



2022 BIENNIAL REVIEW  
DRUG FREE SCHOOLS AND COMMUNITIES ACT  
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

11-1-2022

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# 2022 Biennial Review

## Drug-Free Schools and Communities Act

### Southwestern Oklahoma State University

#### Introduction

The Drug-Free Schools and Communities 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 a discussion of university policies, a review of campus prevention activities and their effectiveness, an analysis of violation types, sanctions incurred and the effectiveness of such sanctions, as well as an action plan with details for improvement.

#### Description of Alcohol and Drug Programs and Services

##### 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. Southwestern Oklahoma State University 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) provides counseling and training programs that inform participants of the dangers of drug and alcohol abuse. Voluntary participation in our supervisory referrals to the EAP 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 a reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to 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.

All students, faculty, and staff receive a copy of this policy annually.

### Employee Drug and Alcohol Programs

SWOSU provides access to the SWOSU Employee Assistance Program (EAP) that is free to all employees. The 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 pre-authorization benefits to access in or out-patient treatment. Referrals to these services is confidential. Those needing help or advice may also use the following hotline numbers:

SWOSU Counseling Services (EAP)  
580-774-3776

After hours – SWOSU Police  
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, First Baptist Church Weatherford  
580-772-2771

Alcoholics Anonymous Referral Service  
1-800-711-6375

Narcotics Anonymous Referral Service  
1-800-711-6375

## Student Policies

### Drugs, Alcohol and Weapons on Campus

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.

The University's Alcohol Policy is available for review as part of the SWOSU Drug Free Workplace document available in Human Resources and on the office's website. It is also located on the Campus Police's website, in the Faculty Handbook, and in the Student Handbook.

SWOSU Campus Police enforces all state and federal laws concerning illegal drugs, and will apprehend anyone found in possession of, using, or selling drugs. Students may additionally be charged under any existing university student disciplinary code.

In accordance with state law, no one other than a commissioned law enforcement officer may carry firearms on campus.

Although "permit-less carry" will be in effect as of November 1, 2019, Oklahoma statute states that any firearms, machetes, blackjacks, loaded canes, hand chains, or metal knuckles are not permitted on university property, nor may they be removed from a vehicle without the prior consent of the university president while the vehicle is on university property. The University may notify the Oklahoma State Bureau of Investigation of any violation as well as take administrative action against any student found to be in violation.

### 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, students are prohibited from attending 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.

### Residence Life Alcohol Policy

The University alcohol policy in the Student Handbook states: “The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, in University housing, or at any affair on the campus sponsored by or for a student organization is forbidden. Drinking, being in possession of, or under the influence of alcoholic beverages on the campus or at University sponsored events on 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.” Additionally, liquor bottles, beer cans or containers for alcoholic beverages may not be used for decoration in the residence hall and are subject to confiscation.

### Residence Life Drugs and Drug Paraphernalia Policy

The Residence Life policy towards illicit drugs is a zero tolerance. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of such substances. Students are also prohibited from possessing paraphernalia such as bongs, deseeding trays, roach clips, one-hitters, etc. Anyone found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to University disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws.

**Although Oklahoma Marijuana Laws allow for Medicinal use, SWOSU follows federal guidelines. This means that Marijuana is not allowed on campus or in the residence halls.**

### Campus Prevention Activities

Campus prevention activities are designed and implemented in order to meet the University’s alcohol and drug free policies. Prevention activities are correlated to General Education Goal Five: Intellectual and Professional aptitudes in order to “foster a safe, healthy, and diverse intellectual, cultural, and social environment that encourages emotional well-being”. SWOSU Values Statement

### Program Activities Inventory

Department	Activity	Effectiveness	Details	Changes for future events
Athletics	Random & Selective NCAA/SWOSU drug testing	3	Provides an avenue to enforce campus rules, NCAA regulations, and local, state, and federal laws.	

	University sponsored sporting events on campus	3	Social, recreational, extra-curricular options that do not include alcohol and other drugs.	
	Drug-free education for athletes	2	Education provided through guest speakers, pamphlets, and posters in a social and residential environment that supports health prompting norms.	
<b>Campus Police</b>	Alcohol and safety classes in SWOSU Connect program	3	Exposure to alternatives to drinking in the first six weeks of freshman semester decrease the likelihood of an alcohol related offense.	
	Increase SWOSU PD visibility	3	Officers on bicycles give a softer approach while increasing visibility on campus	
	DUI Goggle workshops	3	Student demonstration with the DUI goggles increase the awareness of the dangers of alcohol in a peer environment	
<b>Dean of Students &amp; Student Activities</b>	Student Organizations Guidelines and Resources Handbook	2	These guidelines include this statement, "no one is permitted to bring alcoholic beverages on campus...all SWOSU events are alcohol and drug free."	



