

BIENNIAL REPORT – DRUG-FREE SCHOOLS AND COMMUNITIES ACT  
Period of Review: June 2016 – January 2018

February 20, 2018

Owens Community College has conducted a Biennial Review of its Drug and Alcohol Abuse Prevention Program “DAAPP.” The period of review is June, 2016 through January, 2018. The review concluded on February 7, 2018.

The Biennial Review Report will be maintained by the Vice President of Enrollment Management and Student Services.

Approved:



Steve Robinson, Ph.D.

2/20/2018  
Date

Owens Community College  
Biennial Review Report  
Of  
Institutional Compliance  
Drug-Free Schools and Communities Act  
[EDGAR Part 86]

Period of Review: June 2016-January 2018

February 7, 2018

BIENNIAL REPORT – DRUG-FREE SCHOOLS AND COMMUNITIES ACT  
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**GENERAL STATEMENT**

The Drug-Free Schools and Communities Act amendments of 1989 require that as a condition of receiving funds, or any other form of financial assistance under any federal program, Owens Community College and sites must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Owens Community College is unequivocally opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol. The policy and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available. Owens Community College conducts a biennial review in all even years.

**BIENNIAL REVIEW PROCESS**

This Biennial Review was initiated in January, 2018 through the Program Review Report disseminated by the U.S. Department of Education. A Biennial Review Committee is established with representatives from key campus departments:

- Adrian Baney .....Counseling Services
- Amy Girodano .....Vice President, Enrollment Management and Student Services
- Andrea Morrow .....Financial Aid
- Danielle Filipchuk ..... Student Life and Title IX
- Linda Wirick .....Legal Services
- Lisa Nagel, J.D ..... Vice President, Administration
- Scott Steinke .....Public Safety/Chief of Police
- Traci Kish .....Human Resources

The Biennial Review process was concluded in February 2018. Data for the review was collected from employee and student policies, departmental records, and college websites. The information was then assessed by the committee members, both individually and as a group during a scheduled meeting.

**ALCOHOL AND OTHER DRUG ARRESTS**

The chart below shows Owens Community College’s number of alcohol and other drug arrests and referrals for disciplinary action as reported in the Owens Community College 2017 Jeanne Clery Annual Security Report. This data consolidates statistics from pp. 38 – 40 of the Report, which can be accessed at <https://www.owens.edu/dps/annual-report.pdf>.

Toledo Campus

Arrests & Referrals	On-Campus			Non-Campus			Public Areas			Total
	2014	2015	2016	2014	2015	2016	2014	2015	2016	
Liquor Law Arrests	0	0	0	0	0	0	0	1	0	1
Liquor Law Referrals	0	0	0	0	0	0	0	1	0	1
Drug Abuse Arrests	1	2	0	0	0	0	0	1	0	4
Drug Abuse Referrals	5	0	0	0	0	0	0	0	0	5

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Findlay Campus

Arrests & Referrals	On-Campus			Non-Campus			Public Areas			Total
	2014	2015	2016	2014	2015	2016	2014	2015	2016	
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0	0	0	0

Learning Center Downtown

Arrests & Referrals	On-Campus			Non-Campus			Public Areas			Total
	2014	2015	2016	2014	2015	2016	2014	2015	2016	
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0	0	0	0

## POLICIES

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (EDGAR Part 86 TITLE 34 – EDUCATION, PART 86\_DRUG AND ALCOHOL ABUSE PREVENTION) note that all colleges and universities are required to sign a certification to assure the federal government that they are doing their part to fight drugs and alcohol. Owens Community College values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning illegal drugs. In this effort of compliance and support, Owens Community College has developed and implemented a Campus Drug-Free Program and has adopted a Drug free school and alcohol prevention policy. The College acknowledges that substance abuse is a serious, yet treatable condition that affects the productive lives of students and employees. Furthermore, the College pledges to work collaboratively with programs designed to reduce and eradicate the abuse of alcohol and drugs.

**Student Policy:** Owens Community College is a drug free institution. Students who unlawfully possess, use, manufacture, distribute, and/or dispense a controlled substance on college-owned or college-controlled property will have appropriate sanctions imposed. This may include disciplinary or remedial action, expulsion and/or referral for prosecution under applicable local, state, or federal laws. Students are notified of the Student Code of Conduct on the 14<sup>th</sup> day of each semester via email.

**(A) 3358:11 – 3 – 01 Drug free school and alcohol prevention policy**

[https://www.owens.edu/trustees/board\\_policies/11-3-01.pdf](https://www.owens.edu/trustees/board_policies/11-3-01.pdf)

The Student Code of Conduct is found on the College website. The Code, updated bi-annually, is available to all new and returning students electronically.

**(B) 3358:11 – 3 – 11 Student conduct policy and Student Code of Conduct Handbook**

[https://www.owens.edu/trustees/board\\_policies/11-3-11.pdf](https://www.owens.edu/trustees/board_policies/11-3-11.pdf)

<https://www.owens.edu/conduct/code.pdf>

**Employee Policy:** Owens Community College is a drug free workplace. Violations of College policy may impose progressive disciplinary action, including suspension or termination.

**(C) 3358:11 – 5 – 12 Drug-free workplace and alcohol prevention policy**

[https://www.owens.edu/trustees/board\\_policies/11-5-12.pdf](https://www.owens.edu/trustees/board_policies/11-5-12.pdf)

Owens Community College adopted a smoke-free and tobacco-free policy effective January 1, 2016 which prohibits smoking and the use of tobacco products on college property owned or controlled by the college. This policy applies to all campuses, employees, students, visitors, and contractors. Owens Community College is dedicated to providing a safe and healthy environment for the entire College community.

