



**2016 BIENNIAL REVIEW**  
**DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

**SWOSU**<sup>TM</sup>  
Southwestern Oklahoma State University

**2016 BIENNIAL REVIEW**  
**DRUG-FREE SCHOOLS AND COMMUNITIES ACT**  
**Southwestern Oklahoma State University**  
Weatherford and Sayre Campuses

## **I. INTRODUCTION**

The Drug-Free Schools and Campuses Regulations require an institution of higher education to conduct a biennial review of its program to determine its effectiveness, implement changes if needed, and to ensure that the sanctions are enforced consistently.

Southwestern Oklahoma State University (SWOSU), a member of the Regional University System of Oklahoma, after consultation with students, faculty, and staff, developed a policy as required by the Drug-Free Schools and Communities Act Amendments of 1989.

Southwestern Oklahoma State University recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. Employees are expected to be in suitable and mental and physical condition able to perform their assigned duties satisfactorily. It is the intent of SWOSU to educate students and employees about the dangers of drug and alcohol abuse and to discourage the illegal possession and distribution of drugs and alcohol.

In 2012, President Randy Beutler convened a Presidential Task Force to review and recommend substantive policy changes intended to educate and prevent illegal alcohol use and to strictly enforce alcohol policies and law. These policies and others are reviewed annually and revised on an ongoing basis. This review is intended to meet the requirements of the Drug-Free Schools and Communities Act.

## **II. OBJECTIVES OF THE BIENNIAL REVIEW**

The objectives of the biennial review as identified by the U.S. Department of Education include determining the effectiveness and consistency of policy enforcement and to identify and implement any changes needed to AOD (Alcohol and Other Drug) policies and/or prevention program, and to ensure that the University enforces the disciplinary sanctions for violating standards of conduct consistently. The review is completed to ensure compliance with the Code of Federal Regulations, 34 CFR Part 86, or the Drug-Free Schools and Communities Act.

Biennial Review Includes:

- Program Inventory of activities that compose the prevention program and identify the effectiveness of the activities in meeting prevention goals and outcomes.

- Policy Inventory that evaluates the effectiveness and consistent enforcement of policies.
- Evaluation of the consistency of sanctions imposed for violations of its disciplinary standards and codes of conduct related to drugs and alcohol.
- A plan of action that details recommendations and modifications for revising the Drug-Free program and policies.
- Detailed discussion of the Biennial Review findings.
- Detailed description of the research methods and data analysis tool used to determine the effectiveness of the program and consistency of enforcement.
- A list of Southwestern Oklahoma State University Biennial Review Committee Members.
- Policies and procedures for distributing annual AOD notifications to students, faculty, and staff.
- Policies and procedures to ensure subsequent biennial reviews.

### **III. DESCRIPTION OF DRUG AND ALCOHOL PROGRAMS AND SERVICES**

#### *University Policy on Prevention of Alcohol Abuse and Drug Use on Campus and in the Workforce*

The University recognizes its responsibility as an educational and public service institution to promote a healthy and productive work environment. This responsibility demands implementation of programs and services, which facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The university program includes this policy, the unlawful possession, use or distribution of an illicit drug and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. In order to meet these responsibilities, university policy:

1. All students and employees must abide by this policy as a condition of enrollment or employment.
2. The University's drug and alcohol policies and sanctions can be found in the Staff and Faculty Handbooks, the Substance Abuse/Misuse Standards of Conduct in the Student Handbook, and the Office of Human Resources.

3. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student.
4. Sanctions will be imposed for violation of this policy. Sanctions include, but are not limited to reprimand, restriction of activities, conduct probation, leave, or termination of employment. It is also the discretion of the institution to refer any violations to the appropriate authorities for criminal prosecution. Local, state, and federal laws provide for a variety of legal sanctions for unlawful possession and distribution of illicit drugs and alcohol. Hence sanctions include, but not limited to, incarceration and monetary fines.
5. Employees are required to notify Human Resources of any state or federal drug statute conviction for a violation occurring on campus no later than five (5) days after conviction.
6. Students are required to notify the Dean of Students of any state or federal drug statute conviction for a violation occurring on campus no later than five (5) days after conviction.
7. The University provides Employee's Assistance Program (EAP) that is free to all students, faculty, and staff. EAP provides counseling and training programs that inform participants of the dangers of drug and alcohol abuse. Assistance in locating an in or out-patient rehabilitation site is available through EAP. Voluntary participation in or referral to these services is strictly confidential.
8. Information concerning health and risks of drugs and alcohol can be found at the Student Health & Counseling Services. Individuals should consult their physician about alcohol and drug-related health risks (*Drug-Free Schools/Workplace Policy Statement* includes hotline numbers and a list of alcohol and drug treatment services).
9. Provide for annual distribution of this policy to all staff, faculty, and students.

### *Student Policies*

1. Unlawful use, sale, possession, distribution, or being under the influence or association with narcotics, drugs, marijuana, hallucinogens, or other dangerous drugs while on or off campus.
2. The University enforces all state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverage to persons under the age of 21.

3. Drinking, being in possession of, or under the influence of alcoholic beverages on the campus or at university sponsored events off the campus. Confiscated liquor and beer will not be returned to those persons from whom it was seized. All beverages which are confiscated will be destroyed pending resolution of any legal action taken against parties in possession of the alcohol.
4. Possession of any form of illegal contraband and paraphernalia which is usually associated with the use of narcotics and/or dangerous drugs.
5. The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus, in university housing or at any event sponsored by or for a student organization or other university sponsored activity for students, is forbidden.
6. Rooms in the residence halls may not be decorated with alcoholic beverage containers.
7. Any advertisement which promotes the use, purchase, or giveaway of drugs, including alcohol, in university supported publications, flyers, or hand.

