



2020 BIENNIAL REVIEW

**DRUG-FREE SCHOOLS AND CAMPUSES ACT
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**

Table of Contents

2020 BIENNIAL REVIEW	4
DRUG-FREE SCHOOLS AND CAMPUSES ACT	4
INTRODUCTION.....	4
BIENNIAL REVIEW PROCESS.....	4
DESCRIPTION OF ALCOHOL AND DRUG PROGRAMS AND SERVICES.....	4
Drug-Free Workplace and Schools.....	4
Employee Drug and Alcohol Programs	5
Student Policies.....	6
CAMPUS PREVENTION ACTIVITIES.....	7
PROGRAM ACTIVITIES INVENTORY	7
UNIVERSITY SANCTIONS	9
UNIVERSITY IMPLEMENTATION OF SANCTIONS.....	12
ASSESSMENT/DATA COLLECTION/REVIEW.....	14
UNIVERSITY ACTION PLAN	14
Establishment of an Executive Compliance Committee	14
Development of SWOSU website to include consumer information	14
Consistency of sanctions.....	14
High Traffic Areas.....	14
Revise the First Year Experience Course.....	15
Seek student input on drug and alcohol-free campaigns.	15
Provide alcohol and other drug prevention information on monitors in the Student Union and/or other high-traffic areas.	Error! Bookmark not defined.
Track dates and locations of informative story-board displays.....	15
Strengthen AOD prevention information and activities on the Sayre campus.	15
Add a Sayre representative on the Biennial Review Committee.....	15
BIENNIAL REVIEW COMMITTEE	16
EXECUTIVE COMPLIANCE COMMITTEE.....	16
POLICIES AND PROCEDURES FOR DISTRIBUTION AND SUBSEQUENT REVIEWS.....	16
BIENNIAL REVIEW CERTIFICATION	18
APPENDIX A.....	19
SWOSU Drug-Free Schools/Communities Policy Statement	19

Appendix B22
SWOSU Student Notification22
SWOSU Drug-Free Schools/Communities Policy Statement23
Health Risks.....26
Appendix C27
DEA Resource Guide27
Health Risks.....27
Legal Sanctions.....27



2020 BIENNIAL REVIEW DRUG-FREE SCHOOLS AND CAMPUSES ACT

Southwestern Oklahoma State University

INTRODUCTION

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

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

BIENNIAL REVIEW PROCESS

The biennial review process includes 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 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.

Employee Drug and Alcohol Programs

SWOSU provides access to 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 preauthorization 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 Service (EAP)
580-774-3776

After hours - SWOSU Department of Public Safety
580-774-3111

National Institute on Drug Abuse
1-800-662-HELP

National Alcohol & Drug Abuse Hotline
1-800-234-0420

Reach-Out Hotline
1-800-522-9054

Other resources include:

Celebrate Recovery, Weatherford First Baptist Church
580-772-2771

Alcoholics Anonymous Referral Service
1-800-711-6375

Narcotics Anonymous Referral Service
1-800-711-6375

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.

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.

Medical Marijuana

In June 2018, State Question 788 was approved by the voters of Oklahoma and became law. The state question legalized medical marijuana in the state. Despite the passage of this initiative, it is important to know that the use, possession, sale or distribution of marijuana (including medical marijuana and products containing marijuana) on any SWOSU owned/controlled property or event is illegal and against SWOSU conduct

guidelines. Additionally, it is prohibited to attend class or work impaired or under the influence of a prohibited substance. Violations of these laws and policies may result in disciplinary action.

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

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, 2019).

PROGRAM ACTIVITIES INVENTORY

Department	Activity	Effectiveness	Details
Athletics	Random & selective NCAA/SWOSU drug testing.	1	Provides an avenue to enforce campus rules, NCAA regulations, and local, state, federal laws.
	University sponsored sporting events on campus.	1	Social, recreational, extra-curricular options that do not include alcohol and other drugs.
	Drug-free education for athletes, provided through guest speakers, pamphlets, and posters.	2	Social and residential environment that supports health-prompting norms.
Campus Police	SWOSUConnect alcohol education classes	1	Decrease in number of on-campus DUIs & alcohol offenses.
	Increase patrols via bicycle program.	1	Mobility, visibility, & detectability increase when the bikes are utilized.
	DUI goggle workshops	1	When student groups request extra alcohol awareness demonstrations with the DUI goggles, we increase awareness of the dangers & consequences of illegal alcohol use.
Dean of Students & Student Activities	Application for approval of student organization activities.	1	Includes statement, “No one is permitted to bring alcoholic beverages on campus...all SWOSU events are alcohol and drug free.” 933 activities in 2018-19 & 873 events in 2019-20