	Campus Safety Month	3	During September, story boards were set up by the DOS office in high traffic areas on campus. Information was presented on sexual assault & strategies to avoid harmful behavior.	
	Safe Spring Break Week	3	The three days prior to Spring Break, the office tabled for four hours outside the Student Union. "Koozies" were given out with tips and information on prevention efforts to curb misuse and abuse.	
<b>Health &amp; Counseling</b>	Individual and Group Counseling Sessions	3	SWOSU provides students mental health assistance to promote healthy lifestyles, reduce stress, increase persistence, and help with retention of students.	
	Group Contingency Management Counseling	3	Group therapy provides both challenges and support by peers and encourages students to abstain from drug use and engage in healthy behaviors.	
	On staff Licensed Alcohol and Drug Counselor (LADC)	3	One on one counseling with an LADC to provide long-term, ongoing treatment for students with substance abuse.	

<b>Human Resources</b>	Employee Assistance Program (EAP)	2	SWOSU offers an EAP for employees and dependents. Those using the program may choose their own counselor, and SWOSU provides time off work for those utilizing EAP programs.	
	BetterHelp	2	Online, unlimited counseling to employees	available August 2020-June 2022
	New Hire Information	2	All new faculty, staff, administration, and student employees receive a copy of the Drug Free Workplace pamphlet when completing new hire paperwork.	
	Blue Cross Blue Shield Well on Target Portal	2	Employees (and dependents) currently enrolled in SWOSU health insurance have access to BCBS Well on Target portal that provides interactive programs for quitting tobacco and staying tobacco free.	
<b>Residence Life</b>	Drunk Goggle Olympics	2	Students compete in a series of tasks wearing drunk goggles.	
	Root Beer Pong	3	Students compete in this non-alcoholic version of beer pong.	In the future, we will pass out literature to make sure those in attendance are made aware of resources on and off campus that they can take advantage of if they think they might have a drinking problem.

<b>New Student Orientation</b>	Alcohol Awareness programming for freshmen students	2	This presentation was provided to all students as a video and discussion assignment in the first-year experience.	Due to COVID protocols, these presentations weren't given in-person, which may not have had as great of an impact on students.
<b>Sayre Remote Campus</b>	Alcohol Awareness programming for Sayre freshmen students	2	Chief Brown discussed the effects of drugs and alcohol on college campus and services available to those who feel they have a problem.	
	Campus Resources	1	Flyers are made available on campus about alcohol, marijuana, and opiates for all students.	Although the effectiveness of this activity is low, it is an efficient way to reach the small number of students at this remote location.

## University Sanctions

Under federal regulations, the University must impose sanctions for violations of its Drug-Free Workplace and Schools 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.

Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for unlawful possession and/or distribution of illegal drugs or alcohol. See Drug-Free Schools/Workplace Policy Statement at [swosu.edu](http://swosu.edu).

Sanctions following a violation of the student code of conduct may include, but is not limited to, one or more of the following:

- A. Warning: A verbal and/or written notice to the student that they are violating or has violated university regulations.
- B. Specified Restrictions and/or Requirements: the imposing of specified restrictions, including but not limited to: letter of apology, program participation, presentation of a workshop, preparation of a research paper project, social probation, community service, assessment or evaluation, counseling sessions, restitution for damages, punitive fines, residence hall transfer, 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 education exception.

- C. **Conduct Probation:** Conduct probation is a form 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 records is removed at the discretion of the Dean of Students.
- D. **Temporary Suspension:**
  - a. To ensure the safety and well-being of members of the university community or preservation of university property.
  - b. To ensure the student's own physical or emotional safety and well-being; and/or
  - c. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
    - i. The Conduct Officer may impose a university or university housing temporary suspension prior to the student meeting with the student regarding their conduct.
    - ii. During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Conduct Officer may determine to be appropriate.
    - iii. The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat.
- E. **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 Dean's Hold will be placed on the transcript during the period of the suspension.
- F. **Indefinite Suspension:** A student may be indefinitely suspended from the University, which includes a denial of admission or re-admission for an indefinite period of time. Readmission may be granted only under exceptional circumstances. A suspension hold will be placed on the transcript.
- G. **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 Academic Records. A student who is expelled will not be allowed to re-enter the University.
- H. **Rescission of Credit or Degree Revocation:** For those students found to have violated University policy, the University may elect to rescind credit for a specific course or program. Likewise, for those students who are found in violation of university policy and who have already graduated, the University may elect to revoke the degree(s) of a given student. When a degree is revoked or credit rescinded, a record of this action will be made a part of the official record of the student or graduate in the Office of the Academic Records.
- I. **Disciplinary Hold:** A disciplinary hold may be placed on records of students who have been placed on suspension or expulsion. A disciplinary hold may also be utilized to ensure compliance with other sanctions or requests to appear.