### *University Sanctions*

1. Under Federal Regulations, the University must impose sanctions for violations of its Drug-Free School Policy. The University sanctions include, but are not limited to reprimand, restriction of activities, conduct probation, administrative leave, and termination of employment. Administrative sanctions shall be imposed immediately or within 30 days of notification or awareness of the employee's workplace related criminal drug statute conviction. The University may require the completion of an approved rehabilitation program at the employee's or student's expense. All disciplinary action will be taken in accordance with the applicable policies.
2. Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol (see *Drug-Free Schools/Workplace Policy Statement* which includes detailed description of local, state, and federal laws.)
3. Penalties for student violation of University regulations or public law may include one or a combination of the following:
  - a. **Warning:** A formal warning will be a written notice documented in a disciplinary letter.
  - b. **Specified Restrictions/Requirements:** The imposing of specified restrictions, including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction

- from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate educational expectation.
- c. **Personal Probation:** Personal probation is an informal probation. A second violation means that disciplinary action will be based on both charges.
  - d. **Conduct Probation:** Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.
  - e. **Suspension Delayed:** Suspension Delayed is an agreement between the student and DOS that a future violation of the student code of conduct or failure to comply with sanctions will result in immediate suspension. The Committee on Student Conduct may also issue this sanction.
  - f. **Temporary Suspension:** A student may be temporarily suspended from the University without a hearing when there is an immediate and present danger of damage to life, property or disruption of university life. Such an administrative decision will be effective immediately.
  - g. **Suspension/Indefinite Suspension:** A student may be suspended for reasons of conduct for a defined period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of the suspension.
  - h. **Expulsion:** When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the University.
  - i. **Degree Revocation:** When a degree is revoked or credit rescinded, a record of this action will be made a part of the official record of the graduate or student in the Office of the Registrar.
  - j. **Disciplinary Hold:** A disciplinary hold may be placed on records of students who have been placed on conduct probation, suspension, or expulsion.
4. Student loans, grants, fellowships, teaching fellowships, or other means of financial assistance may be revoked or terminated for the unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, give away, possession, control, use or administering of narcotic drugs, marijuana, barbiturates, or stimulants.
  5. Students are required to abide by *The Policy on Drug-Free Schools* as a condition of enrollment. This policy states the illegal manufacture, distribution, possession of or use of illegal drugs on university property is strictly prohibited. Violation of this policy is considered a major offense and may result in expulsion from the University. Criminal charges or a conviction are not required for sanctions to be imposed.
  6. Campus Police enforces all state and federal laws concerning illegal drugs. Anyone apprehended by Campus Police in possession of, using, or selling drugs, will be

apprehended. Students may additionally be charged under any existing university student disciplinary code.

### University Implementation of Sanctions

<b>Violation Type</b>	<b>Total Number of Incidents</b>	<b>Sanctions</b>
Dean of Students Alcohol Related	2	Local arrest and suspended from SWOSU for 5 years
Under the influence of alcohol at band activity, damage to property	4	Paid damages and performed Community Service
Drug Related	1	Local arrest and Red Rock Mental Health Services
Campus Police On Campus Alcohol Related Drug Related	5 2	Local Arrest and/or Community Service
Human Resources Employee Self-admitted – alcohol/drug treatment	2 (one employee)	Employee Voluntarily Terminated Employment: No Sanctions
<b>Total</b>	<b>16</b>	<b>Implemented sanctions follow university standards which are located in the Student and Employee Handbooks.</b>

#### IV. CAMPUS PREVENTION ACTIVITIES

##### *Dean of Students-Student Affairs:*

- a. Application for Approval of Student Organization Activity includes statement under number 3, “no one is permitted to bring alcoholic beverages on campus; this includes members of dance bands. Violations may result in disciplinary action for students and the sponsoring organization and/or breach of contract and termination of the band. ALL SWOSU events are alcohol and drug free.”
- b. Campus Safety Month is campus-wide event that addresses the dangers of drugs and alcohol. The focus emphasizes healthy decisions, treatment, and strategies to avoid harmful behavior.
- c. Smart Choices Week is a campus-wide and NCAAW event demonstrating impaired driving and prevention strategies.
- d. Bacchus Month is a drug and alcohol prevention education program with information tables and seminars. The activity is promoted by NASPA.

- e. Safe Spring Break promotion week is a campus-wide event that highlights substance issues and strategies to avoid drugs and alcohol during spring break.
- f. AODfree/My Online Life are high school assemblies co-led by SWOSU students and the Dean of Students.
- g. Public Announcements and Education is an ongoing university service that provides drug free t-shirts, posters, brochures, and alcohol and drug prevention and intervention information made available across campus and in residence halls and restrooms.

#### *Residence Life and Housing:*

- a. The mission statement of Residence Life and Housing states that the unit “is committed to creating and sustaining a cooperative living environment for residents, which fosters learning and personal growth while providing a cultural climate focusing on social interaction, relationship development, and the needs of all individuals.”
- b. All on-campus activities, programming, and education efforts engage residents in an environment void of alcohol and drugs to provide a safe and healthy alternative.
- c. Activities include: Tailgating/Cook-off Challenge, Residence-Life Movie Series, Back to School Bash/Video DJ Dance.
- d. Residence Life Staff Training: staff members attend a weeklong training at the beginning of the fall semester and a two day training in the spring semester that covers leadership, peer mentoring, mental health and wellness training, safety and security, policy enforcement, programming, confrontation and conflict resolution, live action scenarios, and alcohol and drug prevention and intervention.
- e. J-Board is a seven member board, plus one advisor, which maintains the standards of the University and community living. J-Board adjudicates the majority of all incidents occurring within the residential facilities as well as make referrals to the Dean of Students or Campus Police.
- f. Information Policy Meetings: students are required to attend an information policy meeting during the beginning of each semester and sign a statement that they have read and will follow university policies including the Campus Drug-Free policies.