**(D) 3358:11 – 4 – 22 Smoke-free and tobacco-free college policy**

[https://www.owens.edu/trustees/board\\_policies/11-4-22.pdf](https://www.owens.edu/trustees/board_policies/11-4-22.pdf)

## PROGRAMMING & RESOURCES

Owens Community College constantly strives to provide the best product, services, and environment for its students and employees. The College is committed to a drug and alcohol-free campus.

The following provides information about Owens Community College departments directly involved in working with students and the programs, and measures implemented throughout the College to prevent the use of alcohol or illicit drugs.

### ATHLETICS

Any student participating in any of the Athletic Programs must sign a statement regarding their awareness of the College's policy regarding the use/misuse of alcohol, tobacco or illicit drugs during any College function or athletic event. All athletes are provided with a Student-Athlete Handbook and are required to participate in the substance abuse awareness program of the Owens Express Athletics Department. The program is designed to meet the specific needs of student-athletes concerning awareness and knowledge of substance abuse.

### COUNSELING SERVICES

The mission of Owens Community College Counseling Services is to foster personal and academic success through offering individualized and comprehensive support for the personal growth and wellness of students. Counseling Services provides free consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources to Owens students. Assistance is offered to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. Counseling Services at the College are confidential as determined by Federal and State Laws, as well as professional codes of ethics. Records of involvement will not be disclosed in any academic or educational file. A student may request in writing release of specific information about services utilized. If it is determined that a student's needs require resources or competencies beyond which Counseling Services can provide, staff will assist student with locating appropriate on or off campus resources. The following resources represent several of the external partners that the counselor may use for referral purposes:

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### **Drug and Alcohol Services**

- Arrowhead Behavioral Health – (800) 547-5695
- Behavioral Connections of Wood County – (419) 352-5387
- Century Health South Campus (Findlay) – (419) 425-5050
- Comprehensive Addiction Services System – (419) 241-8827 – Lucas and Wood County
- Rescue Mental Health and Addiction Services, Contact them 24/7 – (419) 255-9585
- St. Charles Hospital – (419) 696-7523 – Lucas and Wood County
- Substance Abuse Services Inc. – (419) 243-7274, Toledo Hospital – Wood County
- Toledo Hospital - Alcohol & Drug Treatment – (419) 291-2300 – Lucas and Wood County

### **Emergency and Crisis Services**

- Crisis Text Line 741.741  
Free, National, Confidential Crisis Text Line
- Lucas County - Rescue Mental Health Services – (419) 255-9585  
<http://www.rescuemhs.com/adult-services/>
- Wood County - The Link – (419) 352-1545  
[http://www.behavioralconnections.org/poc/view\\_doc.php?type=doc&id=8306](http://www.behavioralconnections.org/poc/view_doc.php?type=doc&id=8306)
- Hancock County - Century Health – (888) 936-7116  
<http://centuryhealth.net/services/crisis-intervention/>
- National Sexual Assault Hotline – (800) 656- HOPE (4673)
- National Suicide Prevention Hotline – (800) 273-TALK (8255)  
<http://www.suicidepreventionlifeline.org/>

### **Online Mental Health Screening and Resources**

- For Veterans: Make the Connection  
<http://maketheconnection.net>
- Guide to College Student Mental Health  
<http://www.learnpsychology.org/wp-content/uploads/2014/05/Guide-to-College-Student-Mental-Health.pdf>
- National Suicide Prevention Hotline 1 (800) 273-TALK (8255)  
<http://www.suicidepreventionlifeline.org/>
- Preventing Sexual Assault on Campus  
<http://www.bestcolleges.com/resources/preventing-sexual-assault/>  
<https://www.owens.edu/itsonus/>
- Screening for Mental Health, Inc.  
<http://www.mentalhealthscreening.org/>
- ULifeline.org  
<http://www.ulifeline.org/>
- Virtual Pamphlet Collection (University of Chicago)  
<http://counseling.uchicago.edu/page/virtual-pamphlet-collection>

### **FINANCIAL AID**

In general, a student who is receiving financial aid and who has a federal or state drug conviction may be disqualified from receiving federal aid. During the application process, the student certifies that he/she is eligible and does not have a drug-related conviction. Any conviction which was reversed, set aside or

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removed from the student's record does not count, nor does one received when the student was a juvenile, unless he/she was tried as an adult. Students who have been convicted of a drug-related offense may complete an acceptable rehabilitation program to reinstate their financial aid eligibility.

### HUMAN RESOURCES

The Office of Human Resources is responsible for the administration of policies and procedures, and services to employees of the college. Communications are distributed to all full- and part-time employees, such as policies and services regarding alcohol and other drug use prevention and treatment options.

**Employee Assistance Program (EAP).** The College offers employee assistance services to regular full-time and part-time Employees, including Adjunct Faculty, and their eligible dependents through LifeWorks, the College's Employee Assistance Program, administered by Unum. Services include, but are not limited to, child and elder care, financial counseling, assistance working through complex, sensitive issues such as; personal or work relationships, depression or grief, or issues surrounding substance abuse, legal consultation, and guidance for work-related conflicts.

