

# Carl Albert State College



AOD Prevention Plan  
Biennial Review 2023-2024

## Table of Contents

|  |    |
|--|----|
| <b>Overview</b>  | 3  |
| AOD Prevention Program   | 3  |
| <b>Student/Employee Handbook: Alcohol and Illegal Drugs</b>                      | 4  |
| <b>AOD Prevention Program</b>  | 6  |
| Program Elements   | 6  |
| Program Goals  | 6  |
| Strengths and Weaknesses   | 7  |
| Annual Distribution AOD Literature   | 7  |
| Recommendations for Revision   | 7  |
| <b>Drug-Free Schools and Campuses Regulations Compliance Checklist (Part 86)</b> | 8  |
| <b>Appendix 1: Student Drugs and Alcohol Violations</b>                          | 13 |
| <b>Appendix 2: Student Handbook: AOD Sanctioning</b>                             | 14 |
| Internal Sanctions   | 14 |

## Overview

The Drug-Free Schools and Campuses Regulations (EDGAR Part 86) outlines several requirements that all institutions of higher education (IHEs) receiving any form of federal funding must comply with. 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 commonly included 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 noncompliant, may take action ranging from providing technical assistance to help the campus comply to terminating all federal financial aid forms.

*Other Legal Obligations:* IHEs may also be subject to related requirements under Federal and State law and judicial rulings. IHEs should seek advice 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, an IHE must conduct a review of its AOD program every two years to determine the effectiveness and consistency of sanction enforcement and 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 follows the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. The College expects all community members to comply with the federal and State laws about alcohol and drugs. The sale, purchase, manufacture, distribution, and use of controlled substances and 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 alcohol use 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 has 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. The College may also require a drug test based on 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 visitors or inside automobiles in any campus parking lot:

##### A. 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. However, alcohol use may be permitted by the College at specific College sponsored/authorized functions or events when specifically approved by the College President.
- b. Students, employees, or faculty violating this policy may be subject to institutional and criminal sanctions provided by Federal, State, and/or local law.

##### B. 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 the institution's sanctions and 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 has 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 email. Vector Solutions allows the College to track participation in the training and narrowly tailor efforts to ensure compliance and effectiveness of the training.

- A. Vector Employee/Faculty Training
  - a. Drug-Free Workplace
  - b. Student Drug & Alcohol Abuse
  - c. Other available AOD modules as needed.
- B. Vector Student Training
  - a. Drug and Alcohol Awareness
  - b. 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 of utilizing the college-owned email system for rapid distribution and communication. CASC uses this with Vector Solutions to double down on the literature and provide students, employees, and faculty with an interactive experience in addition to 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. After the pandemic, CASC is still reinstating previous systems and creating new ones. Currently, CASC has limited the primary initiative to once yearly, when AOD prevention should be a year-round discussion. Developing and implementing new initiatives will help correct that issue and further create 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 implementing 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 the individual's compliance.

## **Recommendations for Revision**

CASC plans to create five new AOD initiatives by December 2026, 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 assess further 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?

a. Yes   X   No   

b. If yes, where is it located?

i. 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-consumerinformation/> The AOD

Prevention Plan can also be obtained by requesting it 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;

i. Students: Yes   X   No   

ii. Staff and Faculty: Yes   X   No   

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

i. Students: Yes   X   No   

ii. Staff and Faculty: Yes   X   No   

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

i. Students: Yes   X   No   

ii. Staff and Faculty: Yes   X   No

- d. A description of applicable counseling, treatment, rehabilitation, or re-entry programs;
    - i. Students: Yes   X   No
    - ii. Staff and Faculty: Yes   X   No
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees and a description of those sanctions;
    - i. Students: Yes   X   No
    - ii. Staff and Faculty: Yes   X   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).
    - i. Yes    No   X  .
  - b. Through campus post office boxes.
    - i. Yes    No   X
  - c. Class schedules, which are mailed to each student.
    - i. Yes    No   X
  - d. During first-year orientation.
    - i. Yes   X   No
  - e. During new student orientation.
    - i. Yes   X   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?
- a. Yes   X   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?
- a. Yes X No
6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed
- i. Staff: Yes    No X Faculty: Yes    No X
- b. Through campus post office boxes.
- i. Staff: Yes    No X Faculty: Yes    No X
- c. During new employee orientation.
- i. Staff: Yes X No    Faculty: Yes    No X
- 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 receive the materials annually?
- a. Staff: Yes X No    Faculty: Yes X 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?
- a. Staff: Yes X No    Faculty: Yes X 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.
- i. Yes    No X
- b. Conduct an opinion survey of its students, staff, and faculty.

i. Students: Yes \_\_\_ No X      Staff and Faculty: Yes \_\_\_ No X

c. Evaluate comments obtained from a suggestion box.

i. Students: Yes X No \_\_\_      Staff and Faculty: Yes X No \_\_\_

d. Conduct focus groups.

i. Students: Yes \_\_\_ No X      Staff and Faculty: Yes \_\_\_ No X

e. Conduct intercept interviews.

i. Students: Yes \_\_\_ No X      Staff and Faculty: Yes \_\_\_ No X

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

i. Students: Yes X No \_\_\_      Staff and Faculty: Yes X No \_\_\_

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

i. Students: Yes X No \_\_\_      Staff and Faculty: Yes X No \_\_\_

h. Other (please list):

10. Who is responsible for conducting these biennial reviews?

a. 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?

a. Yes X No \_\_\_

12. Where is the biennial review documentation located?

a. 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/studentconsumer-information/> The CASC Drug and Alcohol

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

13. Comments:

- a. 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 Housing/Campus                                  |         |        |         |        |
|   | 2023    |        | 2024    |        |
| Offense   | Housing | Campus | Housing | Campus |
| Liquor Law Violation  |         |        |         |        |
| Arrest  | 0       | 0      | 0       | 1      |
| Referral  | 18      | 0      | 22      | 0      |
| Drug Violations   |         |        |         |        |
| Arrest  | 0       | 0      | 0       | 0      |
| Referral  | 6       | 3      | 9       | 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 under the applicable policies issued by the College.

#### **1. Alcohol**

- a. 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.
- b. The sanctions for infractions of the alcohol policy by individual students are as follows:
  - i. First Offense - \$150 fine.
  - ii. Second Offense - \$250 fine and Safe Colleges Alcohol Awareness Training.
  - iii. 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.

- c. 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
  - i. 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.
  - ii. Any College connected club, organization, or group that has a planned party may provide only non-alcoholic beverages, whether on or off campus.

## 2. Drugs

- a. 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.
- b. The sanctions for infractions of the drug policy by individual students are as follows:

- i. 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.
- ii. 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.
- iii. 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.
- iv. As well as the College sanctions against alcohol and drug use, the possibility of State or Federal punishment remains applicable.
- v. A Vector Solutions Drug Awareness Training or Drug Counselor is made available upon request of any student.