of Conduct

CIAM is committed to maintaining a safe, healthy, and drug-free environment. The institution strictly prohibits the unlawful use, possession or distribution of drugs and alcohol, and abuse or misuse of prescription or over-the-counter medications, other chemical substances or other intoxicants by students and employees on university campus, or as part of any official university-sponsored activities. Engaging in any other category of prohibited conduct while under the influence of legal drugs or other intoxicants is also prohibited. Accordingly, each person assumes full personal responsibility and will face disciplinary proceedings for any of their actions or the actions of their guests that violate any school policy. Students are responsible for practicing maturity and integrity, and exhibiting professional behavior towards instructors, staff and peers. Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times.

University Drug Free School and Workplace Policy

The University strictly prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance, as defined by federal law (which includes marijuana and cannabis related products, including CBD) on University property or as part of any University-sponsored activity. The University also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale or attempted sale of prescription drugs. The use of alcoholic beverages while on University premises, including meal periods and breaks, is absolutely prohibited except when authorized by the President's Office for approved University events, or as set out in the Alcohol Use Policy. However, being under the influence of alcohol at any University function is prohibited.

Using or being under the influence of unauthorized controlled substance, including marijuana and cannabis related products including CBD, while attending University approved functions is also prohibited. Violation of this policy will constitute grounds for disciplinary action. CIAM University will impose sanctions for violation of this policy which may include

- completion of an appropriate rehabilitation program,
- expulsion from school, or
- referral to the authorities for prosecution.

Failure to comply with this policy may result in disciplinary action which may include

- probation,
- suspension,
- expulsion or

- termination from the University.

Student violations will be reviewed under the non-academic Student Code of Conduct procedures. Staff and faculty violations will be reviewed by Human Resources.

For both students and employees, the University retains full and final discretion, within the established policy and regulation limits, on whether, when, and under what conditions a student may be reinstated or an employee returned to employment after an instance of alcohol abuse or improper drug use. Student organizations that violate this policy are also subject to sanctions, including, but not limited to, probation and removal of recognized student organization status.

Health Risks Associated with the Abuse of Alcohol and Other Drugs

As an educational institution, the University is primarily concerned with helping the individual students achieve academic goals. When health problems arise, the University may assist and guide a student whose mental or physical health is threatened. Because of the health hazards, students who choose to use alcohol or other drugs should do so in moderation. Should students or employees or their friends have a problem with alcohol or other drugs, there are several resources at the University where one can receive assistance.

The following provides information on the health risks associated with the abuse of alcohol and use of illicit drugs. The U.S. Department of Justice provides information on the effects of alcohol and commonly used drugs and can be referenced on the U.S. Department of Justice's website at <http://www.justice.gov> and <http://www.justice.gov/dea/druginfo/factsheets.shtml>

Alcohol

Alcohol interferes with the brain's communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior and make it harder to think clearly and move with coordination. Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

For more information about the impact of alcohol use on health and well-being please go to the National Institute on Alcohol Abuse and Alcoholism website <https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body>.

Controlled Substances and Other Drugs

For general information regarding drug administration, facts and abuse please visit:

United States Drug Enforcement Administration

DEA Drug Fact Sheets [Drug Fact Sheets | DEA.gov](#)

Drugs of Abuse: A DEA resource Guide available at: [Drugs of Abuse: A DEA Resource Guide, 2024 Edition](#)

National Institute on Drug Abuse (NIDA)- [Drugs A to Z | National Institute on Drug Abuse \(NIDA\)](#)

California Uniform Controlled Substance Act

Disciplinary Sanctions For Violations Of The Standards Of Conduct

The University will impose disciplinary sanctions on any student or employee who violates the standards of conduct outlined above.

Students, Faculty and Staff

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include verbal/written warning, suspension, expulsion and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. The appropriate disciplinary action will be determined by CIAM and does not guarantee that one form of action will necessarily precede another.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Faculty and Staff

Your employment or continued employment with CIAM is conditioned upon your full compliance with the foregoing substance abuse policy. Furthermore, any employee who violates this policy who is subject to termination, may be permitted in lieu of termination, at the company's sole discretion to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state and local laws. The company assures that any information it possesses concerning an individual's drug use will remain confidential. Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions accommodation.

POSSIBLE LEGAL SANCTIONS AND PENALTIES

Federal Laws - Illegal Possession and Distribution of Controlled Substances

This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

21 U.S.C. § 844 et seq.

It shall be unlawful for any person to:

(1) knowingly or intentionally manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or

(2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.

- 1st Conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000.
- Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and minimum fine of \$1,000, if:
 - 1st conviction and the amount of crack possessed exceed 5 grams.
 - 2nd crack conviction and the amount of crack possessed exceed 3 grams.
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
 - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. 21 U.S.C. § 853(a) (2) and 881(a) (7)
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance (21 U.S.C. § 881(a) (4)).
- Civil fine of up to \$10,000 (21 U.S.C. § 844(a)).
- Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses (21 U.S.C. § 862).
- Ineligible to receive or purchase a firearm (18 U.S.C. § 922(g)).