### Tobacco Cessation Resources

<https://www.owens.edu/tobaccofree/cessation.html>

- 10 Things You Should Know About Quitting Smoking (Pfizer)  
<https://www.quitterscircle.com>
- Clearing the Air: Quit Smoking Today (National Cancer Institute)  
<http://smokefree.gov/sites/default/files/pdf/clearing-the-air-accessible.pdf>
- How Can I Quit Smoking? (American Heart Association)  
[https://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/downloadable/ucm\\_300457.pdf](https://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/downloadable/ucm_300457.pdf)
- Tips to Quit Smoking (National Heart, Lung, and Blood Institute)  
<https://www.nhlbi.nih.gov/health/educational/healthdisp/pdf/tipsheets/Tips-to-Quit-Smoking.pdf>
- Tobacco / Nicotine Research Report (National Institute on Drug Abuse)  
<https://d14rmgtrwzf5a.cloudfront.net/sites/default/files/tobaccorrsv3.pdf>
- ProMedica Tobacco Treatment Services  
<https://www.promedica.org/Pages/medical-services/tobacco-cessation/default.aspx>
- The Best Quit Smoking Android and iPhone Apps of the Year (Healthline)  
<http://www.healthline.com/health/quit-smoking/top-iphone-android-apps#2>
- BeTobaccoFree.gov  
<http://betobaccofree.hhs.gov/quit-now/>
- Become an EX Smoker  
<https://www.becomeanex.org/>
- Smokefree.gov  
<http://smokefree.gov/>
- American Cancer Society – (800) 227-2345
- American Lung Association: 1-800-LUNG-USA
- National Cancer Institute: 1-877-44U-QUIT (1-877-448-7848)
- Ohio Tobacco Quit Line: 1-800-QUIT-NOW (1-800-784-8669)

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### **PUBLIC SAFETY**

The Department of Public Safety (DPS) is committed to providing a safe environment for the entire College. DPS is staffed with full-time and part-time police officers. College police officers are certified, trained, and sworn through the Ohio Peace Officer Training Council with full law enforcement authority. Each officer receives specialized training to assist in completion of their duties and all officers are trained in CPR and First Aid. The Department of Public Safety can be reached by dialing 7575 from any campus phone or dialing (567) 661-7575 from any non-campus phone.

### **STUDENT CONDUCT**

The goal of the Office of Student Conduct is to foster an environment in and out of the classroom that is conducive to personal and academic success for every student at Owens Community College. The College has established the Student Code of Conduct to communicate its expectations of students as positive members of the College community and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior may not be favorable. Each student and guest at the College is responsible for adhering to the policies in the Student Code of Conduct. The Student Code of Conduct includes the following disciplinary sanctions that may be imposed upon any student found to have violated the Student Code of Conduct:

- **Conversation** – A conversation with the student regarding the violation and steps to prevent a violation from occurring again
- **Warning** – A notice in writing to the student that the student is violating or has violated institutional regulations
- **Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of progressively more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during or after the probationary period
- **Loss of Privileges** – Denial of specified privileges for a designated period of time
- **Restitution** – Compensations for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement
- **Discretionary Sanctions** – Work assignments, essays, service to the College, or other related discretionary assignments
- **College Suspension** – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - Following a suspension, students may request, in writing, readmission to Owens Community College. The written request must be submitted to the Director of Student Conduct and Student Life. To be eligible for readmission, all sanctions and conditions related to the suspension must be completed. After the written request is received, a committee will review the request and meet with the student. As a condition of readmission, a readmission plan may be made. The student will be notified of the decision in writing.
- **College Expulsion** – Permanent separation of the student from the College
- **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation
- **Withholding Degree** – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any

## EFFECTIVENESS AND ANALYSIS

Owens Community College recognizes the difficulty in assessing the outcomes and effectiveness of campus programming. Students often work full time or have family obligations outside of school and do not engage in campus activities. In conclusion, participation in Drug and Alcohol programs varies. Disseminating information about Drug and Alcohol abuse and counseling resources have appeared to have the most impact on students by passive display. The Review Committee will continue to evaluate ways to effectively track how many students are reached regarding drug and alcohol programming and whether the information that is being provided is helpful to the student population and influencing behavior. The opportunity still remains to develop better assessment and evaluation tools to effectively determine how impactful the programming is and to identify areas for additional review and improvement.

The analysis of the College’s policies and procedures concerning alcohol and drug use rests largely with the Offices of Student Life and Human Resources. The Office of Student Life is responsible for gathering reports of conduct violations made by college officials and the Office of Human Resources is responsible for employee conduct violations related to alcohol and drugs.

The Offices of Student Life, and Human Resources summarize sanctions imposed for reported student or employee incidents involving alcohol and drugs that have occurred on campus or as part of Owens activities. For the review period covered by this report, the Office of Student Life reports three student conduct violations related to alcohol or drugs. For the review period covered by this report, the Office of Human Resources reports zero employee conduct violations related to alcohol or drugs.

Counseling Services, in conjunction with the Office of Student Life, offers one alcohol and other drug educational session for serious or repeat incidents to students who have violated the student code of conduct. The session covers information on tobacco, alcohol, inhalants, cannabis, cocaine, depressants, and other drug types. As a part of the psychoeducational session, students discuss their current use and receive treatment recommendations from a licensed counselor. Information is given to each student about local drug and alcohol treatment facilities and how to arrange care, as well as information about the services available at Owens Counseling Services. Other referrals are made as needed/desired.

## EVALUATION

The Review Committee conducted a comprehensive analysis of the alcohol and drug policies, related programs, services and enforcement practices. Campus housing is not available at Owens Community College; therefore, there is a relatively low incidence of alcohol and other controlled substance abuse on the campuses. All departments work collaboratively to ensure that students and employees are provided information and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use. The alcohol and drug prevention program at Owens Community College appears to be effective as evidenced by:

- A strong statement that Owens Community College is an alcohol and drug free environment and that all violations are taken seriously and addressed in accordance with the College policy and local/state/federal laws
- Counseling Services is available to students and offers free confidential counseling. When needed, appropriate referral is suggested
- The College offers employee assistance services to full- and part-time employees and their eligible dependents through the EAP program, LifeWorks

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- After reviewing the DAAPP, a decrease in the number of offenses for 2016 compared to 2014 and 2015 in on campus, non-campus, and in public areas
- After review by the Oversight Committee, employee and student sanctions have been applied consistently
- Analysis of the DAAPP revealed an opportunity to improve communications of the College's DAAPP

### RECOMMENDATIONS

Owens Community College recognizes the importance of a drug and alcohol prevention program and we must continue to develop effective programs and policies to combat this issue. Regarding programming efforts, the Review Committee recommends the following items for further consideration:

