



Biennial Report of Institutional Compliance  
With the Drug-Free Schools and  
Campuses Act

Review Period: July 1, 2017-June 30, 2019

July 31, 2019

## Table of Contents

General Statement	3
Review of Technical College System of Georgia Policy and Columbus Technical College Procedure	5
Technical College System of Georgia Policy for Employees	5
Technical College System of Georgia Policy for Students	7
Columbus Technical College Procedure	9
Local, State, and Federal Legal Sanctions	10
Columbus Technical College Student Code of Conduct	11
Review of Prevention Programs	19
Evaluation of Procedures and Programs	21
Recommendations	22
US Department of Education, EDGAR Part 86, Drug-Free Schools and Campus Regulations Compliance Checklist	23

Columbus Technical College  
Biennial Report of Institutional Compliance with the  
Drug-Free Schools and Campuses Regulations  
Period of Review: July 1, 2015 – June 30, 2017

**Review Committee Members**

Dr. Tara Askew, Vice President of Student Affairs  
Tom Barnes, Chief of Campus Police  
Will Burgan, Dean of Academic Support  
Meg Burkhardt, Director of CARE Center  
Henry Gross, Executive Director of Human Resources  
Ken Lockhart, Assistant Director of Student Activities and Recruitment  
Stephanie Middleton, Dean of Library Services  
Olive Vidal-Kendall, Director of Disability and Special Services

**General Statement**

Columbus Technical College prohibits the unlawful possession, manufacturing, distribution, dispensation, and use of illicit drugs and alcohol on the College's premises or at College sponsored events in accordance with the Alcohol and Drug Free Schools and Communities Act (DFSCA) Amendments of 1989 (Public Law 101-226).

In compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, Section 22, the College implements and maintains a drug-free program. Under the DFSCA, the College is required to enact policies and procedures for preventing the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees. This law requires the College to prepare a written review of their drug-free programming every two years to determine its effectiveness.

The 2015-2017 Biennial Review is a compilation of the policies, programs, and assessments pertaining to alcohol and other drugs (AOD) at Columbus Technical College from July 1, 2015 through June 30, 2017. There are two objectives to this report: to determine the effectiveness of and to implement any needed changes to the AOD prevention program and to ensure that the College enforces the disciplinary sanctions for violating standards of conduct consistently. With these objectives in mind, this

report includes a review of the College's AOD policy and procedure information distributed to employees and students, description of AOD programming, assessment of the effectiveness of the programming, and recommendations for the improvement of future AOD prevention efforts.

## **Review of Technical College Policy and Columbus Technical College Procedure**

The DFSCA requires the College to distribute annual notification about AOD policies to all students and employees. All policies and procedures pertaining to alcohol and drug use are published in the college catalog, student handbook, employee handbook, new student orientation manual and the college website, including the Annual Crime Report, along with information concerning prevention and educational programming. Every student and employee has access to the college website to review these policies and procedures.

The following policies and procedures are distributed to students and employees during annual notification. These policies and procedures are reviewed to ensure they are reflective of current federal, state, and local laws, that the policies are reasonable, comprehensive, and enforceable.

### **Technical College System of Georgia Policy for Employees**

**POLICY: 4.8.1. (III.O.1)**

#### **Drug-Free Workplace**

**Revised:** May 1, 2019 March 1, 2012; May, 2003

**Last Reviewed:** May 1, 2019

**Adopted:** August 3, 1989

#### **POLICY**

The Technical College System of Georgia [TCSG] is committed to providing a working and learning environment that ensures the productivity of TCSG employees as well as the safety and security of all employees, students, contractors, volunteers, and visitors to TCSG worksites and technical college campuses. To this end, it is the policy of the State Board of the Technical College System of Georgia that all System worksites, including all associated technical colleges, shall be drug-free pursuant to the provisions of the federal Drug-free Workplace Act of 1988, the Drug-free Public Work Force Act of 1990, and applicable State law and regulations. All Technical College System of Georgia (TCSG) employees, both permanent and temporary, full- and part-time, are covered by these provisions. The commissioner shall establish procedures to ensure the policy is implemented and followed by the colleges.

#### **Employee Notification**

All TCSG employees must be advised of this policy. All newly hired employees are required to sign the accompanying acknowledgment statement which will be maintained in their official personnel file.

Information pertaining to the dangers of drug abuse in the workplace will be made available to each technical college's Office of Human Resources for distribution to staff. Similar information will be available for System Office employees in the Office of Human Resources.

**Acknowledgment Statement**

I acknowledge that I have read, understand, and agree to follow the conditions addressed in this policy. Based on my position of assignment, I understand that Federal law may require the Technical College System of Georgia to notify a federal agency of a criminal drug statute conviction which occurs in the workplace. I understand that I am to be free of illegal drugs and controlled substances in the workplace or while performing assigned duties to include traveling on state business. I also understand that I may be required as a condition of employment to undergo drug and/or alcohol testing as provided in the procedure governing drug and alcohol testing.

