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AOD student sanctions imposed by any unit be reported centrally to the Dean of Students

Provide Drug-Free Program educational training annually for athletic coaches and graduate assistants

Design an AOD training program for transfer and international students

UNIVERSITY PREVENTION PROGRAM RECOMMENDATIONS AND MODIFICATIONS

Continued development of a campus-wide assessment tool

Tool to be used

Survey introduction and items (draft)

Seek student input on drug and alcohol-free campaigns

Provide alcohol and other drug prevention information on monitors in the Student Union and/or other high-traffic areas

Track dates and locations of informative story-board displays

Strengthen AOD prevention information and activities on the Sayre campus

Add a Sayre representative on the Biennial Review Committee

BIENNIAL REVIEW COMMITTEE

POLICIES AND PROCEDURES FOR DISTRIBUTION AND SUBSEQUENT REVIEWS

Distribution of Annual Drug and Alcohol Abuse Prevention Program Notifications

Students

Employees

BIENNIAL REVIEW POLICY AND PROCEDURE

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SWOSU Drug-Free Schools/Communities Policy Statement

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Appendix C

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Health Risks

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Program Activities Inventory

Violations and Sanctions Inventory

Program Strengths and Weaknesses
2018 BIENNIAL REVIEW
DRUG-FREE SCHOOLS AND CAMPUSES ACT
Southwestern Oklahoma State University

INTRODUCTION

The Drug-Free Schools and Campuses Act (EDGAR Part 86) requires an institution of higher education to conduct a biennial review of campus programming. The objective of the biennial review is to examine the institution’s program inventory to determine its effectiveness. Based upon identified strengths and weaknesses, the program shall be modified to ensure maximum effectiveness. In the event of policy violations, the biennial review also provides for consistent application of sanctions.

A comprehensive prevention program for alcohol and other drug (AOD) use includes university policy, education, enforcement, and collaboration. The participation of multiple individuals, departments, and programs culminate in a campus-wide plan that promotes a safe, healthy environment. Stakeholders collectively share in the responsibility for appropriate programming, data collection and review, recommendations for needed changes, and the implementation of those changes over the following two-year cycle.

BIENNIAL REVIEW PROCESS

The biennial review process includes:

1) Program Inventory of activities that compose the prevention program.
2) Effectiveness rating of activities offered.
3) Evaluation of the consistency of sanctions imposed for violations.
4) Detailed discussion of program’s strengths and weaknesses.
5) Plans for improvement.

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. 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 an 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 outpatient 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 is prohibited.
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 is prohibited. 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 is prohibited.

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.

**MEDICAL MARIJUANA**

In June 2018, State Question 788 was approved by the voters of Oklahoma and became law. The state question legalized medical marijuana in the state. Despite the passage of this initiative, it is important to know that the use, possession, sale or distribution of marijuana (including medical marijuana and products containing marijuana) on any SWOSU owned/controlled property or event is illegal and against SWOSU conduct guidelines. Additionally, it is prohibited to attend class or work impaired or under the influence of a prohibited substance. Violations of these laws and policies may result in disciplinary action.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law and the policies of SWOSU’s governing board – Regional University System of Oklahoma (RUSO). As a recipient of federal funding, SWOSU must abide by the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act. Any deviation from these federal statutes and rules will place SWOSU’s federal funding, including student financial aid, in jeopardy.

**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 Dean of Students (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 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

The office of the Dean of Students shall be responsible for maintaining discipline files on student conduct violations, including alcohol and other drug violations. These files will contain documentation of the violation type and sanctions imposed.