State Of California Law – Alcohol and Illegal Possession and Distribution of Controlled Substances

CIAM complies with California Drug-Free Workplace Act of 1990 (California Government Code 8350-8351 and 8355-8357) which state that “as a condition of receiving funds or any other form of financial assistance under any federal program, 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.” The CIAM community is notified annually of policies and procedures, and available services in accordance with this regulation.

This list is not intended to be an exhaustive list of all offenses involving drugs and alcohol, and this material should not be relied upon as legal advice or guidance regarding these offenses.

California Business and Professions Code §25658

It is unlawful to sell, furnish or give alcoholic beverages to a person under age 21 or to any obviously intoxicated person. Violation of this code is a misdemeanor and may be subject to \$250.00 - \$1,000.00 in fines and community service. Penalty increases if injures or death result from minor drinking alcoholic beverages.

California Business & Professions Code §25662

Any person under 21 years of age who has any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor and subject to monetary fines and/or community service.

California Vehicle Code §23140 and 23152

It is unlawful to drive a vehicle while under the influence of alcohol (.08 blood alcohol level; .01 blood alcohol level anyone under 21). Violation of these codes may be subject to penalties including:

- Imprisonment
- Fines
- Suspension of driving privileges
- Surrender of driver's license
- Ignition locking system
- Attendance of a licensed program of education and counseling.
- Penalties increase upon number of offenses and if injuries or death are resulted.

California Vehicle Code, Section 23222 and 23223

It is illegal for a driver or passenger to possess an open container of alcoholic while in a motor vehicle upon a highway or on any lands.

California Penal Code, Section 647(f)

Any person who is unable to exercise care for his or her own safety or the safety of others is found in any public place under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of any intoxicating liquor, drug, or controlled substance is guilty of disorderly conduct (a misdemeanor).

California Health & Safety Code, Division 10. Uniform Controlled Substances Act Sections 11350 et seq.

The possession, sale, furnishing, dispensing of any controlled substance or drug paraphernalia or growing of a controlled substance as defined by the California Health and Safety Code §11054 et seq. is unlawful. Penalties for individuals convicted of violating these statutes include varying terms in county jail and/or state prison, as well as the imposition of significant fines. Subsequent convictions significantly enhance the penalties. Distribution of anabolic steroids and possession of anabolic steroids with intent to distribute is a felony under California law prohibiting possession of controlled substances.

Section 11700 et seq.

A person who knowingly participates in the marketing of illegal controlled substances is liable for civil damages for injury resulting from an individual's use of an illegal controlled substance faces criminal and civil penalties.

Recovery and Prevention Resources

Voluntary Rehabilitation

CIAM University supports students, staff, and faculty who voluntarily seek rehabilitation for drug/alcohol-related problems. A list of resources in your area is listed in the following pages. These resources may be accessed for drug education programs as well as for drug rehabilitation programs. You may also contact Student Services, or Human Resources, for confidential assistance in this matter or for additional local resources in your area.

If you choose to avail yourself of a rehabilitation program, students will be provided with an Approved Academic Absence in accordance with the applicable policy.

If a staff member chooses to take advantage of a rehabilitation program, the University will attempt to accommodate him/her with a “reasonable” leave of absence. Accrued sick leave and vacation benefits may be applied toward this leave but will not continue to accrue once expended. Health insurance benefits may be continued at the staff member’s expense under COBRA. Your health plan may provide programs for substance use, abuse and dependency. The following is a partial list of community resources if you or your friends have a problem with drugs or alcohol.

Nationwide

- 24/7 Treatment Referral Line (SAMHSA): 800.662.4357 (HELP)
- Alcoholics Anonymous: www.aa.org
- Narcotics Anonymous: www.na.org
- National Council on Alcoholism and Drug Dependence: www.ncadd.org
- National Institute on Drug Abuse: <https://www.drugabuse.gov/>
- Smart Recovery: www.smartrecovery.org

Orange County

- Narcotics Anonymous: 714/590-2388; www.orangecountyna.org
- Alcoholics Anonymous: 714.556.4555; www.oc-aa.org
- National Council on Alcoholism and Drug Dependence: 949.770.1191; www.ncaddoc.org
- Orange County Crisis Prevention Hotline: 877.727.4747 – 24-hour/7-day hotline

Los Angeles

- Alhambra Behavioral Health Center, (626) 286-1191 Ext. 268
- L.A. County Drug & Alcohol Program, (213) 626-6411
- Alcoholics Anonymous: 800.923.8722; www.lacoaa.org
- LA County Mental Health Services: 800.854.7771 – 24-hour/7-day hotline
- Narcotics Anonymous:
Hollywood: 323.850.1624; www.hollywoodna.org
Westside (Santa Monica): 310.390-0279; www.westsidena.org
- National Council on Alcoholism and Drug Dependence East San Gabriel and Pomona Valleys: 626.331.5316; www.ncaddesgvp.org
Pasadena: 626.795.9127; www.socialmodel.com
- SMART Recovery

Los Angeles: 310.625.6058 or 323.450.9656 or 213.986.6259

Pasadena: 818.415.5706

Santa Monica: 323.466.4708

Statewide

- California Department of Health and Human Services <https://www.chhs.ca.gov/>

University Policies

- **University Drug and Alcohol Policy**

Questions concerning this notification, alcohol and drug assistance programs, interventions and/or CIAM University policies may be directed to offices of Human Resources and Student Success.