\_\_\_\_\_  
Applicant/Employee Name  
(Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Employee Signature

## Technical College System of Georgia Policy for Students

### **POLICY: 6.7.1. (V.E.)**

#### **Drug-Free Schools and Communities Act**

**Revised:** January 17, 2001

**Last Reviewed:** October 1, 2018, October 30, 2017

**Adopted:** March 1991

#### **POLICY:**

This policy has been developed in concert with the federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

The technical college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The technical college is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

1. The dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation and assistance programs.
3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each technical college shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

Each technical college shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.

## **Columbus Technical College Drug-Free Procedure**

### **Alcoholic Beverages and Illegal Drug Possession**

The possession, sale or the furnishing of alcohol on the campus of Columbus Technical College is governed by school policy and Georgia state law. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Columbus Technical College Police Department. Violators are subject college disciplinary action, criminal prosecution, fine and imprisonment. It is a violation of the Columbus Technical College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Columbus Technical College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.

### **Drug-Free Policy\***

\*The Drug-Free Policy was approved by the State Board of Technical and Adult Education July, 1990.

#### **A. Policy**

1. The Federal Drug Free Schools and Communities Act Amendment of 1989 (Public Law 102-226) contains Section 22, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.
2. No student may engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.
3. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal financial aid funds from the date of conviction.

4. The College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.
5. Within 30 days of notification of conviction, the College shall with respect to any student so convicted:
  - a. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
  - b. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation, or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

## B. Responsibility

1. The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:
  - a. The dangers of drug and alcohol abuse on the campus and elsewhere.
  - b. Any available drug and alcohol counseling, rehabilitation, and assistance programs.
  - c. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.
2. Each College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

## Local, State & Federal Legal Sanctions

### Legal Sanctions – Laws Governing Alcohol

OGCA 3-3-23 states that No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage; No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage; and no person under 21 years of age shall misrepresent such person's age in any manner whatever for the purpose of obtaining illegally any alcoholic beverage. If found guilty of violating OCGA 3-3-23, criminal sanctions for a conviction can result in a misdemeanor. Penalties can include fines, probation, imprisonment, and suspension of a driver's license (OCGA 3-3-23.1)

Specific ordinances regarding violations of alcohol laws, including driving under the influence, are available from the Campus Police Department.

## Alcohol, Drugs and Narcotics

1. The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College sponsored events.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall, as of the date of conviction, be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

A violation of any law regarding alcohol on campus or at college sponsored events is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

### **Student Code of Conduct**

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical Colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

## ARTICLE I: DEFINITIONS

1. Appellate Board: as defined in the Student Disciplinary Policy and Procedure.
2. Faculty Member: any person hired by the Technical College to conduct teaching, service, or research activities.
3. Judicial Body: as defined in the Student Disciplinary Policy and Procedure.
4. Member of the Technical College Community: any person who is a Student, Faculty Member, contractors, Technical College Official or any other person/s involved with the Technical College or the community or employed by the Technical College.
5. Policy: the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
6. Student: all persons taking courses at the Technical College, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "Students".
7. Student Disciplinary Officer: as defined in the Student Disciplinary Policy and Procedure. (Vice President of Academic Affairs and Vice President for Student Affairs)
8. System: The Technical College System of Georgia.
9. Technical College: any college within the Technical College System of Georgia.
10. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
11. Technical College Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

## ARTICLE II: PROSCRIBED CONDUCT

### NON-ACADEMIC

1. Jurisdiction of the Technical College.

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College Premises, off-campus classes, activities or functions sponsored by the Technical College, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects

Members of the Technical College Community and/or the pursuit of the Technical College's objectives.

## 2. Conduct Rules and Regulations

Any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure:

### 1. Behavior

- a. Indecent Conduct: The Technical College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- b. Violence: The Technical College prohibits mental or physical abuse of any person (including sex offenses) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College.
- c. Harassment: The Technical College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The Technical College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.)

If, in the opinion of Technical College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

- d. Disruption: The Technical College prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other Technical College activities, including public service functions, and other duly authorized activities on Technical College Premises or at Technical College-sponsored activity sites.
- e. Failure to Comply: Failure to comply with directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism
  - a. Personal Appearance: Refer to Columbus Technical College Dress Code Policy.
3. Use of Technical College Property
  - a. Theft and Damage: The Technical College prohibits theft of, misuse of, or harm to Technical College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on Technical College Premises or at a Technical College function.
  - b. Occupation or Seizure: The Technical College prohibits occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
  - c. Presence on Technical College Premises: The Technical College prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.
  - d. Assembly: The Technical College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the Technical College.
  - e. Fire Alarms: The Technical College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, Students must evacuate the building unless otherwise directed by a Technical College Official.
  - f. Obstruction: The Technical College prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College sponsored or supervised functions. Refer to Columbus Technical College Parking Policy and Regulations.
4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- a. Alcohol: Georgia Law and the Technical College prohibit possession of or use of alcoholic beverages on Technical College Premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted

by the Technical College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The Technical College further prohibits Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions) or in a Technical College-owned vehicle.