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>Total Number of Incidents</th>
<th>Sanctions</th>
<th>Repeat Violation and Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Alcohol Related</td>
<td>6</td>
<td>Apology email to Campus Police officer on duty.</td>
<td>n/a</td>
</tr>
<tr>
<td>Athletics Drug Violation by Student Athlete</td>
<td>11</td>
<td>One week suspension from team, completed drug education course, and retested.</td>
<td>n/a</td>
</tr>
<tr>
<td>Athletics Drug Violation by Student Athlete</td>
<td>2</td>
<td>One week suspension from team, completed drug education course, and retested.</td>
<td>Failed retest. Suspended from team for the remainder of 2017-2018 school year. Passed third drug test. Reinstated for 2018-2019 school year by head coach and athletic director. Will continue to be subject to retesting in 2018-2019 school year.</td>
</tr>
<tr>
<td>Athletics Drug violation by Student Athlete</td>
<td>3</td>
<td>One week suspension from team, completed drug education course, and retested.</td>
<td>Failed retest. Suspended from team for remainder of 2017-2018 school year. Failed third drug test. Permanently</td>
</tr>
<tr>
<td>Violation Type</td>
<td>Total Number of Incidents</td>
<td>Sanctions</td>
<td>Repeat Violation and Sanction</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Athletics NCAA Supplement/Drug Violation by Student Athlete</td>
<td>2</td>
<td>Serving a 1-year suspension from NCAA competitions.</td>
<td>suspended from team.</td>
</tr>
<tr>
<td>Residence Life Alcohol and vaping paraphernalia found in room</td>
<td>1</td>
<td>Essay on handbook policy on alcohol and tobacco, dangers of underage drinking. Required appointment with Health and Counseling Services.</td>
<td>n/a</td>
</tr>
<tr>
<td>Residence Life Student seen drinking on social media. After a search by RA, alcohol was found in their refrigerator</td>
<td>1</td>
<td>Essay on handbook policy on alcohol and tobacco, dangers of underage drinking. Required appointment with Health and Counseling Services.</td>
<td>n/a</td>
</tr>
<tr>
<td>Residence Life Alcohol found in room</td>
<td>1</td>
<td>Essay on handbook policy on alcohol and tobacco, dangers of underage drinking. Required appointment with Health and Counseling Services.</td>
<td>n/a</td>
</tr>
<tr>
<td>Human Resources</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
<td><strong>Implemented sanctions follow University standards which are located in the Student and Employee Handbooks.</strong></td>
<td></td>
</tr>
</tbody>
</table>
CAMPUS PREVENTION ACTIVITIES
Campus prevention activities are designed and implemented in order to meet the University’s alcohol and drug free policies, including:

Objective 1: Offer and promote social, recreational, extra-curricular, and public service options that do not include alcohol and other drugs.

Objective 2: Create a social, academic, and residential environment that supports health-promoting norms.

Objective 3: Limit alcohol availability both on and off campus.

Objective 4: Restrict marketing and promotion of alcoholic beverages both on and off campus.

Objective 5: Develop and enforce campus and local, state, and federal laws.

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. College of Pharmacy faculty in the Rural Health Center present a program for educators, titled Opioid Abuse: A National Problem, to teachers, including the Oklahoma Home and Community Educators (OHCE).
c. College of Pharmacy faculty in the Rural Health Center present youth-oriented programs titled The Dangers of Smoking and The Dangers of Opioid Abuse, to middle school students.
d. College of Pharmacy faculty in the Rural Health Center have developed slide programs, on Opioid Abuse and Smoking Cessation that continuously run at the Food Resource in Weatherford.
e. The Pharmacy Leadership Society in the College of Pharmacy sponsors a Chemical Dependency Seminar featuring nationally recognized experts and speakers.
f. The College of Pharmacy provides chemical dependency education to all pharmacy students.
g. The College of Pharmacy offers an elective course, titled Substances of Abuse and Addiction, for pharmacy students and counseling students majoring in psychology.
h. The College of Pharmacy collaborates with the Oklahoma Bureau of Narcotics in order to sponsor a Drug Take-back Day so that community members may appropriately dispose of unused or expired drugs.
i. 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.
j. The Council on Law Enforcement Education and Training (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.
k. The Health Information Management program requires drug screening prior to the start of professional rotation/observations and annual screenings until program completion.
l. Candidates in the programs of Physical Therapy Assistant and Occupational Therapy Assistant are subject to drug screening prior to, and during, their clinical rotations.
m. Department of Nursing students attending on-campus courses will undergo a urine drug screen and a background check at the beginning of the junior year as required by clinical facilities.