Department	Activity	Effectiveness	Details
			conducted. Applications now easier to access online.
	Campus Safety Month	1	During September, story boards were set up by the DOS office in high traffic areas on campus. Information on sexual assault & strategies to avoid harmful behavior. Story boards placed in library, student union, gym, and Wellness Center.
	Safe Spring Break Week	1	The three days prior to Spring Break, the office tabled for four hours outside the Student Union. Gave out “koozies” with tips & information on prevention efforts to curb misuse and abuse.
Health & Counseling Services	Individual and group counseling sessions by Licensed Professional Counselor (LPC)	1	Promote healthy lifestyles, reduce stress, increase persistence & retention of students.
	Group Contingency Management (CM) counseling sessions	1	Group therapy provides both challenges & support by peers & encourages students to abstain from drug use & engage in healthy behaviors.
	Referrals to licensed alcohol and drug counselor (LADC)	1	Contracting with LADC to properly assess and provide long-term, ongoing treatment to students for substance abuse.
Human Resources	Employee Assistance Plan	2	Benefit for employees and their dependents. Up to 3 sessions per calendar year. Employees choose from a list of counselors provided by the University or they can schedule on their own. All EAP sessions have been moved off-campus. SWOSU continues to provide time off work for those attending EAP sessions.
	New Hire Information	2	All new faculty, staff, administration, and students receive a copy of the Drug Free Workplace pamphlet when completing new hire paperwork. This pamphlet provides new employees with information specific to certain substance, sanctions, policy & hotline

Department	Activity	Effectiveness	Details
			numbers. This message is reaffirmed at New Employee Orientation.
New Student Orientation	Required drug- and alcohol-free university sponsored activities	1	On-campus programming awareness for freshmen students.
	AOD awareness module in Freshmen Orientation, taught by SWOSU police.	1	Informative session, followed by written reflection on Canvas discussion board.
	Student handbook review during Freshmen Orientation course.	2	Provides students with additional information on campus policies.
Residence Life	Back-to-School Block Party.	1	Set a standard for drug & alcohol free events. 500+ students attended.
	Residence Life staff training.	2	Extensive training on all campus policies and procedures regarding drug and alcohol usage in the halls.
	Judicial Board	1	J-Board adjudicates the majority of incidents occurring in residential facilities. Referrals made to Dean of Students or Campus Police.
Sayre Campus	Red Ribbon Awareness Week.	2	SGA presented to the student body the hazards of drug and alcohol abuse. Literature distributed to student body in several areas for easy access.
	New Student Orientation and Freshmen Orientation course information regarding AOD and medical marijuana.	1	Provides students with additional information on campus policies.

UNIVERSITY SANCTIONS

Under Federal Regulations, the University must impose sanctions for violations of its Drug-Free School Policy. The University sanctions include, but are not limited to reprimand, restriction of activities, conduct probation, administrative leave, and termination of employment.

Administrative sanctions shall be imposed immediately or within 30 days of notification or awareness of the employee's workplace related criminal drug statute conviction. The University may require the completion of an approved rehabilitation program at the employee's or student's expense. All disciplinary action will be taken in accordance with the applicable policies.

Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol (see *Drug-Free*

Schools/Workplace Policy Statement. which includes detailed description of local, state, and federal laws).

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 educational expectation.
 - c. Conduct Probation: Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.
 - d. Temporary Suspension:
 - i. The Investigator may impose a university or university housing temporary suspension prior to the student conduct conference.
 - ii. Temporary suspension may be imposed only:
 1. ensure the safety and well-being of members of the university community or preservation of university property;
 2. To ensure the student's own physical or emotional safety and well-being; and/or
 3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.
 - iii. 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 Investigator may determine to be appropriate.
 - iv. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.
 - v. 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 suspension 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 Registrar. 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 Registrar.
 - 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.
2. 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.
 3. 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.
 4. Campus Police enforces all state and federal laws concerning illegal drugs. Anyone in possession of, using, or selling drugs, will be apprehended. Students may additionally be charged under any existing university student disciplinary code.
-