#### *New Student Orientation*

- a. Required attendance at two Drug-Free Campus university-sponsored events.
- b. During Freshman Orientation course, Campus Police provide an interactive drug-free education focusing on alcohol poisoning, warning signs and responses to alcohol-induced medical emergencies, and the use of alcohol and drug impairment with simulation goggles.
- c. The SWOSU Student Handbook is reviewed during Freshman Orientation course. Campus Drug-Free policies are reviewed and discussed.

#### *Health and Counseling Services*

- a. Wellness Fair is an annual Health Fair which is held in the Student Union, booths are manned by campus and community resources related to physical/behavioral health and

wellness, written materials are distributed to faculty, staff, and students with numerous booths targeting drug and alcohol use and the risks involved.

- b. Individual and group counseling is offered at no charge.
- c. Campus-wide drug and alcohol education and intervention is provided for campus personnel and students.
- d. 3<sup>rd</sup> Millennium online programming *Alcohol 101* and *Marijuana 101* are available for students to view.
- e. Intake interview questions include drug and alcohol risk questions.
- f. Referrals are made for intensive services for employees and students including alcohol and drug treatment through Health services and the CERT (Campus Evaluation Response Team) team.

#### *Academic Programs*

- a. College of Pharmacy includes additional Drug-Free policies. They complement the university policies and adhere to requirements set forth by the Accreditation Council for Pharmacy Education.
- b. The Radiology program in the College of Associate and Applied Sciences includes additional Drug-Free policies. They complement the university policies and adhere to requirements set forth by the Joint Review Committee on Education in Radiologic Technology.
- c. The CLEET program includes additional Drug-Free policies. They complement the university policies and adhere to requirements set forth by the Oklahoma Council on Law Enforcement Education and Training.

#### *Human Resources*

- a. Blue Cross and Blue Shield provides Drug-Free education as well as health risks related to abuse.
- b. Employees are offered a health assessment annually.
- c. *Well on Target* is an online health assessment for employees with 9 modules that include alcohol, drug, and tobacco assessment.
- d. *Life Times* newsletter emphasizes healthy living strategies and practices.
- e. Wellness fair is provided annually that includes blood screening for liver enzyme.
- f. Employees are provided the Drug Free School and Workplace brochure.
- g. Employees complete the University Policy Review which requires Acknowledgement of Understanding and Compliance agreement by signature.
- h. New employee training includes Drug-Free School and Workforce training and brochure.
- i. *10 Things You Need to Know About Sexual Assault for Men and Women* is made available in campus restrooms and includes risks related to drugs and alcohol and sexual assault.
- j. Title IX Training is offered annually and includes drug-free curriculum.

#### *Campus Police*

- a. Fall freshman Orientation course Drug-Free educational program that includes alcohol poisoning, adverse effects of alcohol, criminal penalties, job and career penalties from drinking, and addiction resources.
- b. Drug-Free Tailgating, Palooza, Rodeo, and ballgames and events on campus.
- c. Assist with mental health/emergency detentions.
- d. Drug-Free pamphlets on substance abuse and treatment.

#### *Athletics*

- a. Bulldog Pride Night focuses on drug-free behavior, team spirit, and promoting student-athlete success.
- b. Service projects are implemented by athletic teams they include elementary reading program, clean-up Weatherford, and team specific service projects. They emphasize the importance of civic engagement, professionalism, and health lifestyles.
- c. Positive results from random drug tests required of student athletes lead to implementation of campus sanctions, drug and alcohol counseling, and referral to student health services.
- d. Drug-Free Education is provided through guest speakers, pamphlets, and posters.
- e. Athletic staff attended the Apple Conference to learn more about how to develop plans to develop healthy lifestyles and AOD abuse.

#### **Overall University Prevention Program Activities**

<b>Drug-Free Student, Academic, and Employee Activities</b>
Drug-Free Student Activities 687
Drug Free-Student and Employee Educational Activities 70
Total Activities 757

#### **Prevention Program Results**

##### **University Findings**

1. A decrease in positive drug testing results from 2014-15 to 2015-16 for the Department of Athletics.
2. An increase in Drug-Free Prevention high school events, totaling 32 events in Oklahoma and Texas. Four college students assisted with high school prevention programs.
3. Over 1000 freshmen annually receive Drug-Free information and participate in AOD interactive discussions.
4. Residence life provided 250 university drug-free activities promoting social and physical well-being.
5. 79 or 75% of new staff and administrators attended Drug Free School and Workplace training.

6. 20 front-line supervisors attended Drug Free School and Workplace training.
7. 2,227 students, faculty, staff, administrators, part-time employees, and graduate assistants completed Title IX and AOD information training.

## **V. ASSESSMENT, UNIT ANALYSIS, AND DATA COLLECTION**

The University developed a Multi-Unit Case Study Analysis review process. Four self-study documents were developed, and subsequently completed by each university unit involved in AOD education or adjudication. The units include: Student Affairs, Residence Life and Housing, New Student Orientation, Health and Counseling Services, Academic Programs, Human Resources, Campus Police, and Athletics.