Athletics
a. Bulldog Pride Night is attended by every SWOSU student-athlete and coach, as well as the student body and the SWOSU band. It serves as a kick-off to the school year, promoting school spirit and attendance at SWOSU sporting events.
b. Fan Jam is put on by the SWOSU Athletic Department to encourage school spirit and attendance at men’s and women’s basketball games. It is attended by all SWOSU student-athletes and all SWOSU students are invited.
c. SWOSU Athletics sponsored 109 intercollegiate sporting events on our campus during the 2017-2018 academic year.
d. Early Bird Elementary School Reading Program – All 13 SWOSU athletic teams participate in this service project by reading to Kindergarten and 1st grade students at Burcham Elementary School.
e. Year-round random and selective drug testing administered by SWOSU and the NCAA on student-athletes. Students can be tested for illegal drugs as well as performance enhancing drugs.
f. Drug-Free Education is provided through guest speakers, pamphlets, and posters.

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, SWOSUpalooza, rodeo, ballgames, and additional events on campus.
c. Assist with mental health/emergency detentions.

Dean of Students
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.” 789 drug-free activities were conducted during the 2017-2018 academic year.
b. Campus Safety Month is a campus-wide event that addresses the dangers of drugs and alcohol. The focus emphasizes healthy decisions, treatment, and strategies to avoid harmful behavior. The Dean of Students office placed seven large rolling story boards, displaying alcohol/drug awareness posters and flyers, across campus in various buildings.
c. The Safe Spring Break Week promotion is a campus-wide event that highlights substance issues and strategies to avoid drugs and alcohol during Spring Break. Tables are placed in the lobbies of campus buildings with informational pamphlets on these issues and take-
away cards about alcohol poisoning.

**Health and Counseling Services**

a. The Wellness Fair is an annual Health Fair which is held in the Student Union, booths are staffed 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. 3rd 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.

**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.

**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.
Residence Life and Housing
a. Back-to-School Block Party: This event promotes a social option that does not include alcohol and other drugs. The Block Party consists of free food, games, and a live band.
b. Back-to-School Dance: This dance immediately follows the Block Party, lasting until midnight, and provided a secure, drug and alcohol free environment.
c. Football Tailgate Parties. These events, hosted prior to every home football game for a minimum of five hours, provides students with free food, bands, cooking/grilling competitions, and inflatables.
d. Fall and Spring Movie Series: Two movie nights are held each semester at which movies are shown on the large screen in the Fine Arts Center. In addition to the movies, free popcorn is served. A costume contest was held at the showing of the newest Star Wars movie.
e. Drunk Goggles: Students experienced the effects of intoxication through the use of “drunk goggles.”
f. Drunk Driving Simulator: An outside vendor was hired to provide drunk driving simulators. Students were able to get into a real car and, using virtual reality glasses, experience the effects of alcohol.
g. Residence Life at the State Fair: Residence Life takes up to 100 students to the Oklahoma State Fair. Residents receive free admission, unlimited rides, and free transportation. This is a chaperoned activity.
h. Residence Life at the OKC Thunder: Residence Life takes 50 residents to an OKC Thunder game, providing transportation as well as the admission ticket. This is a chaperoned activity.
i. Residence Life Staff Training: All resident assistants go through extensive training on all campus policies and procedures regarding drug and alcohol usage in the Halls. They are also trained on how to recognize and safely intervene when they believe a resident is struggling with substance abuse. 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.
j. Health and Wellness Checks: Once a semester, Residence Life staff will do a check of all residents’ rooms to make sure there is nothing in their room that poses a health or safety hazard, as well as making sure there are no policy violations regarding alcohol, drugs, or paraphernalia.