UNIVERSITY IMPLEMENTATION OF SANCTIONS

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

Violation Type	Total Number of Incidents 2018-2019 2019-2020	Sanctions	Effectiveness	Details
Athletics				
Drug violations by athletes	21	One-week suspension from team activities, completed Counseling Center intake information, completed drug education course, subject to retesting throughout year.	1	19 successful completions.
Repeat drug violations by athletes	5	4 suspended from team indefinitely. Reinstatement possible only by permission from athletic director and head coach. 1 permanently suspended due to third offense.	2	5 repeat offenses over two-year period.
NCAA supplement/drug violations	3	Serving 1-year suspension from NCAA competitions	1	Random selection of student athletes by the NCAA/Drug Free Sports
Dean of Students				
Alcohol related violation	16	Personal probation, written warning, conduct probation, letter of	1	No repeat violations

Violation Type	Total Number of Incidents 2018-2019 2019-2020	Sanctions	Effectiveness	Details
		apology to Residence Life.		
Marijuana related violation	13	Personal probation, written warning.	1	No repeat violations
Underage drinking	5	Personal probation, written warning.	1	No repeat violations
Residence Life				
Alcohol violations	7	Written report and 1 mandatory counseling session.	1	No repeat offenders
Marijuana violations	3	Students removed from housing	1	Issue resolved
Drug paraphernalia violations	2	Students placed on probation by housing coordinators. 2 nd offense would result in removal from residence halls.	1	No repeat offenders
Sayre Campus				
No violations	n/a	n/a	n/a	n/a
Human Resources				
No violations to report	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, New Student Orientation, 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 up to 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.

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

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

Track dates and locations of informative story-board displays.

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

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

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: Implement Fall 2020

BIENNIAL REVIEW COMMITTEE

Dr. Ruth Boyd, Vice President for Student Affairs
 Mr. David Misak, Assistant Vice President for Human Resources
 Mr. Joshua Engle, Dean of Students
 Chief Kendra Brown, Campus Chief of Police
 Mr. Todd Helton, Interim Athletic Director & Director for Compliance
 Mr. Chad Martin, Director, Residence Life
 Ms. Susan Ellis, Director, Counseling Services
 Ms. Taler Alexander, Coordinator, Orientation Services

EXECUTIVE COMPLIANCE COMMITTEE

Dr. James South, Provost and Vice President for Academic Affairs
 Ms. Brenda Burgess, Vice President for Administration and Finance
 Mr. Brian Adler, Vice President for Public Relations and Marketing
 Dr. Ruth Boyd, Vice President for Student Affairs
 Mr. David Misak, Assistant Vice President for Human Resources
 Dr. Joel Kendall, Associate Provost

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 School and Workplace biennial review will be completed by November 1st of each even numbered year for the previous September through August two-year period. The Vice President for Student Affairs will coordinate and compile all materials and summary of the Biennial Review.

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

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

Certification:

Randy Beutler, President
Southwestern Oklahoma State University

Date: 7-2-2020

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

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

Purpose:

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

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

General Policy Statement: The unlawful possession, use or distribution of an illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy. Employees are required to notify SWOSU Human Resources of any state or federal drug statute conviction for a violation occurring on SWOSU campus no later than five (5) days after conviction. Students are required to notify the Dean of Students within the same time frame.

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

University Sanctions:

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

Students: 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 educational expectation.
 - c. **Conduct Probation:** Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.
 - d. **Temporary Suspension:**
 - i. The Investigator may impose a university or university housing temporary suspension prior to the student conduct conference.
 - ii. Temporary suspension may be imposed only:
 1. ensure the safety and well-being of members of the university community or preservation of university property;
 2. To ensure the student's own physical or emotional safety and well-being; and/or
 3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.
 - iii. 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 Investigator may determine to be appropriate.
 - iv. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.
 - v. 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 suspension 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 Registrar. 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 Registrar.

- 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.

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

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

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

Legal Sanctions:

- a. Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol. As an example of a civil penalty, 70 O.S. Section 624 provides that student loans, grants, fellowships, teaching fellowships, or other means of financial assistance may be revoked or terminated for the unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use or administering of narcotic drugs, marijuana, barbiturates, or stimulants. The cities of Weatherford and Sayre follow state and federal guidelines.
-

Appendix B

SWOSU Student Notification

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

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

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

The full text of the Weatherford campus report is available [online](#). The full text of the Sayre campus report is also available [online](#).