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.

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.

Campus police enforce state and federal laws concerning illegal drugs. Anyone in possession of, using, or selling drugs, will be investigated. 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.

Violation Type	Total Number of Incidents 2020-2021 2021-2022	Sanctions	Effectiveness	Details
<b>Athletics</b>				
Drug violations by athletes	7	7-day suspension; underwent counseling through SWOSU Health and Counseling Service, subject to retesting	3	6 successful completions
Repeat drug violations by athletes	1	placed on indefinite suspension with possibility of reinstatement	2	student opted to not continue in athletics
NCAA supplement/drug violations	2	suspended by NCAA for 1 year	3	one student opted not to continue with athletics
Repeat NCAA supplement/drug violations	1	lost all remaining eligibility for NCAA competitions	2	
<b>Dean of Students</b>				

Alcohol Violations	2	Dean's hold and completion of alcohol awareness packet	2	same student involved in both violations, no new violations since summer 2022
Residence Life				
Alcohol Violations	2	Appear before judicial board, writing assignment and required to attend a counseling session	3	Students complied and had no further issues
Drug Paraphernalia Violations	1	Appear before judicial board, writing assignment and remove paraphernalia from campus	3	Student complied and had no further issues
Human Resources				
no violations	n/a	n/a	n/a	n/a
Sayre Remote Location				
no violations	n/a	n/a	n/a	n/a

### Assessment/Data Collection/Review

The University utilizes a multi-unit case study analysis review process. Units include Athletics, Campus Police, Dean of Students, Health and Counseling Services, Human Resources, Student Services, New Student Orientation, Sayre Remote Location, and Residence Life. Assessment documents allow units to rate the effectiveness of both programming activities and sanctions. The rating scale ranges from minimal effectiveness (score of 1), moderate effectiveness (score of 2), and maximum effectiveness (score of 3).

Assessment data is collected via the SWOSU Assessment Center. For students, the learner outcome of prevention activities is identified as General Education Goal Five: Intellectual and Professional Aptitudes.

After the data collection process is completed, the Biennial Review Committee participates in a focus group to address the strengths and challenges of programming, to ensure consistency of sanctions, and to discuss recommendations for future use. The Biennial Review Committee will meet in July of even years.

### University Action Plan

#### Progress Status from Prior Action Plans

##### *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 Review.

Effective: Spring 2017

Status: Implementation complete

*Development of SWOSU website to include consumer information*

The website will include the Biennial Review and other consumer information.

Status: Implementation complete

*Consistency of sanctions*

AOD student sanctions imposed by any unit shall 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

*Provide Drug-Free Program educational training annually for athletic coaches, graduate assistants, student assistants, volunteers.*

Training will be provided through the NCAA Learning Portal.

Status: Implementation complete

*Revise the First Year Experience Course*

As of fall 2019, the SWOSU Connect (FYE) course was expanded to meet twice per week, for a full 16-week semester. One module is dedicated to alcohol awareness and is co-taught through a collaboration with SWOSU police officers. The course redesign is now welcoming to transfer students, international students, and traditional first-year freshmen students.

Status: Implementation complete

*Seek student input on drug and alcohol-free campaigns.*

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

Status: Implementation complete

*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.

Status: Implementation complete

*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.

Status: Implementation complete

*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 and Wellness Center enable the University to display educational presentations such as smoking cessation.

Status: Ongoing

*Focus educational materials on the dangers of driving while impaired. \*\**

The Dean of Students will disseminate helpful information on the dangers of driving while impaired and ways to prevent this behavior.

Status: Implementation in-progress

*Track dates and locations of informative storyboard displays. \*\**

The Dean of Students office shall maintain a written record of when and where educational storyboards are displayed on campus. The objective of this documentation is to ensure that educational information is accessible in a variety of locations.

Status: Implementation in-progress

\*\*The last two will be a joint effort with the Public Relations and Marketing office, and the Dean of Students office.