PREVENTION PROGRAM RESULTS

University Findings
1. Over 900 freshmen annually receive Drug-Free information and participate in AOD interactive discussions.
2. Student Life created and produced 789 student activities without AOD.
3. The Athletic Department provided SWOSU students with 111 safe, drug and alcohol free opportunities for entertainment.
4. Residence Life provided 250 university drug-free activities promoting social and physical well-being.
5. 66.1% of all full-time faculty, adjunct faculty, staff, and administrators completed online Title IX and AOD information training (n = 479/725)
6. 89.1% of front line supervisors completed online Title IX and AOD information training (n = 57/64).
7. 17.1% of students completed online Title IX and AOD information training (n = 930/5,439)

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: Academic Programs, Athletics, Campus Police, Dean of Students, Health and Counseling Services, Human Resources, New Student Orientation, and Residence Life.

The self-study documents completed by university faculty and staff included a Prevention Program Activities Inventory, Violations and Sanctions 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.

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.

University Drug and Alcohol Programs

SWOSU provides access to SWOSU Employee 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. Those needing help or advice may also use the following hotline numbers:
SWOSU Counseling Service (EAP)  580-774-3776
• 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: 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.

UNIVERSITY ACTION PLAN

Prevention Program Strengths
1. SWOSU institutional and NCAA 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 annual 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
Evidentiary analysis and evaluation of program effectiveness reveals that the University AOD Prevention Program is effectively achieving University goals and outcomes including:
• Increased campus knowledge and awareness of healthy drug-free lifestyle.
• Increased campus awareness of AOD activities and services.
• Increased consistency of policy application across all units.
• Increased awareness and education of first-time offenders; 81% had no repeat offenses after sanctions, including drug education courses and mandatory counseling appointments were implemented.
Progress Status from 2016 Biennial Review Recommendations and Modifications

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. Status: Implementation complete and ongoing.

Development of a campus-wide assessment tool
Tool to be used to assess the positive impact and effectiveness of Drug-Free educational events. Executive Compliance Committee will review campus-wide survey instruments and submit selection to the SWOSU Assessment Center during March 2018. Status: Implementation delayed. See item below.

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. Status: Purchase of Presence software completed. Implementation of attendance records piloted by SWOSU College of Pharmacy during 2017-2018 academic year. Continued collaboration between SWOSU Coordinator of Student Activities, SWOSU Information Technology, and Presence software representatives to fully implement for the 2018-2019 academic year.

Development of a page on the SWOSU website to include compliance information.
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. Status: Implementation complete.

AOD student sanctions imposed by any unit be reported centrally to the Dean of Students
The purpose of having documentation of sanctions centrally located is to ensure reliable, equitable, and ethical treatment of students. Status: Implementation complete and ongoing.

Provide Drug-Free Program educational training annually for athletic coaches and graduate assistants.
Training will be provided by the Assistant Athletic Director for Compliance and Human Resources. Status: Implementation complete and ongoing.

Design an AOD training program for transfer and international students.
Training will be included in new 3-hour General Education Orientation Course – face-to-face and online. Status: Goal revision. Implementing a 3-credit hour Freshman Orientation course as part of the General Education program is not economically feasible. International students will continue to receive AOD training as part of their freshmen orientation course (specific international student section). Transfer students will continue to receive AOD training as part of the annual Title IX and AOD training that is offered to all SWOSU students, as well as an online training course via the Canvas Learning Management System.
UNIVERSITY PREVENTION PROGRAM RECOMMENDATIONS AND MODIFICATIONS

Continued development of a campus-wide assessment tool.
Tool to be used to assess the positive impact and effectiveness of Drug-Free educational events. Executive Compliance Committee will approve survey questions. Each department/division providing campus prevention activities shall select one event at which attendance will be taken so that the survey questions may be administered to participants. Effective date: Fall 2018

The campus-wide assessment tool will be administered by the SWOSU Assessment Center. Divisions/department hosting campus prevention activities shall select one event at which to take attendance, providing the SWOSU Assessment Center with participants’ email addresses. Compiled results shall be forwarded to the Vice President for Student Affairs.