- Update existing programs and/or develop new programs to assure institutional compliance
- Create and utilize a Drug and Alcohol Prevention Program website that will house all programs and the Biennial Review Reports
- Counseling Services will create and utilize the Drug and Alcohol Information Overview (Appendix A) and will disperse pamphlets to the College in its entirety (Appendix B)
- Create additional educational opportunities/activities on campus and/or with community partners
- The DAAPP and EAP will be included in the annual healthcare Open Enrollment Notice (Appendices C & D)
- Update the Consumer Information webpage to include links to the DAAPP and the DAAPP Biennial Review Report
- Produce the next Biennial Review Report in compliance with the Drug-Free Schools and Communities Act no later than January 31, 2020
- Increase specialized drug and alcohol abuse awareness programming
- Continue to utilize Maxient for student tracking and reporting drug and alcohol violations and sanctions
  - Create a shared drive to track events, interventions, and activities
- Develop data collections and tracking measures to report program effectiveness
  - Collect data and monitor violations and disciplinary sanctions imposed;
  - Collect data and monitor referrals for counseling or treatment services;
  - Collect data and monitor services provided on campus
- Conduct employee and student surveys to obtain trend data for DAAPP enhancements
- Track employee violations, services, and disciplinary sanctions
- Develop goals and objectives annually to improve effectiveness
- Regularly review for consistency the violation, sanction recommended, and the rationale for the sanction

Owens Community College has developed a comprehensive approach to address alcohol and drug issues on campus. The College will continue to develop, assess, and pursue the best practices for our community to create a safe and healthy learning and working environment for our students and employees.

# APPENDICIES

**Appendix A: Drug and Alcohol Information Overview**

Owens State Community College  
Counseling Services  
Drug and Alcohol Information Overview

The purpose of this form is to provide students with information about the warning signs of dependence/abuse of drugs and alcohol, potential health risks of use, and community resources that are available to help assess and treat drug and alcohol concerns.

**Questions to consider regarding use/abuse:**

- Are you taking in larger amounts of alcohol or drugs over a longer period of time than intended?
  - YES or NO
- Have you had unsuccessful efforts at cutting back?
  - YES or NO
- Do you have to spend time recovering from use, or do you spend time seeking out activities where you can use?
  - YES or NO
- Do you crave alcohol or drugs?
  - YES or NO
- Has your use caused problems in ANY of your relationships?
  - YES or NO
- Have you given up activities that used to be enjoyable so that you can use alcohol or drugs?
  - YES or NO
- Do you have work or school problems or other consequences because of use?
  - YES or NO
- Does it take more now to give you the same effect it used to in lesser quantities?
  - YES or NO

**If you answered yes to any of the above questions,** you may be experiencing addiction to drugs or alcohol. There are community agencies that can help. Please see the list of resources below:

- 211 – Lucas, Wood, Hancock Counties – Referral help for a variety of social services (mental health, drug/alcohol, homelessness, disabilities, employment, and more)
- Rescue Mental Health and Addiction Services – Lucas County – 419.255.3125
- Arrowhead Behavioral Health – Northwest Ohio – 419.891.9333
- Zepf Center – Lucas and Wood Counties – 419.373.6560
- Century Health – Hancock County – 419.425.5050
- Alcoholics Anonymous – 419.380.9862
- Narcotics Anonymous - 1-888-667-0854



## Appendix B: Drug and Alcohol Fact Sheet

### Drug and Alcohol Fact Sheet

#### Tobacco and Nicotine:

- Smokers are more likely than nonsmokers to contract heart disease.
- 30% of cancer deaths are linked to smoking.
- Chronic obstructive lung diseases, like emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers.

#### Alcohol:

*Researchers estimate that every year:*

- 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes.
- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- Roughly 20 percent of college students meet the criteria for Alcohol Use Disorder.
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall.
- Long term or heavy drinking can cause stroke, high blood pressure, alcoholic hepatitis, cirrhosis, and can weaken your immune system.

#### Cannabis (Marijuana):

- *Short-term effects:* altered senses, changes in mood, impaired body movement, difficulty thinking or problem-solving, and impaired memory.
- Physical effects include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.
- *Long-term effects:* lung damage, severe nausea, vomiting, and dehydration.

#### Inhalants:

- Products frequently used as inhalants include solvents, aerosols, gases and nitrites.
- *Short-term effects:* slurred or distorted speech, a lack of coordination, euphoria, and dizziness.
- *Long-term effects:* liver and kidney damage, hearing loss, delayed behavioral development, and brain damage due to cutting off oxygen flow to the brain.
- With repeated usage, inhalants can cause hallucinations or delusions, making users feel less self-conscious and less in control.

#### Cocaine (Crack):

- Physical effects of cocaine use include dilated pupils, nausea, raised body temperature and blood pressure, a faster heartbeat, tremors, and restlessness.
- *Short-term effects:* extreme happiness and energy, mental alertness, hypersensitivity to sight, sound, and touch, irritability, and paranoia in the form of extreme and unreasonable distrust of others.
- *Long-term effects:* loss of sense of smell, nosebleeds, problems swallowing, bowel decay from reduced blood flow, and a higher risk for contracting HIV, hepatitis C, and other blood borne diseases.
- The use of cocaine can cause death by cardiac arrest or respiratory failure.

#### Stimulants (Amphetamines, Methamphetamines):

- *Short-term effects:* increased wakefulness and physical activity, decreased appetite, faster breathing, a rapid or irregular heartbeat, and increased blood pressure and body temperature.

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- *Long term-effects*: extreme weight loss, severe dental problems, intense itching, anxiety, confusion, sleeping problems, and violent behavior.
- Long-term use can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia.