## Biennial Review Committee

Dr. Adam Johnson, Vice President for Student Services

Mr. David Misak, Assistant Vice President for Human Resources

Dr. Wendy Yoder, Dean of Students

Chief Kendra Brown, Director, Campus Police

Mr. Todd Helton, Athletic Director & Director for Compliance

Mr. Jason Barr, Director, Residence Life & Housing

Ms. Susan Ellis, Director, Center for Health and Well-Being

Ms. Taler Alexander, Director, Admissions & Recruitment

Ms. Cindi Albrightson, Title IX & Compliance Coordinator

Ms. Cathy Baker, Sayre Remote Location

## Executive Compliance Committee

Dr. Diane (Diana) Lovell, President

Dr. Joel Kendall, Provost, and Vice President for Academic Affairs

Ms. Brenda Burgess, Vice President for Administration and Finance

Dr. Boone Clemmons, Assistant Vice President for Public Relations and Marketing

Dr. Adam Johnson, vice President for Student Services

Mr. David Misak, Assistant Vice President for Human Resources

Mr. Garrett King, Vice President for Institutional Advancement & Chief of Staff to the President

Dr. Chad Kinder, Assistant Vice President for Strategic Partnerships

## 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, SWOSU Public Relations & Marketing will distribute the email to all students. This annual notice will be distributed with the Clery 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.). SWOSU Human Resources will distribute the email to all employees. This annual notice will be distributed with the Clery 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 Certification

The Drug Free Schools and Communities Act 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 Services will coordinate and compile all materials and summary of the Biennial Review.

Identified departments will be notified during the summer 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.

Upon approval of the Biennial Review Committee and the Executive Compliance Committee, the completed review will be submitted to the university president for their signature of certification.

**Certification:**

A handwritten signature in cursive script that reads "Diana Lovell".

Dr. Diane (Diana) Lovell, President

Southwestern Oklahoma State University

Date: 10/31/2022

## Appendices

### Appendix A

#### SWOSU Mission/Values/Vision Statement

##### Mission Statement

Southwestern Oklahoma State University supports students and community through its integration of effective teaching, scholarly and creative endeavors, and civic engagement.

##### Values Statement

In pursuing the university's mission, SWOSU faculty and staff are guided by a shared commitment to

- Students, by providing high-quality instruction, involvement, services, scholarly endeavors, creative activities, and service learning.
- Achievements, by establishing a foundation for student success.
- Knowledge, by pursuing the exchange of ideas, research, and leadership for the public good.
- Respect, by fostering a safe, healthy, and diverse intellectual, cultural, and social environment that encourages emotional well-being.

##### Vision Statement

SWOSU will foster an inclusive environment that inspires intellectual excellence, responsible citizenship, professional development, and personal growth.

## Appendix B

### Drug-Free Workplace and Schools Human Resources Policy

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. Southwestern 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.

All students, faculty and staff receive a copy of this policy annually.

SWOSU Human Resources webpage 2022

## Appendix C

### Drug-Free Workplace Policy Statement

#### New Hire Paperwork

#### Captured in E-trieve

Southwestern Oklahoma State University, in compliance with the Drug-Free Workplace Act of 1988, hereby gives notice to all SWOSU employees that it is the formal policy of the Regional University System of Oklahoma and Southwestern Oklahoma State University that it is in the best interest of both SWOSU and its employees to provide education, awareness and assistance where appropriate relative to the dangers inherent in the unlawful manufacture,

distribution, dispensation, possession or use of a controlled substance in the workplace. The special consequences of

drug-abuse in the workplace include the threatened safety to co-workers by those who are impaired by drugs, the increased danger of defective or substandard services being provided to the public and diminished productivity.

In order to combat this problem area, SWOSU will provide all employees ongoing materials and information concerning

these dangers and available avenues of assistance. SWOSU further gives notice:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any SWOSU work area is prohibited.

2. As a condition of employment, employees must abide by the terms of this policy.

3. Any SWOSU employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in

the workplace must report in writing the conviction within five (5) days thereafter to the Human Resources Office.

4. Violations of this prohibition will result in administrative sanctions, ranging in severity from formal counseling to termination from employment, immediately or within 30 days, whether or not the violation results in conviction under

state or federal criminal drug statutes for misconduct in the workplace. Satisfactory participation in a university approved

drug abuse assistance or rehabilitation program may be required as a condition of continued employment by SWOSU of all employees who violate this prohibition and are not terminated from employment.

5. Information about the dangers of drug abuse in the workplace and the availability of drug abuse assistance and rehabilitation programs may be obtained from the Human Resources Office or the Campus Nurse.

6. Where necessary because of conviction and incarceration, decisions relative to suspension or termination or the granting of leave for treatment will be determined individually.

7. All SWOSU employees are required to acknowledge by initialing below that they have been made aware of this policy, understand same, will abide by the policy, and to return a signed copy of this policy to the Human Resources Office.

As an employee of SWOSU, I understand and will abide by the policy statement above, and I agree that I will notify in

writing my immediate supervisor and federal grant or contract supervisor, if applicable, within five (5) days if I am convicted under any statutes for misconduct in the SWOSU workplace.

By entering your initials, you agree to the above conditions.

**Initial Here    Type of Position**

## Appendix D

### Drug-Free Workplace Policy

Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands implementation of programs and services, which facilitate that effort.

The Drug-Free Workplace and Schools Policy of SWOSU may be found [here \(links to SWOSU Human Resources webpage\)](#) on the website.