Survey introduction and items (draft)
Thank you for participating in the recent campus activity [insert event title here]. Part of SWOSU’s mission is “…to provide educational opportunities, research, scholarly and creative activities, and service in a safe, accessible, nurturing learning environment.” Please help us to evaluate our effectiveness by answering a short survey about the event you attended.

1. While attending this event, did you feel as if the environment was safe and accessible?
2. Please rate this event, keeping in mind its objective. If its purpose was to provide you with information, was it effective? If its purpose was to provide a social opportunity, was it effective? [insert Likert scale here].
3. Please share what you most enjoyed about this event and/or a piece of valuable information learned? [open-ended response here].

Seek student input on drug and alcohol-free campaigns.
The offices of Student Affairs shall seek partnerships with academic units, such as Business Administration (Marketing), in order to provide service-learning opportunities for students. Student Affairs may act as the “client” in order to obtain drug-free and alcohol-free campaign ideas that are student-generated. Student Affairs staff will fund production of selected materials.

Provide alcohol and other drug prevention information on monitors in the Student Union and/or other high-traffic areas.
This recommendation was made by the College of Pharmacy. The installation of video monitors in high-traffic areas such as the Student Union will enable the University to display educational presentations such as smoking cessation.
Track dates and locations of informative story-board displays.
The Dean of Students office shall maintain a written record of when and where educational story-boards are displayed on campus. The objective of this documentation is to ensure that educational information is accessible in a variety of locations.

Strengthen AOD prevention information and activities on the Sayre campus.
When purchasing educational materials, the Dean of Students shall ensure that the Sayre campus receives duplicate materials.

Add a Sayre representative on the Biennial Review Committee.
The Dean of the College of Associate and Applied Programs on the Sayre campus, and/or a designee of his/her choice, shall be named to the Biennial Review Committee for 2020.

BIENNIAL REVIEW COMMITTEE
Dr. James South, Provost and Vice President for Academic Affairs
Ms. Brenda Burgess, Vice President for Administration and Finance
Mr. Brian Adler, Vice President for Public Relations and Marketing
Dr. Ruth Boyd, Vice President for Student Affairs
Mr. David Misak, Assistant Vice President for Human Resources
Dr. Joel Kendall, Associate Provost
Ms. Kim Liebscher, Interim Dean of Students
Chief Kendra Brown, Campus Chief of Police
Mr. Todd Helton, Assistant Athletic Director for Compliance
Mr. Chad Martin, Director, Residence Life
Ms. Laci Strickler, Director, Counseling Services
Ms. Taler Alexander, Coordinator, Orientation Services

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 1st 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 1st 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 Act (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 1st of each even numbered year for the previous September through August two year period. The Vice President for Student Affairs will coordinate and compile all materials and review of the Biennial Review.

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 policy and program effectiveness

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

Certification:

__________________________  10-15-18
Randy Beutler, President     Date
Southwestern Oklahoma State University
APPENDIX A

SWOSU Drug-Free Schools/Communities Policy Statement
Office of the President
Contact: Mr. David Misak, Assistant Vice President, Human Resources

The following polices 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 and 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.

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 and 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 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.

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” 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. 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.
Appendix B

SWOSU Student Notification

The SWOSU student notification is sent via student email at the conclusion of the tenth class day of each semester – fall, spring, summer.

In accordance with the Higher Education Opportunity Act of 2008, this email serves to disseminate campus crime and safety information, as well as information designating SWOSU as a drug-free workplace and educational institution.

