

Carl Albert State College



AOD Prevention Plan: Biennial Review 2020-2022

[Table of Contents](#)

Overview	3
Student/Employee Handbook: Alcohol and Illegal Drugs	5
AOD Prevention Programs	7
<ul style="list-style-type: none">● Program Elements● Goals● Strengths and Weaknesses● Distribution of Annual AOD Materials● Recommendations for Revision	
Drug-Free Schools and Campuses Regulations Compliance Checklist	10
Appendix 1: Student Drugs and Alcohol Violations	18
Appendix 2: Student Handbook: Sanctioning	19

Overview

The Drug-Free Schools and Campuses Regulations (EDGAR Part 86) lays out several requirements with which all Institutions of Higher Education (IHEs) receiving any form of federal funding must comply. One of those requirements is a biennial review. The regulations' structure and format provide enough flexibility that a campus can tailor its biennial review and report to suit the particular circumstances of the campus and provide a springboard for a thorough review, evaluation, and adaptation of its Alcohol and Other Drugs (AOD) prevention program.

AOD Prevention Program: IHEs receiving federal funds or financial assistance must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees and faculty. The program must include annual notification of the following: standards of conduct; a description of sanctions for violating Federal, State, and local law and campus policy; a description of health risks associated with AOD use; a description of treatment options; and a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions.

Certification: For certain forms of federal funding or assistance, IHEs must certify that they have an AOD prevention program; the certification is included commonly in the "Representations and Certifications" section of an application or proposal.

Requirement to Comply: IHEs must provide a copy of their biennial report to the U.S. Department of Education or its representative on request. The Secretary or their designee may review the report and supporting documentation as necessary and, where an IHE is

2022 Drug & Alcohol Biennial Review

noncompliant, may take action ranging from providing technical assistance to help the campus come into compliance to terminating all forms of federal financial assistance.

Other Legal Obligations: IHEs may also be subject to related requirements under Federal and State law and judicial rulings. IHEs should seek advice on this point from the institution's general counsel or other relevant national resources. To comply with the Part 86 regulations, IHEs must notify all students, employees and faculty annually of certain information. The notification must include the following: (1) standards of conduct; (2) possible legal sanctions and penalties; (3) statements of the health risks associated with AOD abuse; (4) the IHE's AOD programs available to students, employees, and faculty; and (5) disciplinary sanctions for violations of the standards of conduct. IHEs must make the notification in writing and in a manner that ensures all students, employees and faculty receive it.

Content of Review: To comply with the regulations, every two years an IHE must conduct a review of its AOD program to determine the effectiveness and the consistency of sanction enforcement, in order to identify and implement any necessary changes. The Department of Education recommends that IHEs conduct the biennial review in even-numbered years and focus their report on the two preceding academic years.

Student/Employee Handbook: Alcohol and Illegal Drugs

Alcoholic Beverages/Possession of Drugs

CASC is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. The College expects all members of the community to comply with the federal and State laws pertaining to alcohol and drugs. The sale, purchase, manufacture, distribution, and use of controlled substances and of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury as directed by a health physician. Nor does it apply to the use of alcohol at certain College-sponsored/authorized functions or events when specifically approved by the College President. The College adopts the state statutory definition of drugs and drug paraphernalia. *Note: Possession or use of medical marijuana anywhere on campus grounds or at any College event is strictly prohibited even if the person is in possession of a valid medical marijuana patient card.*

Misconduct in connection with the use of alcohol or illicit drugs on campus will result in disciplinary action for the student(s), employee(s) and/or faculty member(s) involved, as described in Appendix 2: Student Handbook and AOD Sanctioning. The College may also require a post-injury drug test if a student, employee or faculty member is injured on the job. The College may also require a drug test based upon reasonable suspicion. For a complete listing of sanctions consistent with local, State, and Federal laws, see the CASC Drug-Free School and Community Policy pamphlet or the Drug-Free Schools Policy Statement in the Student Handbook and online. *(Board amended 1-21-2020)*

Items Forbidden on Campus

The following items are prohibited by College regulations and/or city ordinances on the person of any student, employee, faculty member or visitor, or inside automobiles in any campus parking lot:

Alcohol

- a. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol on College property, in the workplace, or as part of any College-sponsored activity is strictly prohibited. Provided, however, the use of alcohol may be permitted by the College, at certain College-sponsored/authorized functions or events when specifically approved by the College President.
- b. Students, employees, or faculty who violate this policy may be subject to both institutional sanctions and to criminal sanctions provided by Federal, State, and/or local law.