The four self-study documents completed by university faculty and staff included a Violations and Sanctions Inventory, Prevention Program Activities Inventory, Drug-Free Policy Review Inventory, and Prevention Program Strengths and Weakness Inventory. University personnel reviewed Drug-Free prevention services, policies, violations, and sanctions as well as the number of activities, violations, and types of sanctions implemented during the review cycle from September 1, 2014 to August 30, 2016.

The faculty and staff rated the level of effectiveness for each unit reviewed. Ratings were analyzed for the Prevention Program, Drug-Free Policies, and consistency of sanctions imposed. Prevention activities, policies, and consistency of sanctions imposed were evaluated on a scale from minimal effectiveness (score of 1), moderate effectiveness (score of 2), and up to maximum effectiveness (score of 3). Faculty and staff were provided case study analysis training in order to complete the review forms and effectiveness rating tables.

The Biennial Review Committee participated in a focus group to address the strengths and challenges of the University Drug-Free Prevention Program, and to review the rating categories. Based on the results of the case study review, strengths and recommendations, and university analysis, the Biennial Review Committee identified modifications that would advance the effectiveness of the Drug-Free Prevention Program.

## **VI. UNIVERSITY ACTION PLAN: STRENGTHS AND RECOMMENDATIONS FOR EVALUATION/IMPLEMENTATION**

### *Prevention Program Strengths*

1. Ongoing random drug testing in the Department of Athletics.
2. University distribution of quality drug-free education material.
3. University provides AOD education for new faculty, staff and student employees.
4. University provides ongoing online AOD and Title IX training for students, new faculty, resident assistants, and orientation leaders.

5. University provides free counseling and health services as well as community and regionally based referral services for drug and alcohol assessment and treatment.
6. Employees complete annually online training for AOD and Title IX training.
7. The University engages in ongoing campus collaboration to identify needs of faculty, staff, and students and promotes the Drug-Free Prevention Program.
8. Residence life provides mandatory policy information meetings for students living in dormitories.
9. Campus Police are available 24/7 for students and campus personnel.

### **Drug-Free Prevention Program Effectiveness Rating**

<b>Evaluation Category</b>	<b>Rating</b> <b>1 – minimal effectiveness</b> <b>2 – moderate effectiveness</b> <b>3 – maximum effectiveness</b>
Consistency of Sanctions Enforced	2.5 Moderate-Maximum effectiveness
Prevention Activities	2.33 Moderate-Maximum effectiveness
Policy Application	2.20 Moderate-Maximum effectiveness
University Prevention Program	2.34 Moderate-Maximum effectiveness

Evidentiary analysis and evaluation of program effectiveness reveals that the university AOD Prevention Program is effectively achieving university goals and outcomes including:

- Increasing campus knowledge and awareness of healthy drug-free lifestyle.
- Increasing campus awareness of AOD activities and services.
- Increasing consistency of policy application across all units.
- Decreasing student violations and drug related incidents.

#### *University Prevention Program Recommendations and Modifications*

1. Establishment of an Executive Compliance Committee. This committee will ensure consistency in the implementation of the Drug-Free Prevention Program and annual review as well as the completion of the Biennial Report. Effective: Spring 2017.
2. Development of a campus-wide assessment tool to assess the positive impact and effectiveness of Drug-Free educational events. Effective: Spring 2018  
Executive Compliance Committee will review campus-wide survey instruments and submit selection to the SWOSU Assessment Center during March 2018.

3. Purchase and implement the “Check Me In” cube for card swipe entry into events. The tool will provide accurate records of attendance for student, faculty, and staff. Effective: Fall 2017.
4. Development of a page on the SWOSU website to include compliance information and general information to employees. This page will include the Biennial Reviews and other compliance reports, as well as general information and directions to students and employees about where to go for help. Effective: Spring 2017.
5. Implementation of a policy directing that all AOD student sanctions imposed by any unit will be reported centrally to the Dean of Students to improve and streamline the tracking of sanctions for consistency. Effective: Spring 2017.

*Unit Prevention Program Recommendations and Modifications*

1. Provide Drug-Free Program educational training annually for athletic coaches and graduate assistants. Effective: Fall 2017. Training will be provided by the Assistant Athletic Director for Compliance and Human Resources.
2. Design an AOD training program for transfer and international students. Effective: Fall 2018 (training will be included in new 3 hour General Education Orientation Course – face-to-face and online).

**VII. BIENNIAL REVIEW COMMITTEE**

Dr. Ruth Boyd, Vice President for Student Affairs  
 Mr. David Misak, Assistant Vice President for Human Resources  
 Dr. Monica Varner, Associate Provost for Academic Affairs  
 Ms. Brenda Burgess, Vice President for Administration and Finance  
 Ms. Cindy Dougherty, Dean of Students  
 Ms. Kendra Brown, Campus Chief of Police  
 Mr. Todd Helton, Assistant Athletic Director for Compliance  
 Mr. Chad Martin, Director, Residence Life  
 Ms. Kim Liebscher, Director, Counseling Services  
 Ms. Taler Alexander, Coordinator, Orientation Services  
 Dr. James South, Provost and Vice President for Academic Affairs  
 Ms. Darla Davenport, Biennial Review and Human Resources

**VIII. POLICIES AND PROCEDURES FOR DISTRIBUTION AND SUBSEQUENT REVIEWS**

## **DISTRIBUTION OF ANNUAL DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM NOTIFICATIONS**

All current students (enrolled for any type of academic credit except continuing education units) and all current employees will receive an annual reminder of SWOSU's Drug Free Schools and Workplace Policy.