### Depressants (Barbiturates, Tranquilizers, Methaqualone):

- Small amounts will produce calmness and relaxed muscles but larger doses cause slurred speech and altered perception, respiratory depression, coma, or death.
- Combining depressants and alcohol can multiply the effects of both drugs, thereby multiplying the risks.

### Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin):

- Hallucinogens alter perception, thoughts, and feelings and can cause hallucinations.
- *Short-term effects*: increased heart rate, nausea, intensified feelings and sensory experiences and changes in sense of time.
- It is possible for users to also experience dry mouth, loss of appetite, sleep problems, uncoordinated movements, excessive sweating, and panic.
- *Long-term effects*: speech problems, memory loss, anxiety, depression or suicidal thoughts, as well as persistent psychosis and flashbacks.

### Narcotics (Heroin, Methadone, Codeine, Morphine, Opium):

- *Short-term effects*: feeling a rush of euphoria followed by symptoms like dry mouth, warm flushing of the skin, nausea or vomiting, severe itching, and impaired mental functioning.
- *Long-term effects*: insomnia, collapsed veins, constipation and stomach cramping, liver and kidney disease, lung complications, sexual dysfunction for men and irregular menstrual cycles for women.

### Designer Drugs (MDMA, Ecstasy):

- Many designer drugs are related to amphetamine and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain.
- Designer drugs can cause nausea, muscle cramping, involuntary teeth clenching, blurred vision, chills, and sweating
- Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

### Anabolic steroids:

- *Short-term effects*: feelings of extreme and unreasonably paranoia, jealousy and irritability, delusions, and impaired judgment.
- *Long-term effects*: kidney problems or failure, liver damage, and stunted growth.
  - *Long-term use in men*: shrinking testicles, decreased sperm count, baldness, development of breasts, and increased risk for prostate cancer.
  - *Long-term use in women*: growth of facial hair, male-pattern baldness, changes in or stopping of the menstrual cycle, enlarged clitoris, or a deepened voice.
- In some cases, anabolic steroids cause mood swings which can range from angry feelings to behaviors that may lead to violence.

The above facts on drugs and alcohol were gathered from: <https://www.drugabuse.gov/drugs-abuse>

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### **Please see the list of resources below:**

- 211 – Lucas, Wood, Hancock Counties – Referral help for a variety of social services (mental health, drug/alcohol, homelessness, disabilities, employment, and more)
- Rescue Mental Health and Addiction Services – Lucas County – 419.255.3125
- Arrowhead Behavioral Health – Northwest Ohio – 419.891.9333
- Zepf Center – Lucas and Wood Counties – 419.373.6560
- Century Health – Hancock County – 419.425.5050
- Alcoholics Anonymous – 419.380.9862
- Narcotics Anonymous – 1-888-667-0854

Appendix C: EAP pamphlet



## Life's stresses aren't a game

Real solutions are close at hand with the employee assistance program (EAP)

### Help with stress

Among employees who access work-life balance EAP services:<sup>1</sup>

**65%** report reduced stress

**61%** report higher productivity

When you have questions, concerns or emotional issues about your personal or work life, you can count on us to offer help. Unum's work-life balance employee assistance program (EAP) offers unlimited access to Master's-level consultants by telephone, resources and tools online, and up to three face-to-face visits with a consultant for help with a short-term problem.\*

### Help for personal challenges, big and small

Keeping your work and personal life in balance can sometimes be tricky. Stressful situations can affect your health, well-being and ability to focus on what's important. That's when you can pick up the phone and speak confidentially\*\* to a Master's-level consultant who can help you or a family member to:

- **Locate child care and elder care services** and obtain matches to the appropriate provider based on your or your family's preferences and criteria. The consultant will even confirm space availability.
- **Speak with financial experts** by phone regarding issues such as budgeting, controlling debt, teaching children to manage money, investing for college, and preparing for retirement
- **Work through complex, sensitive issues** such as personal or work relationships, depression or grief, or issues surrounding substance abuse
- **Get a referral to a local attorney** for a free, 30-minute in-person or telephonic legal consultation

You'll have access to an attorney for state-specific legal information and services. If you decide to retain the attorney, you may be eligible to receive a 25% discount on additional services.

### You also have unlimited website access at [lifebalance.net](http://lifebalance.net) where you can:

- Read booklets, life articles and guides
- View videos and online seminars, as well as listen to podcasts
- Subscribe to email newsletters
- Find information on parenting, retirement, finances, education and more

BIENNIAL REPORT – DRUG-FREE SCHOOLS AND COMMUNITIES ACT  
Period of Review: June 2016 – January 2018

**Appendix D: Open Enrollment 2018 Notification of EAP**

refer to the following link.

<https://intranet.owens.edu/hr/2018-cdhp-plan-design.pdf>

- Current prescription copays apply for the 2018 plan year. Please see the link below for the 2018 Formulary Drug List.  
<https://intranet.owens.edu/hr/2018-formulary-drug-list.pdf>
- *Please read carefully the following notices: your annual notice for Medicare Part D and your annual HIPAA Notice. Also available, is information on the Marketplace:*  
<https://intranet.owens.edu/hr/medicare-part-d-2018.pdf>  
<https://intranet.owens.edu/hr/marketplace-notice-2018.pdf>  
<https://intranet.owens.edu/hr/hipaa2015.pdf>
- EAP: Employee Assistance Program for employees and their eligible dependents  
<https://intranet.owens.edu/hr/eap-work-life-flyer.pdf>
- DAAPP: Drug And Alcohol Prevention Plan  
Link coming soon!

2

# Owens Community College Drug and Alcohol Abuse Prevention Plan

## **Substance Free Campus and Workplace**

The Drug-Free Schools and Communities Act amendments of 1989 (PL 101-226) require that as a condition of receiving funds, or any other form of financial assistance under any federal program, Owens Community College and sites must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Owens Community College is unequivocally opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol. At a minimum, an institution of higher education must annually distribute the following in writing to all students and employees:

- A written statement about its standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and
- A statement that the institution of higher education will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of such sanctions.