Narcotics or illegal drugs

- a. The unlawful manufacture, distribution, dispensation, possession, or use of drugs on College property, in the workplace, or as part of any College-sponsored activity is strictly prohibited.
- b. Students, employees or faculty who violate this policy are subject to both the institution's sanctions and to criminal sanctions provided by Federal, State, and local law. *Note: Possession or use of medical marijuana anywhere on campus or at any College event is strictly prohibited even if the person is in possession of a valid medical marijuana patient card.*

AOD Prevention Program

Program Elements

Vector Solutions is a library of training and risk management modules. CASC implements numerous available libraries to provide students, employees, and faculty with training and information in an interactive setting to illustrate key concepts provided through AOD prevention literature distributed annually through the College owned email. Vector Solutions allows the College to track participation in the training and narrowly tailor efforts to ensure compliance and effectiveness of the training.

Vector Employee/Faculty Training

- *Drug-Free Workplace*
- *Student Drug & Alcohol Abuse*

Other available AOD modules as needed.

Vector Student Training

- *Drug and Alcohol Awareness*

Other available AOD modules as needed.

Program Goals

CASC's goal is to provide timely and accurate information highlighting the risks and detrimental nature of AOD substances leading to the successful prevention of drug and alcohol-related infractions by our staff, faculty and student body.

Strengths and Weaknesses

The strengths of CASC's AOD prevention plan stem from the efficiency in utilizing the College owned email system for rapid distribution and communication. CASC uses this in conjunction with Vector Solutions to double down on the literature and provide students, employees and faculty with an interactive experience on top of the mandatory AOD information. This system also allows tracking participation, which provides CASC with a reasonable expectation of campus compliance. The weakness of CASC's AOD prevention plan is the need for more initiatives. Post pandemic, CASC is still reinstating previous systems as well as creating new ones. Currently, CASC has been limited to the primary initiative once per year, when AOD prevention should be a year-round discussion. Developing and implementing new initiatives will help correct that issue and further develop a culture of prevention.

Annual Distribution AOD Literature

CASC's mandatory AOD prevention literature distribution method is conducted primarily via email. It is bolstered by the implementation of Vector Solution training modules to track participation.

New employees and students who join CASC after the initial distribution date are identified by Human Resources (employee) and Academic Affairs (student). These individuals are provided the appropriate AOD prevention literature no later than the last week of the individual's initial semester. It is the responsibility of these specific departments to ensure compliance of the individual.

Recommendations for Revision

CASC plans to create five new AOD initiatives by December 2024, focusing on different campus stakeholders. These new initiatives will be strategically designed to keep the College campus engaged in active AOD prevention and safety discussions.

There will also be an added Student AOD Use Survey and Stakeholder Opinion Survey to further assess the efforts of CASC and how the initiatives can be improved.

Drug-Free Schools and Campuses Regulations Compliance Checklist (Part 86)

1. Does the institution maintain a copy of its drug prevention program?

Yes No

If yes, where is it located?

The CASC AOD Prevention Program can be found on the CASC website by following this link and scrolling down to “Health and Safety.” <https://www.carlalbert.edu/student-consumer-information/>

The AOD Prevention Plan can also be obtained through a request via the CASC Office of Student Affairs.

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

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

Students: Yes No Staff and Faculty: Yes No

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

alcohol;

Students: Yes No Staff and Faculty: Yes No

c) A description of applicable legal sanctions under local, State, or Federal law;

Students: Yes No Staff and Faculty: Yes No

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

Students: Yes No Staff and Faculty: Yes No

e) A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions;

Students: Yes No Staff and Faculty: Yes No

3. Are the above materials distributed to students in one of the following ways?

a) Mailed to each student (separately or included in another mailing).

Yes No .

b) Through campus post offices boxes.

Yes ___ No

c) Class schedules which are mailed to each student.

Yes ___ No

d) During freshman orientation.

Yes No ___

e) During new student orientation.

Yes No ___

f) In another manner (describe):

CASC utilizes College owned email accounts and tracks participation via applicable AOD prevention modules using Vector Solutions.

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

Yes No ___

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

Yes No

6. Are the above materials distributed to staff and faculty in one of the following ways?

a) Mailed

Staff: Yes No Faculty: Yes No

b) Through campus post office boxes.

Staff: Yes No Faculty: Yes No

c) During new employee orientation.

Staff: Yes No Faculty: Yes No

d) In another manner (describe):

CASC utilizes College owned email accounts and tracks participation via applicable AOD prevention modules using Vector Solutions.

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

Staff: Yes No Faculty: Yes No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: Yes No Faculty: Yes No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are consistently enforced?

a) Conduct student alcohol and drug use surveys.

Yes No

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

Students: Yes No Staff and Faculty: Yes No

c) Evaluate comments obtained from a suggestion box.

2022 Drug & Alcohol Biennial Review

Students: Yes No

Staff and Faculty: Yes No

d) Conduct focus groups.

