The compliance checklist highlights the legal requirements of the Drug-Free Schools and Campuses Regulations. Completing this checklist will ensure that your campus has a sense of what has been done to satisfy the minimum requirements of the DFSCA. To read the exact letter of the law, please visit the Drug-Free Schools and Campuses Regulations: [http://www.higheredcenter.org/mandates/dfsc](http://www.higheredcenter.org/mandates/dfsc).

**Completed** ___Diane Nolan  
**by:** 

**Title:** Manager of Operations  
**Department:** Finance and Administration

<table>
<thead>
<tr>
<th>Staff &amp; Students Faculty</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Does the institution maintain a description of its alcohol and drug prevention program?

   If yes, where is it located?
   Institute website, lobby security desk, Office of Student Affairs, Human Resources

2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units,
written materials that adequately describe and contain the following:

a) Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities

b) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

c) A description of applicable legal sanctions under local, state, or federal law

d) A description of applicable counseling, treatment, or rehabilitation or re-entry programs

e) A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
3. How are the above materials distributed to students?

- a) Mailed to each student (separately or included in another mailing)  
  
- b) Through campus post office boxes  
  
- c) Class schedules which are mailed to each student  
  
- d) During freshman orientation  
  
- e) During new student orientation
f) In another manner (describe) 

___________________________________________________________

Email communication/student handbook/hiring process

4. Does the means of distribution provide adequate assurance that each student receives the materials annually?

☐  ☐

5. Does the institution’s distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

☐  ☐

6. How are the above materials distributed to staff and faculty?

Staff  Faculty
Yes  No  Yes  No

☐  ☐  ☐  ☐

a) Mailed

b) Through campus post office boxes
c) During new employees orientation

Email communication

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?

8. Does the institution’s distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
9. How and by whom does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

Meetings with CFO, Dir of OSA, Provost, Mgr of Operations, MGH Police and Security

a) Conduct student alcohol and other drug use survey

b) Conduct opinion survey of its students, staff and faculty

c) Evaluate comments obtained from a suggestion box

d) Conduct focus groups

e) Conduct intercept interviews
f) Assess effectiveness of documented mandatory drug treatment referrals for students and employees

g) Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

h) Other (please list)

_________________________________________________________________________________

i) By whom

_________________________________________________________________________________

10. If requested, has the institution made available, to the Secretary and the public, a copy of each required item in the drug prevention program and the results of the biennial review?

✓ ☐

Have not been asked but would comply.

11. Where is the biennial review documentation located?

___Manager of Operations and Office of Student Affairs
In order to prevent high-risk and illegal use of alcohol and other drugs on campus effectively, a comprehensive prevention program is key. The Higher Education Center has prepared an additional checklist, the Supplemental Checklist, that goes beyond the letter of the law to embody the goals and spirit of the DFSCA and help campuses create all-encompassing prevention programs. Additionally, this supplemental checklist may guide efforts for those wishing to infuse environmental management methods into their existing prevention program.

For more information on the DFSCA, visit the DFSCA Web page.

For questions regarding the DFSCA, please visit the Center’s DFSCA FAQ page.

*Last Update:* May 2009