### **I. Standards of Conduct**

Owens Community College adopted a smoke-free and tobacco-free policy effective January 1, 2016 which prohibits the use of smoke and tobacco products on college property owned or controlled by the college. This policy applies to all campuses, employees, students, visitors, and contractors on its property or as part of any of its activities.

**3358:11 – 4 – 22 Smoke-free and tobacco-free college policy**  
[https://www.owens.edu/trustees/board\\_policies/11-4-22.pdf](https://www.owens.edu/trustees/board_policies/11-4-22.pdf)

#### ***A. Employees***

Owens Community College is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to: the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property. If any employee of the college engages in any activities prohibited by this act, that employee will be subject to disciplinary action by the college, which may include termination of employment, and/or referral for prosecution. The College recognizes employee's rights to privacy and other constitutionally guaranteed rights. The Board of Trustees approved policy is available here:

**3358:11 – 5- 12 Drug-free workplace and alcohol prevention policy**  
[https://www.owens.edu/trustees/board\\_policies/11-5-12.pdf](https://www.owens.edu/trustees/board_policies/11-5-12.pdf)

## **B. Students**

Owens Community College is a drug free institution. Students who unlawfully possess, use, manufacture, distribute, and/or dispenses a controlled substance on college-owned or college-controlled property will have appropriate sanctions imposed. This may include disciplinary or remedial action, expulsion and/or referral for prosecution under applicable local, state, or federal laws. The Board of Trustees approved policy is available here:

### **3358:11 – 3 – 01 Drug free school and alcohol prevention policy**

[https://www.owens.edu/trustees/board\\_policies/11-3-01.pdf](https://www.owens.edu/trustees/board_policies/11-3-01.pdf)

The Student Code of Conduct is in the College Catalog and the College Website. The Code, updated bi-annually, is available to all new and returning students electronically.

### **3358:11 – 3 – 11 Student conduct policy and Student Code of Conduct Handbook**

[https://www.owens.edu/trustees/board\\_policies/11-3-11.pdf](https://www.owens.edu/trustees/board_policies/11-3-11.pdf)

<https://www.owens.edu/conduct/code.pdf>

## **II. Health Risks**

The below facts on drugs and alcohol were gathered from: <https://www.drugabuse.gov/drugs-abuse>

### **A. Tobacco and Nicotine**

- Smokers are more likely than nonsmokers to contract heart disease
- 30% of cancer deaths are linked to smoking
- Chronic obstructive lung diseases, like emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers

### **B. Alcohol**

Researchers estimate that every year:

- 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes
- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking
- Roughly 20 percent of college students meet the criteria for Alcohol Use Disorder
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall
- Long term or heavy drinking can cause stroke, high blood pressure, alcoholic hepatitis, cirrhosis, and can weaken your immune system

### **C. Cannabis (Marijuana)**

- Short-term effects:* altered senses, changes in mood, impaired body movement, difficulty thinking or problem-solving, and impaired memory
- Physical effects include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Long-term effects:* lung damage, severe nausea, vomiting, and dehydration

### **D. Inhalants**

- Products frequently used as inhalants include solvents, aerosols, gases and nitrites

- Short-term effects:* slurred or distorted speech, a lack of coordination, euphoria, and dizziness
- Long-term effects:* liver and kidney damage, hearing loss, delayed behavioral development, and brain damage due to cutting off oxygen flow to the brain
- With repeated usage, inhalants can cause hallucinations or delusions, making users feel less self-conscious and less in control

#### **E. Cocaine (Crack)**

- Physical effects of cocaine use include dilated pupils, nausea, raised body temperature and blood pressure, a faster heartbeat, tremors, and restlessness
- Short-term effects:* extreme happiness and energy, mental alertness, hypersensitivity to sight, sound, and touch, irritability, and paranoia in the form of extreme and unreasonable distrust of others
- Long-term effects:* loss of sense of smell, nosebleeds, problems swallowing, bowel decay from reduced blood flow, and a higher risk for contracting HIV, hepatitis C, and other blood borne diseases
- The use of cocaine can cause death by cardiac arrest or respiratory failure

#### **F. Stimulants (Amphetamines, Methamphetamines)**

- Short-term effects:* increased wakefulness and physical activity, decreased appetite, faster breathing, a rapid or irregular heartbeat, and increased blood pressure and body temperature
- Long term-effects:* extreme weight loss, severe dental problems, intense itching, anxiety, confusion, sleeping problems, and violent behavior
- Long-term use can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia

#### **G. Depressants (Barbiturates, Tranquilizers, Methaqualone)**

- Small amounts will produce calmness and relaxed muscles but larger doses cause slurred speech and altered perception, respiratory depression, coma, or death
- Combining depressants and alcohol can multiply the effects of both drugs, thereby multiplying the risks

#### **H. Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin)**

- Hallucinogens alter perception, thoughts, and feelings and can cause hallucinations
- Short-term effects:* increased heart rate, nausea, intensified feelings and sensory experiences and changes in sense of time
- It is possible for users to also experience dry mouth, loss of appetite, sleep problems, uncoordinated movements, excessive sweating, and panic
- Long-term effects:* speech problems, memory loss, anxiety, depression or suicidal thoughts, as well as persistent psychosis and flashbacks

#### **I. Narcotics (Heroin, Methadone, Codeine, Morphine, Opium)**

- Short-term effects:* feeling a rush of euphoria followed by symptoms like dry mouth, warm flushing of the skin, nausea or vomiting, severe itching, and impaired mental functioning
- Long-term effects:* insomnia, collapsed veins, constipation and stomach cramping, liver and kidney disease, lung complications, sexual dysfunction for men and irregular menstrual cycles for women