The SWOSU Office of Human Resources is responsible for informing employees about the danger of drug abuse in the workplace and the availability of counseling and rehabilitation programs. The appropriate Executive Officer will be responsible for notifying federal funding agencies within ten days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle

Faculty Handbook

2022

## Appendix E

### Drug Free School/Workplace

In compliance with the Drug-Free and Communities Act Amendments of 1989, SWOSU recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of the individuals. 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. Accordingly, SWOSU adopts the following policy:

The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. 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 and students 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.

University Sanctions: 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. Disciplinary action will be taken in accordance with the applicable policies of SWOSU.

It is also within the discretion of SWOSU to refer any violations to the appropriate authorities for criminal prosecution. Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. Hence, sanctions include, but are not limited to, incarceration and monetary fines. Employees should note that they are also subject to SWOSU's Drug-Free Community policy and can refer to that policy for additional sanctions.

Health Risks: Alcohol and other drug use represent serious threats to health and the quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other diseases. 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 possible that users will develop psychological and physical dependence. Further information concerning health risks may be found in Center for Health & Well-being. Individuals should also consult their personal

physician about alcohol and drug-related health risks. Drug Enforcement Agency (DEA) provides resources,. <https://www.dea.gov/resources>

Counseling and Rehabilitation: SWOSU provides access to an Employee Assistance Program (EAP) and Counseling Services 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 Blue Cross Blue Shield (toll free number on the 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:

<b>SWOSU Counseling Service</b>	580.774.3776
<b>(After hours) SWOSU Campus Police</b>	580.774.3111
<b>National Institute on Drug Abuse</b>	1.800.662.HELP (4357)
<b>Alcohol Addiction Hotline</b>	1.855.504.6815
<b>Reach-Out Hotline</b>	1.800.522.9054

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

Staff Handbook

2022



## Appendix F

### Drugs, Alcohol and Weapons on Campus

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.

The University's Alcohol Policy is available for review as part of the SWOSU Drug Free Workplace document available in Human Resources and on the office's website. It is also located on the Campus Police's website, in the Faculty Handbook, and in the Student Handbook.

SWOSU Campus Security enforces all state and federal laws concerning illegal drugs, and will apprehend anyone found in possession of, using, or selling drugs. Students may additionally be charged under any existing University student disciplinary code.

In accordance with state law, no one other than a commissioned law enforcement officer may carry firearms on campus.

Although "permit-less carry" will be in effect as of November 1, 2019, Oklahoma statute states that any firearms, machetes, blackjacks, loaded canes, hand chains, or metal knuckles are not permitted on university property, nor may they be removed from a vehicle without the prior consent of the university president while the vehicle is on university property. The university may notify the Oklahoma State Bureau of Investigation of any violation as well as take administrative action against any student found to be in violation.

### Marijuana Prohibited

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, students are prohibited from attending 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.

## Appendix G

### Residence Life Policy

#### **Alcohol Policy**

The University alcohol policy in the Student Handbook states: “The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, in University housing, or at any affair on the campus sponsored by or for a student organization is forbidden. Drinking, being in possession of, or under the influence of alcoholic beverages on the campus or at University sponsored events on 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.” Additionally, liquor bottles, beer cans or containers for alcoholic beverages may not be used for decoration in the residence hall and are subject to confiscation.

#### **Drugs and Drug Paraphernalia**

The Residence Life policy towards illicit drugs is a zero tolerance. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of such substances. Students are also prohibited from possessing paraphernalia such as bongos, deseeding trays, roach clips, one-hitters, etc. Anyone found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to University disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws.

**Although Oklahoma Marijuana Laws allow for Medicinal use, SWOSU follows federal guidelines. This means that Marijuana is not allowed on campus or in the residence halls.**

#### **Residence Life Handbook**

**2022**

## Appendix H

### Student Organization Guidelines

#### **6. ALCOHOL ON CAMPUS**

The use of alcohol is forbidden on campus as well as at campus events sponsored by recognized student organizations. Publicity encouraging the use or abuse of alcohol at events is prohibited.

Student Organization Resource Guidelines

2022

## Appendix I

### Southwestern Oklahoma State University Department of Athletics Drug Education and Testing Program

#### **Introduction**

The Southwestern Oklahoma State University athletic administration and coaching staff expressly condemn the use of banned substances and the abuse of alcohol and tobacco as their use may endanger the safety and health of the student-athlete. In an effort to address the problem of substance abuse, the Department of Athletics has instituted educational programs and a Substance Abuse Program for its student-athletes. The Head Athletic Trainer directs the Department's Drug Education and Testing Program. Any student-athlete that is part of a team roster is subject to being tested. The student-athlete is subject to being tested by the NCAA Drug-Testing Program and/or the Southwestern Oklahoma State University Drug Testing Program. These two programs are separate and distinct from each other. This policy is not to be construed as a contract between the institution and the student-athletes at Southwestern Oklahoma State University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy. Southwestern Oklahoma State University may amend this policy at any time.