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act – Southwestern Oklahoma State University Police Department invites all University employees and students to read the Annual Security and Fire Safety Report. This letter satisfies the requirement of annual distribution of the following information to all employees and students. The Southwestern Oklahoma State University prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Public Act no. 12-78 An Act Concerning Sexual Violence on College Campuses. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the Southwestern Oklahoma State University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

The full text of the Weatherford campus report is available online at: http://www.swosu.edu/administration/police/#. The full text of the Sayre campus report is available online at: http://www.swosu.edu/sayre/administration/security/index.aspx.

These reports are prepared in cooperation with local law enforcement, the Division of Student Affairs and the Office of the President. These entities provide updated information on their educational efforts and programs to comply with the Act.

This report is prepared in cooperation with local law enforcement agencies, Student Affairs and the SWOSU Campus Police Department. These entities provide updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Southwestern Oklahoma State University police, designated campus security officials as defined under the Act, and local law enforcement agencies. Each year, this notification is sent to all enrolled students, faculty, and staff. The notification provides information on how to access the Annual Security and Fire Safety Report online. Written copies of this report may also be obtained at the Department of Public Safety at 100 Campus Drive, Weatherford, OK 73096.

The commitment of the Southwestern Oklahoma State University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The Southwestern Oklahoma State University will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities.
University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the Office of Human Resources.

**Drug-Free Workplace and Schools** - Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a safe and productive educational and work environment. This responsibility demands implementation of programs and services which facilitate that effort. SWOSU supports federal laws requiring the establishment of antidrug programs which prohibit the use of illegal drugs in the schools and the workplace. Toward this goal, the University has implemented the following policies:

- Students and employees are required to abide by the terms of the Drug-Free Schools and Drug-Free Workplace Policies as a condition of enrollment and/or employment.
- Illegal manufacture, distribution, possession, or use of illegal drugs on university property is strictly prohibited.
- A violation of the policy is to be considered a major offense that can result in immediate expulsion for students, termination of employment, or require satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an individual for violation of this policy.
- Employees are required to notify their supervisors of a criminal conviction for drug-related offenses occurring in the workplace no later than five days following the conviction. Students are required to notify the Dean of Students of such a conviction on university property within the same time frame.
- Students and employees are provided access to the University's Employee Assistance Program (EAP), counseling and training programs which are designed to inform individuals about the dangers of drug abuse. Voluntary participation in or supervisory referrals to the Employee Assistance Program are on a confidential basis.
- Students and employees are forbidden from performing sensitive safety functions while a prohibited drug is in their system.
- Drug testing is mandated for sensitive safety positions prior to employment when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653.) This legislation is available for review in the Human Resources Office.

SWOSU’s policy on drug-free workplace and schools may be found at [http://www.swosu.edu/resources/policies/dept/hr/drug-free.aspx](http://www.swosu.edu/resources/policies/dept/hr/drug-free.aspx).

**SWOSU Drug-Free Schools/Communities Policy Statement**

The following polices 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 and 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.

**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
(f) 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;

(g) A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

(h) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

(i) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

(j) A clear statement that 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:
   (c) Determine its effectiveness and implement changes to the program if they are needed; and
   (d) Ensure that the disciplinary sanctions described are consistently enforced.

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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. Sanctions include, but are not limited to, incarceration and monetary fines.

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Health Risks
Alcohol and other drug use represents serious threats to health and the quality of life. Alcohol and other drug use increases 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. Further information may be found at the Drug Enforcement Administration’s website.