#### **J. Designer Drugs (MDMA, Ecstasy)**

- Many designer drugs are related to amphetamine and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain
- Designer drugs can cause nausea, muscle cramping, involuntary teeth clenching, blurred vision, chills, and sweating
- Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage

#### **K. Anabolic steroids**

- *Short-term effects:* feelings of extreme and unreasonably paranoia, jealousy and irritability, delusions, and impaired judgment
- *Long-term effects:* kidney problems or failure, liver damage, and stunted growth.
  - *Long-term use in men:* shrinking testicles, decreased sperm count, baldness, development of breasts, and increased risk for prostate cancer.
  - *Long-term use in women:* growth of facial hair, male-pattern baldness, changes in or stopping of the menstrual cycle, enlarged clitoris, or a deepened voice
- In some cases, anabolic steroids cause mood swings which can range from angry feelings to behaviors that may lead to violence

### **III. Drug and Alcohol Programs**

#### **A. Employees**

The College offers employee assistance services to regular full-time and part-time Employees, including Adjunct Faculty, and their eligible dependents through LifeWorks, the College's Employee Assistance Program, administered by Unum. Services include, but are not limited to, child and elder care, financial counseling, assistance working through complex, sensitive issues such as; personal or work relationships, depression or grief, or issues surrounding substance abuse, legal consultation, and guidance for work-related conflicts.

For employees enrolled in the College's medical plan, treatment options, including prescription coverage, may be available.

#### **B. Students**

The College's Counseling Services provides free consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources to Owens students. Assistance is offered to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. Counseling Services at the College are confidential as determined by Federal and State Laws, as well as professional codes of ethics.

If it is determined that a student's needs require resources or competencies beyond which Counseling Services can provide, staff will assist student(s) with locating appropriate on or off campus resources. The following resources represent some of the external partners that the counselor may use for referral purposes:

- 211 – Lucas, Wood, Hancock Counties – Referral help for a variety of social services (mental health, drug/alcohol, homelessness, disabilities, employment, and more)
- Rescue Mental Health and Addiction Services – Lucas County – (419) 255-3125
- Arrowhead Behavioral Health – Northwest Ohio – (419) 891-9333

- Zepf Center – Lucas and Wood Counties – (419) 373-6560
- Century Health – Hancock County – (419) 425-5050
- Alcoholics Anonymous – (419) 380-9862
- Narcotics Anonymous – (888) 667-0854

#### IV. **Legal Sanctions**

Specific Local, State, and Federal laws and sanctions are available below:

##### ***Local***

*Toledo:* [http://library.amlegal.com/nxt/gateway.dll/Ohio/toledo/toledomunicipalcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:toledo\\_oh](http://library.amlegal.com/nxt/gateway.dll/Ohio/toledo/toledomunicipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:toledo_oh)

*Findlay:* <http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHFindlay>

##### ***State***

Chapter 2925: Drug Offenses <http://codes.ohio.gov/orc/2925>

Chapter 3719: Controlled Substances <http://codes.ohio.gov/orc/3719>

Chapter 4301 Liquor Control Laws <http://codes.ohio.gov/orc/4301>

##### ***Federal***

<https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

Legal sanctions that are in violation of local, state, or federal law can include probation, fines, driver's license suspension, participation in substance abuse programs, community service hours, ineligibility to possess a firearm, potential ineligibility to receive federal benefits such as student loans and grants, and/or incarceration. Please refer to the links provided above this section for any updates to this information. Any legislative updates or revisions to these statutory or regulatory legal sanctions are outside of the College's control.

##### ***A. Underage consumption, purchasing or possession of alcohol***

The legal drinking age in Ohio for consumption of an alcoholic beverage is 21. Purchasing, possessing or consuming alcohol under the age of 21 is a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or a \$1,000 fine or both. Any student under the age of 21, therefore, risks being imprisoned and fined when he/she decides to drink alcohol on or off campus.

##### ***B. Providing alcohol to an underage person***

A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he/she furnishes alcohol to a person he/she knows or should know is not 21 years of age.

##### ***C. Fake ID***

Possession or display of a fictitious operator's license is a first-degree misdemeanor. The offense includes mere possession of a fictitious license or display of someone else's valid operator's license. The maximum penalties for this offense are six months imprisonment or a \$1,000 fine or both. Moreover, if the fictitious operator's license is utilized to purchase alcohol or enter an

establishment that serves alcohol, the minimum fine must be at least \$250 and the person displaying the fictitious operator's license may have his/her valid operator's license suspended for three years.

***D. Operating a Vehicle Under the Influence of Alcohol or Drugs (OVI)***

In Ohio, a person may not operate a motor vehicle if he/she is impaired by alcohol and/or drugs. The maximum penalty for operating a vehicle while under the influence is six months imprisonment (mandatory at least three days in jail) or a \$1,000 fine (a mandatory minimum fine of \$250) or both. In addition, the operator must forfeit his/her driving privileges for six months.

***E. Open container***

It is illegal to possess, in public, an open container of an alcoholic beverage. Conviction of this offense carries a maximum penalty of a \$100 fine. Consumption of alcohol in a motor vehicle is a fourth-degree misdemeanor with maximum penalties of 30 days imprisonment or a \$250 fine or both.

***F. Disorderly conduct***

Disorderly conduct while intoxicated is a minor misdemeanor and carries a maximum penalty of a \$100 fine. Disorderly conduct occurs when one recklessly causes inconvenience, annoyance or alarm to another due to offensive conduct.

***G. Federal and State Penalties for Sale and Possession of Illegal Drugs:***

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I-V. This schedule designates whether the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I-V. If you have knowledge of a drug-related felony you must report it to a law enforcement official.

***H. The following are Federal Trafficking Penalties as of January 1, 1997:***

- Schedule I drugs** have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (phencyclidine analogs can be I or II), marijuana and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.
- Schedule II drugs** have a high potential for abuse and have some medical uses with severe restrictions. Production of these drugs is controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).