#### **Purpose**

The purpose of the Department of Athletics drug program is twofold: (a) to prevent the use of banned substances by members of all SWOSU athletic teams, and (b) to detect and then to educate and to rehabilitate those team members who have engaged in the use of banned substances.

#### **Implementation**

At the beginning of the academic year, the Drug Education and Testing Program is presented to all student-athletes. Each student-athlete is asked to sign a form acknowledging that he/she understands the department's expectations in this regard.

#### **NCAA Drug Testing**

All student-athletes are subject to drug testing by the NCAA year round and at NCAA Championship and Post-season Bowl Games. If positive results are obtained for any drug banned by the NCAA, the Athletics Director, Compliance Officer, Head Athletic Trainer, and Head Coach are notified. This drug test is subject to the regular Athletic Department Drug Education and Testing Policy in addition to sanctions imposed by the NCAA. All student-athletes found to be positive for a banned substance are subject to loss of eligibility consistent with existing policies, as designated in NCAA Bylaw 18.4.1.5, and additional testing.

#### **SWOSU Drug Testing**

The SWOSU Department of Athletics, through the use of an independent private testing firm, shall, from time to time, test members of all athletic teams for the presence of banned drugs. All test results will be reported to the Director of Athletics and/or Director for Sports Medicine. The Director of Athletics and/or Director for Sports Medicine will notify the Head Coach of the sport in which the team member participates of any test with a positive result. *Southwestern Oklahoma State University Department of Athletics reserves the right to test a student-athlete on the suspicion of banned substance use.*

## **Methods of Selecting Student-Athletes**

Student-athletes selected for drug testing will be notified no more than 24 hours prior to testing. Student-athletes will be notified either by a telephone call or through direct contact from the Head Athletic Trainer or his/her designee. Specimen collection for testing will be conducted according to Drug Free Sport's collection guidelines. (See Attached Form)

- **Random Selection** – Members of all SWOSU Athletic teams are subject to being randomly selected for Drug Testing through use of a computerized random selection process.
  
- **Reasonable Suspicion Screening** - A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption). (See Reasonable Suspicion Reporting Form.)
  
- **Post-season/Championship Screening** - Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.
  
- **Re-entry Testing** - A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.
  
- **Follow-up Testing** - A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

- Pre-season Screening - Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition

### **Drugs to be Tested**

The testing list is comprised of drugs generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete as set forth. The list specifically includes psychomotor stimulants, central nervous system stimulants, anabolic steroids, street drugs, diuretics, as well as other drugs. (See NCAA Banned Drugs List.)

### **Disciplinary Action for Violation**

If Southwestern Oklahoma State University tests you for the banned drugs list and you test positive, the following procedures will be implemented.

### **Effects of Positive Test Results**

A positive test result as determined by the testing agency shall constitute a violation of this policy. Failure to comply with the treatment requirements may also be considered a violation of this Policy.

### **First Violation**

- Notification of a positive test will be given to the Head Athletic Trainer, the Director of Athletics, the student athlete's Head Coach, the team Physician for the purpose of securing additional assistance if necessary, and the student athlete's parents/guardian may be notified if deemed necessary by the Director of Athletics or his/her designee.
- The student athlete will be referred to Southwestern Oklahoma State University's Health and Counseling Center for evaluation and counseling services. The University's counselor will be responsible for determining the number of counseling sessions necessary.
- The student athlete will be subject to unlimited random drug testing for one year from the date of a positive test.
- The student athlete's Head Coach has the option to impose additional sanctions including, but not limited to, indefinite suspension, community service hours, revoking team privileges and travel, and/or termination of some or all athletics financial aid.
- Failure by the student-athlete to comply with the terms and conditions stated in the notice shall constitute a separate and distinct violation of the policy with the consequences as set forth for a second violation.

### **Second Violation**

- The student athlete will be suspended from all team activities for seven (7) days from the date of notification of a positive test.
- The student athlete will be subject to unlimited random drug testing for one year from the date of a positive test.

### **Third Violation**

- The third violation of the policy, at any time while enrolled as a student-athlete at Southwestern Oklahoma State University shall result in the expulsion of the student-athlete from the athletic program.
- The student-athlete's financial aid for the remainder of the academic year or the renewal of financial aid from any ensuing academic year may be revoked.
- If the person who receives a third positive violation is living in athletic provided housing, he or she may be removed from housing.