**Students:** The annual notice of Drug Free Schools and Workplace will be distributed by email to all students on the Weatherford and Sayre campuses. Documentation lists of students receiving email will be retained. SWOSU Public Relations & Marketing will distribute the email to all students. Public Relations & Marketing will send documentation list to the Vice President for Student Affairs and Associate Provost.

This annual notice will be distributed with the Cleary Act notification on or before October 1 of each year.

**Employees:** The annual notice of Drug Free Schools and Workplace will be distributed by email to all employees on the Weatherford and Sayre campuses who generally work with computers on a daily basis. Otherwise, employees who do not have access to a computer will receive a hard copy provided to each supervisor to distribute in respective departments (Physical Plant, Food Services, etc.). Documentation lists of employees receiving email and regular mail copies will be retained. SWOSU Human Resources will distribute the email to all employees. Human Resources will retain a distribution list.

This annual notice will be distributed with the Cleary Act notification on or before October 1 of each year.

All new employees are given a copy of the Drug Free Workplace Policy on or before their first day of employment. A signed receipt is imaged in their personnel file. Also, this policy is addressed at each new employee and faculty orientation.

## **BIENNIAL REVIEW POLICY AND PROCEDURE**

SWOSU in compliance with the Drug Free Schools and Campuses Regulations (EDGAR Part 86) will adopt the following policies and procedures ensuring completion of a Drug Free School and Workplace biennial review.

An Executive Compliance Committee sanctioned and authorized by the President of the University will be formed as of April 2017 to review Drug Free Schools and Workplace. All departments involved with the Drug Free Schools and Workplace will meet at least once a year in September with the Executive Compliance Committee. This time will be used to highlight and discuss progress on goals as a result of the previous biennial review and discuss completion of the next biennial review.

The Drug Free School and Workplace biennial review will be completed by November 1 of each even numbered year for the previous September through August two year period.

For example: the biennial review period of September 1, 2016 through August 31, 2018 will be completed by November 1, 2018. The Vice President for Student Affairs and Associate Provost will coordinate and compile all materials and review of the Biennial Report.

Identified departments will be notified in spring of each year to gather all needed materials used during the year related to Drug Free Schools and Workplace. These documents will be provided for the biennial review and used to evaluate program/policy efficiency.

Contents of the Biennial Review will include:

1. Reviewing the Alcohol and Other Drugs (AOD) Prevention Program
  - a. Program Inventory
  - b. Policy Inventory
  - c. Consistency of violations and sanctions
2. Statement of AOD program goals and a discussion of goal achievement
3. Summaries of AOD program strengths and weaknesses
4. Procedures for distributing annual AOD notification to students and employees
5. Copies of the policies distributed to students and employees
6. Recommendations for revising AOD programs
7. Measuring enforcement consistency
8. Measuring policy and program effectiveness

The President of the University will review and authorize the completed biennial review.

## **IX. APPENDICES**

Appendix A: Drug-Free Schools/Workplace Policy Statement

Appendix B: Violations and Sanctions Inventory

Prevention Program Activities Inventory

Drug-Free Policy Review Inventory

Prevention Program Strengths and Weakness Inventory

### **Certification:**

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Randy Beutler, President  
Southwestern Oklahoma State University

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Date

## APPENDIX A

**Southwestern Oklahoma State University  
Drug-Free Schools/Workplace Policy Statement  
Office of the President**

**Contact: Mr. David Misak, Assistant Vice President, Human Resources**

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The following policies comply with the Drug-Free and Communities Act Amendments of 1989 and apply to staff, faculty, and students. SWOSU recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. Employees are expected to be in suitable mental and physical condition able to perform their assigned duties satisfactorily. It is the intent of SWOSU to educate students and employees about the dangers of drug and alcohol abuse and to discourage the illegal possession and distribution of drugs and alcohol.

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**Purpose:**

The Southwestern Oklahoma State University Drug-Free Schools and Workplace program has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that includes:

1. The annual distribution to each employee in writing, and to each student who is taking one or more classes for any type of academic credit for continuing education units, regardless of the length of the student's program of study, of
    - (a) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
    - (b) A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
    - (c) A description of the health risks associated with the use of illicit drugs the abuse of alcohol;
    - (d) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
    - (e) A clear statement that the Southwestern Oklahoma State University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations standards of conduct required by paragraph (a)(1) for this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
  2. A biennial review by the institution of its program to
    - (a) Determine its effectiveness and implement changes to the program if they are needed; and
    - (b) Ensure that the disciplinary sanctions described are consistently enforced.
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**General Policy Statement:** The unlawful possession, use or distribution of an illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. All students and employees must abide

by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy. Employees are required to notify SWOSU Human Resources of any state or federal drug statute conviction for a violation occurring on SWOSU campus no later than five (5) days after conviction. Students are required to notify the Dean of Students within the same time frame.

- A. "Controlled dangerous substance" A. "Controlled dangerous substance" means a drug, substance, or immediate precursor in Schedules I through V of the Uniform Controlled Dangerous Substances Act (63 O.S. Section 2-101 et seq.). Also referred to as "illegal drugs" or "alcohol", which includes alcoholic beverages or low-point beer.

#### **University Sanctions:**

- A. Violations of this policy shall result in University sanctions including, but not limited to:

**Students:** Any student accused of a violation of the Student Code of Conduct for which he or she could be expelled, or for which his or her degree could be revoked, shall be entitled to an opportunity upon appeal to choose (A) an Administrative Hearing or (B) a hearing with the Committee on Student Conduct.

Penalties for violation of University regulations or public law may include one or a combination of the following:

**Warning:** A formal warning will be a written notice documented in a disciplinary letter.

**Specified Restrictions/Requirements:** The imposing of specified restrictions, including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate educational expectation.