Federal and State of Ohio penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale of marijuana, hashish and hashish oil, the quantity and/or if it is a second offense are considered. The federal penalties for marijuana less than 50 kg mixture, hashish 10 kg or more, and hashish oil 1 kg or more are similar to those set for Schedule III drugs. Marijuana quantities above 50 kg mixture or 50 plants are penalized according to quantity, number of offenses, and/or if serious injury or death has occurred. These penalties are similar to those listed for Schedule I and II. The

federal penalty for first offense sale of small amounts of Schedule I and II drugs is not less than five years/not more than 40 years; if death or serious injury, not less than 20 years or more than life; fine of not more than \$2 million individual/\$5 million other than individual.

- **Schedule III, IV, and V drugs** include those that most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than Schedule I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All Schedule III-V drugs have accepted medical uses and production is not controlled. Examples of these drugs include anabolic steroids (Schedule III), some narcotics, some barbiturates and other depressants, which are not classified as Schedule I or II.

The federal penalty for first-offense sale of a Schedule III drug is "Not more than five years; fine of not more than \$25,000 individual/\$1 million not individual." The federal penalty for first offense sale of Schedule IV drugs is "not more than three years." The fine is the same as for Schedule III drugs. The federal penalty for first-offense sale of Schedule V drugs is "not more than one year, fine of not more than \$100,000 individual/\$250,000 not individual."

Sale of some Schedule III drugs is a felony and has a state of Ohio penalty of "up to seven years; or a fine up to \$5,000; or both." The state of Ohio penalty for sale of Schedule IV drugs is a felony and has a penalty of "up to four years; or a fine up to \$2,000, or both. Sale of Schedule V drugs in the state of Ohio is also a felony and has a state penalty of "up to two years, or a fine up to \$2,000, or both."

## V. **Discipline Sanctions**

Owens Community College prohibits:

- The unlawful possession, use, manufacture, distribution and/or dispensation of a controlled substance or possession of drug paraphernalia containing illegal drug residue on college-owned or college-controlled property by students and employees
- Smoking and the use of tobacco products are not permitted in any college building, college vehicle, bus, or on college grounds/property owned or controlled by the college

When a student or employee is found responsible for violating the Drug-Free and Alcohol policies and/or the College's Smoke-Free and Tobacco-Free policy, any of the following sanctions may be imposed. When one or more of these policies has been violated, the student or employee may be subject to employee/student sanctions, legal sanctions, or both.

### A. ***Employee Sanctions***

Pursuant to the Drug-Free Workplace Act of 1988, Owens Community College is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property. If any employee of the college engages in any activities prohibited by this act, that employee will be subject to disciplinary action by the college, which may include termination of employment, and/or referral for prosecution.

In addition, and/or depending on the severity of the infraction, the employee may also be referred to the College sponsored Employee Assistance Program through LifeWorks at (800) 854-1446, administered by Unum. Information can also be located on the Human Resources/Benefits webpage at <https://intranet.owens.edu/hr/benefits.html>.

For employees enrolled in the College's medical plan, treatment options, including prescription coverage, may be available.

## **B. Student Sanctions**

The College reserves the right to initiate disciplinary procedures using the Student Code of Conduct. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- *Conversation* – A conversation with the student regarding the violation and steps to prevent a violation from occurring again.
- *Warning* – A notice in writing to the student that the student is violating or has violated institutional regulations.
- *Probation* – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of progressively more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during or after the probationary period.
- *Loss of Privileges* – Denial of specified privileges for a designated period of time.
- *Restitution* – Compensations for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- *Discretionary Sanctions* – Work assignments, essays, service to the College, or other related discretionary assignments.
- *College Suspension* – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - Following a suspension, students may request, in writing, re-admission to Owens Community College. The written request must be submitted to the Director of Student Conduct and Student Life. To be eligible for re-admission, all sanctions and conditions related to the suspension must be completed. After the written request is received, a committee will review the request and meet with the student. As a condition of re-admission, a readmission plan may be made. The student will be notified of the decision in writing.
- *College Expulsion* – Permanent separation of the student from the College.
- *Revocation of Admission and/or Degree* – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Withholding Degree* – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

## **VI. Annual Notification of the DAAPP and Biennial Report**

### ***A. Employee Notification***

Notification of the information contained in the DAAPP will be distributed on at least an annual basis to all employees of the college via email on or before March 1. The DAAPP will also be maintained in the e-Handbook and is readily available to all employees. The notification is also provided to all employees upon hire via the e-Handbook, new hire employment paperwork, and materials included in the Owens New Employee orientation.

### ***B. Student Notification***

Notification of the information contained in the DAAPP will be distributed on at least an annual basis to all students of the college, taking one or more classes, via email by March 1. The notification is provided to students who enroll after the annual distribution, via the College's 14<sup>th</sup> day notification.

### ***C. Biennial Report***

Owens Community College conducts a biennial review of the DAAPP in all even years. The review is conducted to determine its effectiveness and implement changes to the program if they are needed and to ensure that the disciplinary sanctions are consistently enforced. The review is certified by the President and includes the results of the review, a description of the methods and analysis tools that were used to conduct the review, and a list of the responsible departments who conducted the review. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Enrollment Management and Student Services.

## **VII. Biennial Review**

A Biennial Review is conducted with the intention of determining our DAAPP's effectiveness, ensuring disciplinary sanctions are consistently enforced, and recommending any necessary changes to be implemented. Owens Community College's biennial review report is available to students, employees, and the general public via the institution's Consumer Information page. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Enrollment Management and Student Services.

## **VIII. Oversight Responsibility**

The Vice President of Enrollment Management and Student Services and the Vice President of Administration shall have main oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to employees and students, and the biennial review. A DAAPP Oversight Committee has been established to assist with the aforementioned responsibilities.