Students: Yes No

Staff and Faculty: Yes No

e) Conduct intercept interviews.

Students: Yes No

Staff and Faculty: Yes No

f) Assess the effectiveness of documented mandatory drug treatment referrals for students and employees.

Students: Yes No Staff and Faculty: Yes No

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

Students: Yes No Staff and Faculty: Yes No

h) Other (please list):

10. Who is responsible for conducting these biennial reviews?

The Vice President of Student Affairs (students) and the Director of Human Resources (employees).

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

Yes No

12. Where is the biennial review documentation located?

The CASC Drug and Alcohol Biennial Review can be found on the CASC website by following this link and scrolling down to “Health and Safety.” <https://www.carlalbert.edu/student-consumer-information/>

The CASC Drug and Alcohol Biennial Review can also be obtained through a request via the CASC Office of Student Affairs.

13. Comments:

Carl Albert State College complies with all DFSCA requirements.

[Appendix 1: Student Drugs and Alcohol Violations](#)

Number of Arrest/Disciplinary Referrals for Select Offenses						
Carl Albert State College						
Residential Dorms/Campus						
Offense	2019		2020		2021	
	Dorm	Campus	Dorm	Campus	Dorm	Campus
Liquor Law Violation						
Arrest	0	0	0	0	0	0
Referral	14	14	14	14	18	18
Drug Violations						
Arrest	0	0	0	0	0	0
Referral	10	10	1	1	0	0
Totals						
		Offense	2019	2020	2021	
		Liquor Law Violation				
		Arrest	0	0	0	
		Referral	28	28	36	
		Drug Violations				
		Arrest	0	0	0	
		Referral	20	2	0	

Appendix 2: Student Handbook: AOD Sanctioning

Internal Sanctions

Any student, employee or faculty member of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to; suspension, expulsion, termination of employment, referral for prosecution, and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with the applicable policies issued by the College.

Alcohol

Students are reminded that the present laws of the State of Oklahoma make them liable to arrest and prosecution if a person under twenty-one (21) years of age; consumes or possesses alcoholic beverages, supplies such beverages to a person under twenty-one (21) years of age, or supplies such beverages to an intoxicated person or to any person who has been adjudged insane or mentally deficient. The consumption or possession of alcoholic beverages by students or guests on the Carl Albert State College campus or at any College-sponsored event is prohibited. Such allowances are made for College events when authorized by the College President. Infractions of the Carl Albert State College Alcohol Policy by individual students and student organizations will result in disciplinary action.

The sanctions for infractions of the alcohol policy by individual students are as follows:

- **First Offense** - \$150 fine.
- **Second Offense** - \$250 fine and Safe Colleges Alcohol Awareness Training.
- **Third Offense (Housing)** - Automatic dismissal from the Residential Housing Program and/or suspension of the student occurring in the current semester plus one long semester.

While each individual student is required to take responsibility for their individual behavior regarding alcohol, it is also the responsibility of each club, organization or group to see that those present at their functions, meetings and/or gatherings conduct themselves in accordance with the Carl Albert State College rules and regulations as well as city, State, and Federal laws. Some additional standards to be included within the College's alcohol policy are

- A. A person's right to decide whether to consume alcohol or not should be respected. It is the expressed opinion of the College that students should not be encouraged or pressured to consume alcohol.
- B. Any College connected club, organization, or group that has a planned party may provide only non-alcoholic beverages, whether on or off campus.

Drugs

Students are reminded that the present laws of the State of Oklahoma as well as the Federal laws make liable the ability to arrest and prosecute any person who uses, possesses, sells or distributes illicit drugs. Carl Albert State College forbids the use, possession, or distribution of illegal drugs including, but not limited to, amphetamines, barbiturates, cocaine, hallucinogenic drugs, marijuana, PCP, fantasy drugs, and lysergic acid diethylamide (LSD). The medical use of drugs is permitted only when prescribed by a licensed practicing physician. *Note: Possession or use of medical marijuana anywhere on campus or at any College event is strictly prohibited even if the person is in possession of a valid medical marijuana patient card.*

The sanctions for infractions of the drug policy by individual students are as follows:

- Carl Albert State College students who use or possess illegal drugs may be suspended for the remainder of the current semester, and one long semester and fined up to \$250.

2022 Drug & Alcohol Biennial Review

- CASC students selling or distributing illegal drugs will be suspended for the remainder of the current semester, and one long semester and fined up to \$250.
- Housing Students: A \$250 fine and an automatic dismissal from the Residential Housing Program is incurred and/or suspension of the student occurring in the current semester plus one long semester.
- As well as the College sanctions against alcohol and drug use, the possibility of State or Federal punishment remains applicable.

*A Vector Solutions Drug Awareness Training or Drug Counselor is made available upon request of any student.