### **Attempts to Falsify Test**

Attempting to falsify drug test will be treated as a serious offense and will not be tolerated. If a student athlete is found to have tampered or attempts to alter the testing process, it will be considered a positive test and will be subject to penalties associated with a second violation.

### **Failure to Appear/Refusal of Test**

Failure to appear for a test or refusal to take a test shall be treated as a violation of the policy unless a valid verifiable excuse can be submitted.

### **Voluntary Evaluation (“Safe Harbor Program”)**

1. Self-Referral: A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the athletic department of Southwestern Oklahoma State University by voluntarily disclosing his or her use. A student eligible for the Safe Harbor Program may refer himself or herself to the Safe Harbor Program for voluntary evaluation and counseling. If the student-athlete seeks assistance prior to being identified as having violated this policy or prior to being notified that he or she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition.

2. Treatment Plan: Southwestern Oklahoma State University Athletic Department will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student tests positive in a subsequent test or the student fails to comply with the treatment plan. (The team physician may suspend the student from play or practice, if medically indicated.) A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed 30 days, as determined by the treatment plan.

3. Removal from the Safe Harbor Program: Failing to complete the treatment recommended by the counselor, having a positive test for any banned substance after entering the Safe Harbor Program, or having a positive result on a reentry test will be deemed a Second Positive Result under this policy.

4. Safe Harbor Protection: While in compliance with the Safe Harbor Program treatment plan, the student will not be included in the list of students eligible for random drug testing by Southwestern Oklahoma State University Athletic Department. Students in the Safe Harbor Program, however, may be selected for drug testing by the NCAA or other organizations.

5. Confidentiality of the Safe Harbor Program: The Athletic Director, the Head Athletic Trainer, and Head Coach of the student-athlete’s sport will be informed of the student’s participation in the Safe Harbor Program. The team physician assigned to that sport may also be notified, if medically appropriate. The assistant coach(es) may also be informed at the discretion of the head coach. The student-athlete’s parents/guardians may also be notified if deemed necessary. Other university employees may be informed only to the extent necessary for the implementation of this policy.

***Note: These are Southwestern Oklahoma State University Department of Athletics policies. Student-athletes may also be subject to additional disciplinary action deemed necessary by the Head Coaches consistent with their team policies.***

### **Appeal Process**

Student-athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete’s request for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by Southwestern Oklahoma State University to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics or his/her designee. The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

### **Use of Supplements**

It is to be noted that the Southwestern Oklahoma State University Athletics Department does not condone the use of dietary supplements. The NCAA stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.

Student-athletes should bring all supplement products to the designated athletics staff before using, and then checking all supplements through the Resource Exchange Center, REC, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances. (See Head Athletic Trainer for Supplemental Disclosure and Review Form.)

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under your drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete's own risk.

To access the REC, call toll free 1-877-202-0769 or go to [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec), select NCAA, and insert password ncaa1, ncaa2, or ncaa3 (depending on your divisional affiliation). Right on the home page you can select "Ask about Dietary Supplements" or go to the "Prescription/Over-the-Counter Drug Search". It's as easy as 1, 2, or 3.

By signing the Policy Consent Form, the student-athlete:

1. Acknowledges that he/she understands that they are to disclose all dietary supplements used to the head athletic trainer;
2. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;
3. Fully accepts that they have been made aware of the Southwestern Oklahoma State University and the National Collegiate Athletic Association (NCAA) policies with regard to the use of dietary supplements;
4. Accepts any and all liability if they have in the past used, continue to use, and/or use at any time in the future, dietary supplements in any form; and releases the Southwestern Oklahoma State University, its agents, and all personnel of any and all responsibility and liability related to such use.



## **2016-17 NCAA Banned Drugs**

### **ATTACHMENT**

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance.**

#### **The NCAA Bans the Following Classes of Drugs:**

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and
8. Beta-2 Agonists.

**Note: Any substance chemically related to these classes is also banned.**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

#### **Drugs and Procedures Subject to Restrictions:**

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

#### **NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.**

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. **Any product containing a dietary supplement ingredient is taken at your own risk. Check with your athletics department staff prior to using a supplement.**

## Examples of NCAA Banned Substances in Each Drug Class

**Note to Student-Athletes: There is NO complete list of banned substances.**

**Do not rely on this list to rule out any label ingredient.**

**1. Stimulants:** Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine (DMAA); methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); octopamine; DMBA; phenethylamines (PEAs); etc. *Exceptions:* phenylephrine and pseudoephedrine are not banned.

**2. Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.

**3. Alcohol and Beta Blockers** (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**4. Diuretics** (water pills) **and Other Masking Agents:** Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**5. Street Drugs:** Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).