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

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

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

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

The Southwestern Oklahoma State University will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the Office of Human Resources.

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

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

SWOSU's policy on drug-free workplace and schools may be found [online](#).

SWOSU Drug-Free Schools/Communities Policy Statement

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

Purpose:

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

1. The annual distribution to each employee, in writing, and to each student who is taking one or more classes for any type of academic credit for continuing education units, regardless of the length of the student's program of study, of
 - (f) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - (g) A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - (h) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
-

- (i) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - (j) A clear statement that Southwestern Oklahoma State University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including, expulsion or termination of employment and referral for prosecution, for violations standards of conduct required by paragraph (a)(1) for this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the institution of its program to:
- (c) Determine its effectiveness and implement changes to the program if they are needed; and
 - (d) Ensure that the disciplinary sanctions described are consistently enforced.
-

General Policy Statement: The unlawful possession, use or distribution of an illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy. Employees are required to notify SWOSU Human Resources of any state or federal drug statute conviction for a violation occurring on SWOSU campus no later than five (5) days after conviction. Students are required to notify the Dean of Students within the same time frame.

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

University Sanctions:

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

Students: 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 educational expectation.
 - c. **Conduct Probation:** Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.
 - d. **Temporary Suspension:**
 - i. The Investigator may impose a university or university housing temporary suspension prior to the student conduct conference.
 - ii. Temporary suspension may be imposed only:
 - 1. ensure the safety and well-being of members of the university community or preservation of university property;
 - 2. To ensure the student’s own physical or emotional safety and well-being; and/or
-

3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.
 - iii. 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 Investigator may determine to be appropriate.
 - iv. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.
 - v. 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 suspension 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 Registrar. 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 Registrar.
- 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.

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

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

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

Legal Sanctions:

Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol. As an example of a civil penalty, 70 O.S. Section 624 provides that student loans, grants, fellowships, teaching fellowships, or other means of financial assistance may be revoked or terminated for the unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use or administering of narcotic drugs, marijuana, barbiturates, or stimulants. The cities of Weatherford and Sayre follow state and federal guidelines.

Health Risks

Alcohol and other drug use represents serious threats to health and the quality of life. Alcohol and other drug use increases the risk of accidents, birth defects, HIV/AIDS, and other disease. Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most illicit drugs, it is probable that users will develop psychological and physical dependence. Further information may be found at the Drug Enforcement Administration's [website](#).

University Drug and Alcohol Programs

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

SWOSU Counseling Service (EAP): 580-774-3776

After hours - SWOSU Department of Public Safety: 580-774-3111

National Institute on Drug Abuse: 1-800-662-HELP

National Alcohol & Drug Abuse Hotline: 1-800-234-0420

Reach-Out Hotline: 1-800-522-9054

Other resources include:

Celebrate Recovery, Weatherford First Baptist Church: 580-772-2771

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

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

Appendix C

DEA Resource Guide

Education plays a critical role in preventing substance abuse. *Drugs of Abuse*, A DEA Resource Guide, is designed to be a reliable resource on the most commonly abused and misused drugs in the United States. This comprehensive guide provides important information about the harms and consequences of drug use by describing a drug's effect on the body and mind, overdose potential, origin, legal status, and other key facts. *Drugs of Abuse* also offers a list of additional drug education and prevention resources, including the DEA [website for teenagers](#), the DEA website for [parents, educators, and caregivers](#), and at [operation prevention](#).

U.S. Department of Justice, Drug Enforcement Administration. (2017). *Drugs of abuse: A DEA resource guide*. Retrieved [online](#).

Health Risks

Alcohol and other drug use represents serious threats to health and the quality of life. Alcohol and other drug use increases the risk of accidents, birth defects, HIV/AIDS, and other disease. Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most illicit drugs, it is probable that users will develop psychological and physical dependence. Further information may be found at the Drug Enforcement Administration's [website](#).

Legal Sanctions

Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol. As an example of a civil penalty, 70 O.S. Section 624 provides that student loans, grants, fellowships, teaching fellowships, or other means of financial assistance may be revoked or terminated for the unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use or administering of narcotic drugs, marijuana, barbiturates, or stimulants. The cities of Weatherford and Sayre follow state and federal guidelines. The [Oklahoma Drug Statutes Chart](#) outlines specific penalties.