**Personal Probation:** Personal probation is an informal probation. A second violation means that disciplinary action will be based on both charges.

**Conduct Probation:** Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.

**Suspension Delayed:** Suspension Delayed is an agreement between the student and DOS that a future violation of the student code of conduct or failure to comply with sanctions will result in immediate suspension. The Committee on Student Conduct may also issue this sanction.

**Temporary Suspension:** A student may be temporarily suspended from the University without a hearing when there is an immediate and present danger of damage to life, property or disruption of university life. Such an administrative decision will be effective immediately.

**Suspension/Indefinite Suspension:** A student may be suspended for reasons of conduct for a defined period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of the suspension.

**Expulsion:** When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the University.

**Degree Revocation:** When a degree is revoked or credit rescinded, a record of this action will be made a part of the official record of the graduate or student in the Office of the Registrar.

**Disciplinary Hold:** A disciplinary hold may be placed on records of students who have been placed on conduct probation, suspension, or expulsion.

**Employees:** Under Federal Regulations, SWOSU must impose sanctions for violations of its Drug-Free Schools Policy. SWOSU sanctions include, but are not limited to reprimand, restriction of activities, conduct probation, administrative leave, expulsion, and termination of employment. Administrative sanctions shall be imposed immediately or within 30 days of notification or awareness of the employee's workplace related criminal drug statute conviction. SWOSU may also require the completion of an approved rehabilitation program at the employee's or student's expense. All disciplinary action will be taken in accordance with the applicable policies of SWOSU.

It is also within the discretion of SWOSU to refer any violations to the appropriate authorities for criminal prosecution. Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. Hence sanctions include, but are not limited to, incarceration and monetary fines.

Each new employee (student, staff, administrative or faculty) will receive a printed copy of the Drug Free School/Workplace on or before the first day of employment. A signed acknowledgment of receipt will be imaged in personnel file. Refusal, failure or neglect by any SWOSU employee to sign and return the written acknowledgment statement shall be deemed an act of insubordination and will subject the employee to appropriate disciplinary action.

#### **Legal Sanctions:**

A. Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol. As an example of a civil penalty, 70 O.S. Section 624 provides that student loans, grants, fellowships, teaching fellowships, or other means of financial assistance may be revoked or terminated for

the unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use or administering of narcotic drugs, marijuana, barbiturates, or stimulants. The cities of Weatherford and Sayre follow state and federal guidelines.

## B. Federal:

**DRUGS OF ABUSE 2011 EDITION: a DEA Resource Guide****FEDERAL TRAFFICKING PENALTIES**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule!!) Cocaine Base (Schedule II) Fentanyl (Schedule II)	500 - 4999 gms mixture 28-279 gms mixture 40 - 399 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 4.0 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture 280 gms or more mixture 400 gms or more mixture 100 gms or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life: If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	<b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment.		<b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment.
Heroin (Schedule 1) LSD (Schedule I) Methamphetamine (Schedule!!)	100 - 999 gms mixture 1 - 9 gms mixture	Fine of not more than \$8 million if an individual, \$50 million if not an individual.	1 kg or more mixture 10 gms or more mixture	Fine of not more than \$20 million if an individual, \$75 million if not an individual <b>2 or More Prior Offenses:</b> Life imprisonment.
PCP (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture 10- 99 gms pure or 100 - 999 gms mixture		50 gms or more pure or 500 gms or mere mixture 100 gm or more pure or 1 kg or more mixture	

**PENALTIES**

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, %5 million if not an individual.
Other Schedule III drugs	Any amount	<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, riot more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual. <b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine rot more than \$1.5 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs Flunitrazepam (Schedule IV)	Any amount Less than 1 gm	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

## FEDERAL TRAFFICKING PENALTIES — MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE*
Marijuana (Schedule 1)	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg mixture  More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> </ul>
Hashish (Schedule I)	10 kg or less	<ul style="list-style-type: none"> <li>• Fine not more than \$250,000</li> </ul>	<ul style="list-style-type: none"> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish Oil (Schedule I)	1 kg or less	<ul style="list-style-type: none"> <li>• \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Individual</li> </ul>

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and fine up to \$8 million if an individual and \$20 million if other than an individual.

### Legal Sanctions by Oklahoma

<https://ifap.ed.gov/regcomps/attachments/86pg14-15.pdf>

<b>Legal Authority</b>	<b>Crime</b>	<b>Sanction Authority</b>	<b>Sanctions</b>
Title 37 O.S. § 8	Consumption or Inhalation of intoxicants in Public Places	37 O.S. § 8	Misdemeanor (M). \$10-100 fine and/or 5-30 days imprisonment
Title 10A O.S. § 2-8-222	Intoxicating Beverages- Possession by Person Under Age 21 - Unlawful	10A O.S. § 2-8-233	(M) Up to \$100 fine and/or 5-30 days imprisonment
Title 21 O.S. § 1220	Transporting Open Containers of Intoxicating Beverages or Low Point Beer	37 O.S. § 56621 O.S. 1220 (B)	(M) Up to \$500 fine and/or up to 6 mo. Imprisonment, plus \$100 special assessment fee
Title 37 O.S. § 537	Includes Unlawfully Consuming Liquor in Public, Transporting Open Container – Liquor, and Forcibly Resisting Arrest	37 O.S. § 566 Penalty undisclosed, but § 566 catch all, applicable when no penalty specified	(M) Up to \$500 fine and/or up to 6 mo. imprisonment
Title 37 O.S. § 538 (E)	Person under 21 presenting false identification	37 O.S. § 538 (E)	(M) Up to \$50 fine and suspension of license
Title 37 O.S. § 538 (F)	Knowingly (sell, give, furnish) alcohol to persons under 21	37 O.S. § 538 (F)	Felony (F). \$2500-5000 fine and/or up to 5 years imprisonment, plus revocation of license.
Title 37 O.S. § 246	Consumption by person under 21 in Public Place- Low Point Beer and other Intoxicating beverages	37 O.S. § 246	(M) Up to \$300 fine and/or up to 30 hours community service; may suspend license. Penalty doubles w/ 2 <sup>nd</sup> offense, triples w/ 3 <sup>rd</sup> offense
Title 47 O.S. § 11-902	Persons under the influence of alcohol or other intoxicating substances or combination thereof	47 O.S. § 11-902 (C)	1 <sup>st</sup> offense: (M) Up to \$1000 fine and 10 days to 1 year imprisonment 2 <sup>nd</sup> offense within 10 years of 1 <sup>st</sup> : (F) treatment and/or 1-5 years imprisonment