**6. Peptide Hormones and Analogues:** Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

**7. Anti-Estrogens:** Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3, 5-dien-7, 17-dione), etc.

**8. Beta-2 Agonists:** Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

**Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the **Resource Exchange Center (REC)** at 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password: ncaa1, ncaa2 or ncaa3.

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance.**

# Southwestern Oklahoma State University Department of Athletics Drug Testing Reasonable Suspicion Reporting Form

I, \_\_\_\_\_, under the reasonable suspicion clause that is  
Staff Name

outlined in the Southwestern Oklahoma State University Drug Education and Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant \_\_\_\_\_ be referred to the Director of Athletics or Student-Athlete

his/her designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past \_\_\_\_\_ hours and/or \_\_\_\_\_ days.

**Please check below all that apply:**

**The Student-Athlete has shown:**

- \_\_\_\_\_ irritability \_\_\_\_\_ physical outburst (e.g. throwing equipment)
- \_\_\_\_\_ loss of temper \_\_\_\_\_ emotional outburst (e.g. crying)
- \_\_\_\_\_ poor motivation \_\_\_\_\_ weight gain
- \_\_\_\_\_ failure to follow directions \_\_\_\_\_ weight loss
- \_\_\_\_\_ verbal outburst (e.g. to faculty, staff, \_\_\_\_\_ sloppy hygiene and/or appearance teammates)

**The Student-Athlete has been:**

- \_\_\_\_\_ late for practice \_\_\_\_\_ staying up too late
- \_\_\_\_\_ late for class \_\_\_\_\_ missing appointments
- \_\_\_\_\_ not attending class \_\_\_\_\_ missing/skipping meals
- \_\_\_\_\_ receiving poor grades

**The Student-Athlete has demonstrated the following:**

- \_\_\_\_\_ dilated pupils \_\_\_\_\_ over stimulated or "hyper"
- \_\_\_\_\_ constricted pupils \_\_\_\_\_ excessive talking
- \_\_\_\_\_ red eyes \_\_\_\_\_ withdrawn and/or less communicative
- \_\_\_\_\_ smell of alcohol on the breath \_\_\_\_\_ periods of memory loss
- \_\_\_\_\_ smell of marijuana \_\_\_\_\_ slurred speech
- \_\_\_\_\_ staggering or difficulty and red nose \_\_\_\_\_ recurrent motor vehicle accidents and/or
- \_\_\_\_\_ recurrent bouts with a cold or the flu violations (provide dates \_\_\_\_\_)
- (provide dates \_\_\_\_\_) \_\_\_\_\_ recurrent violations of Student Code of Conduct policy

**Other specific objective findings include:**

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**Signatures:**

\_\_\_\_\_  
Name of Staff

\_\_\_\_\_  
Signature of Staff Date

**Reviewed By:**

\_\_\_\_\_  
Director of Athletics/Designee Date

## **College/University:**

### **Urine Collection Guidelines for Clients**

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).

19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY  
DEPARTMENT OF ATHLETICS**

**Drug Testing and Education Program  
Consent and Authorization Agreement**

By my signature below, I acknowledge that I have been provided with a copy of the Southwestern Oklahoma State University Drug Testing and Education Program Policy. For and in consideration of my being permitted to participate in the intercollegiate athletics program at Southwestern Oklahoma State University, I hereby agree to abide by the principles and conditions of the drug testing program that has been adopted by SWOSU's Athletic Department.

As a participant in the intercollegiate athletics program, I agree to cooperate with the personnel of the Athletic Department in the collection of urine specimens at such time or times as may be determined by the Athletic Department and I understand that such specimens will be tested for the presence of certain mood-altering substances and performance enhancer. I specifically consent to have my urine collected and tested for such mood-altering substances and performance enhancers pursuant to such program. I understand that under state law (63 O.S. Sec. 7002) it is a crime to substitute, spike, or adulterate a urine specimen with the intent to defraud or cause deceitful results in a urine screening test.

I further agree that SWOSU may, in its sole discretion, determine what tests are to be conducted upon my urine specimen, the substances to be tested for and the person or persons to perform the appropriate testing procedures. The results of such test may be provided to such University personnel or consultants as selected by the University for interpretation and evaluation and I hereby consent to University release of the test results of my urine specimen, along with any medical report, evaluation, opinion and recommendation to my parents, spouse, or legal guardian, the Director of Athletics, the Head Athletic Trainer, and the Head Coach of the sport(s) in which I may be a participant. My execution of this form shall be a consent for the release of such information under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A Sec. 1232g), and I further hereby release SWOSU, Regents of the Regional University System of Oklahoma, and the University's and Regents' officers, employees and agents from any and all liability for all damages that may result from the authorized release of such information or records.

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Signature of Student-Athlete Date

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Signature of Parent/Guardian (if under 18) Date