**University Drug and Alcohol Programs**

SWOSU provides access to SWOSU Employee 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. Those needing help or advice may also use the following hotline numbers:

**SWOSU Counseling Service (EAP): 580-774-3776**
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: 580-772-2771
Alcoholics Anonymous Referral Service: 1-800-711-6375
Narcotics Anonymous Referral Service: 1-800-711-6375
Dr. Ruth Boyd, Ph.D.
Vice President for Student Affairs
Southwestern Oklahoma State University
Appendix C
DEA Resource Guide
Education plays a critical role in preventing substance abuse. Drugs of Abuse, A DEA Resource Guide, is designed to be a reliable resource on the most commonly abused and misused drugs in the United States. This comprehensive guide provides important information about the harms and consequences of drug use by describing a drug’s effect on the body and mind, overdose potential, origin, legal status, and other key facts. Drugs of Abuse also offers a list of additional drug education and prevention resources, including the DEA website for teenagers, the DEA website for parents, educators, and caregivers, and at operation prevention.


Health Risks
Alcohol and other drug use represents serious threats to health and the quality of life. Alcohol and other drug use increases 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. Further information may be found at the Drug Enforcement Administration’s website.

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Appendix D

Program Activities Inventory

University Division, Department, or Office

_____ Academic Programs
_____ Athletics
_____ Campus Police
_____ Dean of Students/Student Activities
_____ Health & Counseling Services
_____ Human Resources
_____ New Student Orientation
_____ Residence Life

Names of Unit Task Force:

Name of Report Preparer:

Date:

Drug Free Prevention Program - SWOSU’s comprehensive prevention program has four objectives.

Objective 1: Offer and promote social, recreational, extra-curricular, and public service options that do not include alcohol and other drugs.

Objective 2: Create a social, academic, and residential environment that supports health-promoting norms.

Objective 3: Limit alcohol availability both on and off campus.

Objective 4: Restrict marketing and promotion of alcoholic beverages both on and off campus.

Objective 5: Develop and enforce campus and local, state, and federal laws.

Please report activities offered by your department during the 2017-2018 academic year.

1. Complete the template for each activity.
2. Be sure and indicate which objective(s) are linked to the activity.
3. Rate each activity’s effectiveness. Since each unit may have their own prevention activities and additional policies, the unit Task Force should determine the definition for minimal, moderate, and maximum effectiveness as they relate to the efficacy of the activity.
4. If the activity was not effective, explain what changes you will make in the prevention activity.
Reporting Template

Activity 1 Title:
Prevention Program Objective:
Activity Description:

Activity 2 Title:
Prevention Program Objective:
Activity Description:

Activity 3 Title:
Prevention Program Objective:
Activity Description:

(Add additional activities 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.

<table>
<thead>
<tr>
<th>Drug-Free Activity</th>
<th>Categories</th>
<th>Rating Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimal Effectiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Moderate Effectiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maximum Effectiveness</td>
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</tbody>
</table>


**Violations and Sanctions Inventory**

Violations and sanctions inventory should identify the number of violations committed, the type of violations committed, the types of sanctions implemented, and the level of sanction effectiveness.

University division, department, or office:
Task Force Leader:
Unit Task Force Members:
Date:

Describe the violation type, but do not include personal identifiers.

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>Number of Violations in the Violation category</th>
<th>Sanction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Campus regulation and/or local, state, and/or federal law</td>
</tr>
</tbody>
</table>

List each sanction stated above and rate the effectiveness for each sanction. Briefly explain your rating and how the sanction was effective in meeting your goals and outcomes. If the sanction was not effective, explain what changes you will make in your policies and/or prevention activities. 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.

<table>
<thead>
<tr>
<th>Sanction Type</th>
<th>Categories</th>
<th>Rating Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimal Effectiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Moderate Effectiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maximum Effectiveness</td>
<td></td>
</tr>
</tbody>
</table>
Program Strengths and Weaknesses

Describe the overall strengths and weaknesses of the unit’s Alcohol and Drug Prevention Program.

1. What are the program strengths that assist the unit in meeting the program goals and outcomes?

2. What are the challenges of the program and how do they negatively impact program goals and outcomes?

3. What changes/recommendations will you make to improve the program challenges?