<b>Legal Authority</b>	<b>Crime</b>	<b>Sanction Authority</b>	<b>Sanctions</b>
Title 47 O.S. § 11-903	Negligent Homicide	47 O.S. 11-902 (B)	(M) \$1000 fine and/or up to 1 year imprisonment, plus suspension of driver's license
Title 47 O.S. § 11-904A	Person Involved in personal injury accident while under the influence of alcohol or other intoxicating substance	47 O.S. § 904A	1 <sup>st</sup> : (M) Up to \$2,500 fine and 90 days-1 year imprisonment 2 <sup>nd</sup> : (F) Up to \$5000 fine and 1-5 years imprisonment
Title 47 O.S. § 11-904B	Person Involved in personal injury accident while under the influence of alcohol or other intoxicating substance causing great bodily injury	47 O.S. § 11-904B	(F). Up to \$5000 fine and 1-10 years imprisonment
Title 47 O.S. § 11-906.4	Operating or being in physical control of motor vehicle while under the influence while under age	47 O.S. § 11-906.4 (B-D)	1st: \$100-500 and/or 20 hours community service, or treatment program 2nd: \$100-500 fine, at least 240 hours of community service, breathalyzer in car, and revocation of driver's license for 1 year 3rd: \$100-2000 fine, at least 480 hours of community service, breathalyzer in car, and revocation of driver's license for 3 years
Title 47 O.S. § 761	Operation of Motor Vehicle while ability impaired by alcohol	47 O.S. § 761	(M) \$100-500 fine, up to 6 months imprisonment, suspension of license for 30 days
Title 63 O.S. § 2-101et seq.	Uniform Controlled Dangerous substances Act	63 O.S. § 2-401 through 2-413	Wildly varies with offense
Title 63 O.S. § 2-414et seq.	Trafficking Illegal Drugs Act	63 O.S. § 2-415,2-416	Wildly varies with offense

**Health Risks:**

A. Alcohol and other drug use represent serious threats to health and the quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most illicit drugs, it is probable that users will develop psychological and physical dependence.

B. Specific health risks include:

Controlled Substances - Uses and Effects										
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE		TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
<b>NARCOTICS</b>										
Opium II III V	Dover's Powder, Paregoric, Parapetolin	Analgesic, Antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, Antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Floralin w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine) II	Demeral, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High - Low	Yes	12-24	Oral, injected			
Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fantapyl, Darvon, Lomotil, Talwin	Analgesic, Antidiarrheal, Antitussive	High - Low	High - Low	Yes	Variable	Oral, injected			

DEPRESSANTS										
Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates II III IV	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High - Moderate	High - Moderate	Yes	1-16	Oral			
Benzodiazapines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone I	Quaalude	Sedative, Hypnotic	High	High	Yes	4-8	Oral			
Glutethimide III	Doriden	Sedative, Hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS										
Cocaine II*	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants III IV	Adipex, Cylert, Didrex, Lonamin, Mellat, Plagine, Sanorex, Tenuate, Taperul, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS										

LSD I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants I	2.5-DMA, PMA, STP, MDA, MDAMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens I	Buloterine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected			
<b>CANNABIS</b>										
Marijuana I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol III	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
*Designated a narcotic under the GSA.										
<a href="https://ifap.ed.gov/regcomps/attachments/86pg14-15">https://ifap.ed.gov/regcomps/attachments/86pg14-15</a>										

C. Further information concerning health risks may be found in the Student Health & Counseling Services. Individuals should also consult their personal physician about alcohol and drug-related health risks. Drug Enforcement Agency (DEA) provides Drug Fact Sheets which can be found on this website: <http://www.dea.gov/druginfo/factsheets.shtml>

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### Drug and Alcohol Programs:

SWOSU provides access to SWOSU Employees' Assistance Program (EAP) that is free to all students, faculty and staff. EAP provides counseling and training programs that inform participants of the dangers of drug and alcohol abuse. Assistance in locating an in or out-patient rehabilitation site is available through EAP. Additionally, health insurance benefited employees may contact BCBS (toll free number on back of their card) for preauthorization benefits to access in or out-patient treatment. Volunteer participation in or referrals to these services is confidential.

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Those needing help or advice may also use the following hotline numbers:

<b>SWOSU Counseling Service (EAP)</b>	<b>580-774-3776</b>
(After hours) SWOSU Department of Public Safety	580-774-3111
National Institute on Drug Abuse	1-800-662-HELP
National Alcohol & Drug Abuse Hotline	1-800-234-0420
Reach-Out Hotline	1-800-522-9054

Other resources include:

Celebrate Recovery, Weatherford First Baptist Church, Monday's at 6:30 p.m. 580-772-2771

Alcoholics Anonymous Referral Service: 1-800-711-6375

Narcotics Anonymous Referral Service: 1-800-711-6375

Any questions regarding the rules, regulations, and policies concerning the Drug-Free Schools or the Drug-Free Workplace standards of SWOSU may be referred to the Human Resources Office.

**Glossary of Terms:** "Controlled dangerous substance" means a drug, substance, or immediate precursor in Schedules I through V of the Uniform Controlled Dangerous Substances Act (63 O.S. Section 2-101 et seq.). Also referred to as "illegal drugs" or alcohol, which includes alcoholic beverages or low-point beer.

**Legal Citation:** H.R. 3614 – Drug-Free Schools and Communities Act Amendments of 1989

**Revised and Effective:** March 30, 2017

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**Appendix B: Violations and Sanctions Inventory**  
**Prevention Program Activities Inventory**  
**Drug-Free Policy Review Inventory**  
**Prevention Program Strengths and Weakness Inventory**

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Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the sanction.

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Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the policy.

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**Consistency of Enforcement:** Describe the assessment process, results, and level of consistency of enforcement for each program policy (add to the table as needed).

List each policy and rate the consistency of enforcement for each policy. Briefly explain your rating and how the policy was consistently enforced. If the policy was not consistently enforced explain what changes you will make in your policies and/or prevention activities.

Drug-Free Policy	Categories Minimal Enforcement Moderate Enforcement Maximum Enforcement	Rating Explanation

Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the policy.

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From the Policy Inventory findings, what changes should be made to enhance the effectiveness and consistency of enforcement?

Who will implement the changes?

When will the changes be implemented?

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**Southwestern Oklahoma State University**

**Drug-Free Prevention Program**

**Program Activities Inventory**

Prevention Programs should follow appendix 2: Part 86 Checklist, appendix 5: Strategic Objectives and Tactics Focused on Environmental Change, and appendix 6: Supplemental Checklist.

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University division, department, or office:

Task Force Leader:

Unit Task Force Members:

Date:

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**Prevention Program:**

List activities that compose your prevention program and identify the effectiveness of these efforts at meeting prevention goals and outcomes.

**Objective One:** Offer and promote social, recreational, extra-curricular, and public service options that do not include alcohol and other drugs:

**Activities:** Describe each program activity that addresses objective one (add items as needed).


**Effectiveness:** Describe the assessment process, results, and level of effectiveness for each prevention activity (add to the table as needed).

List each activity and rate the effectiveness for each tactic. Briefly explain your rating and how the activity was effective in meeting your program goals and outcomes. If the activity was not effective explain what changes you will make in the prevention activity.

Drug-Free Activity	Categories Minimal Effectiveness Moderate Effectiveness Maximum Effectiveness	Rating Explanation

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Drug-Free Activity	Categories Minimal Effectiveness Moderate Effectiveness Maximum Effectiveness	Rating Explanation

Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the activity.

**Objective Two:** Create a social, academic, and residential environment that supports health-promoting norms.

**Activities:** Describe each program activity that addresses objective two.


**Effectiveness:** Describe the assessment process, results, and level of effectiveness for each prevention activity (add to the table as needed).

List each activity and rate the effectiveness for each tactic. Briefly explain your rating and how the activity was effective in meeting your program goals and outcomes. If the activity was not effective explain what changes you will make in the prevention activity.

Drug-Free Activity	Categories Minimal Effectiveness Moderate Effectiveness Maximum Effectiveness	Rating Explanation

Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the activity.

**Objective Three:** Limit alcohol availability both on and off campus.

**Activities:** Describe each program activity that addresses objective three (add to table as needed).


**Effectiveness:** Describe the assessment process, results, and level of effectiveness for each prevention activity (add to the table as needed).

List each activity and rate the effectiveness for each tactic. Briefly explain your rating and how the activity was effective in meeting your program goals and outcomes. If the activity was not effective explain what changes you will make in the prevention activity.

Drug-Free Activity	Categories	Rating Explanation
	Minimal Effectiveness	
	Moderate Effectiveness	
	Maximum Effectiveness	

Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the activity.

**Objective Four:** Restrict marketing and promotion of alcoholic beverages both on and off campus.

**Activities:** Describe each program activity that addresses objective three (add to table as needed).


**Effectiveness:** Describe the assessment process, results, and level of effectiveness for each prevention activity (add to the table as needed).

List each activity and rate the effectiveness for each tactic. Briefly explain your rating and how the activity was effective in meeting your program goals and outcomes. If the activity was not effective explain what changes you will make in the prevention activity.

Drug-Free Activity	Categories Minimal Effectiveness Moderate Effectiveness Maximum Effectiveness	Rating Explanation

Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the activity.

**Objective Five:** Develop and enforce campus and local, state, and federal laws.

**Activities:** Describe each program activity that addresses objective three (add to table as needed).


**Effectiveness:** Describe the assessment process, results, and level of effectiveness for each prevention activity (add to the table as needed).

List each activity and rate the effectiveness for each tactic. Briefly explain your rating and how the activity was effective in meeting your program goals and outcomes. If the activity was not effective explain what changes you will make in the prevention activity.

Drug-Free Activity	Categories Minimal Effectiveness Moderate Effectiveness Maximum Effectiveness	Rating Explanation

Since each unit has their own prevention activities and Drug-Free policies. The unit Task Force should determine the definition for minimal effectiveness, moderate effectiveness, and maximum effectiveness as they relate to the efficacy of the activity.