- b. Controlled substances, illegal drugs and drug paraphernalia: The Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
  - c. Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Columbus Technical College Officials.
  - d. Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Columbus Technical College [Tobacco Policy](#).
5. Use of Technology
- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.
  - b. Electronic Devices: Unless otherwise permitted by Technical College Officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on Technical College Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
  - c. Harassment: The Technical College prohibits the use of computer technology to harass another Student or Technical College Official by sending obscene, harassing or intimidating messages, jokes, or material.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another Student, Faculty Member or Technical College Official. This includes the unauthorized use of another individual's identification and password. Columbus Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

## 6. Weapons

Georgia Law prohibits the carrying of weapons on college campuses. For Exceptions see O.C.G.A 16-11-127.1 and O.C.G.A 16-11-130.

## 7. Gambling

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.

## 8. Parking

The Technical College prohibits violation of Columbus Technical College regulations regarding the operation and parking of motor vehicles on or around Columbus Technical College Premises.

## 9. Financial Irresponsibility

The Technical College prohibits failure to meet any and all financial obligations to the Technical College. All tuition and fees must be paid prior to the first day of class.

## 10. Violation of Technical College Policy

Violation of published System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon Students who enroll in a particular class or program or Students who reside in on-campus housing.

## 11. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

## 12. Violation of Law

- a. If a Student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
  - b. Disciplinary proceedings may be instituted against a Student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
  - c. When a Student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a Student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual Students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
13. Abuse of the Student Judicial Process, including but not limited to
- a. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
  - b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Initiating a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
  - f. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.

#### Reporting of Violations:

Any member of the college community (Faculty, Staff, or Student) may report a student in violation of the Student Code of Conduct; Report Forms are in the Student Affairs Department, Hartline Building Room 162; or on the website, link to Student Affairs.

## Summary of Procedure for Reporting Violation of Student Code of Conduct.

Violation reported in written form by member of college community to Disciplinary Officer/Judicial Advisor (VP of Academic Affairs, VP student Affairs) within 5 days of incident.

Disciplinary Officer etc. determines if Code of Conduct has been violated (major or minor) and determines disciplinary action, either as Judicial Advisor or with a Judicial Body, within 5 to 15 days. (Refer to [Student Rights](#))

Written notification to the student explaining sanctions, within five days or sooner if necessary. Security, VP of Operations and other college officials to receive notification of actions against student.

If student accepts sanctions, then all recordings and files are placed in office of VP for Student Affairs for 5 years.

Should a student appeal to the president within five days of sanction notification, a judicial body (appellate board) will be formed. The student has the right bring an advisor, but must plead his/her own case. The Judicial Body shall notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.

The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

## Review of Prevention Programs

The health and wellness of students and employees is a primary concern of Columbus Technical College. The goal of the College is to assist and direct each individual toward developing a healthy and productive lifestyle. Wellness resources are available in the Library, the CARE Center, the Office of Disability and Special Services, Human Resources, the Office of Student Activities and Campus Police Department.

The CTC Library provides literature, pamphlets and brochures on alcohol and drug abuse as well as referral information.

The CARE Center provides assistance or acts as a referring agency for those with substance abuse problems. The CARE Center offers structured, comprehensive academic and personal support system for all students. The center staff provide a full range of academic, personal and career counseling. The counselor services as the administrator/facilitator of the AlcoholEdu program and provides referral assistance to the Esyr Student Assistance program. Additionally, the CARE Center staff work very closely with other offices on campus to support students and maintain a listing of referral agencies for off-campus resources when such assistance is more appropriate.

**AlcoholEdu** is an interactive online program designed to reduce the negative consequences of alcohol amongst students. All new students are introduced to the AlcoholEdu program during New Student Orientation. This program is a part of the First Semester Seminar Course, required for all students, curriculum.

**Esyr Program** is a confidential counseling program designed to help students gain and maintain balance between academics, family, and work. The program's goal is to help students achieve academic success and life harmony. Participation in the program cover students to receive confidential, professional counseling from licensed therapists in the areas of marital, family, relationships, grief, stress, alcohol and drugs, financial, legal or any other challenge interfering with their academic performance. Each student and household member has a pre-approved number of sessions for use per issue.

The Office of Disability and Special Services is committed to educating students with disabilities about the dangers of substance abuse. Professional staff are trained in identifying symptoms of substance abuse. The staff provide information on the

consequences of abuse and assists students with accessing information on campus and community support services.

The Office of Student Activities sponsor a variety of campus activities, programs, and workshops to promote student health and wellness. These events include: college resource fairs, guest speakers, and Red Ribbon Week activities. The Student Activities staff is responsible for planning New Student Orientation where new students learn about student services and college resources. Each student is provided a Student Success Guide & Academic Planner with information about making contact with all available services.

The CTC Campus Police department provides a variety of trainings and workshops on safety as well as information on campus policies and procedures.

CTC 2017-2018 Crime Statistic Log

Category	On-Campus Criminal Offenses		Off-Campus Criminal Offenses		Number of Arrests		Public Property	
	2017	2018	2017	2018	2017	2018	2017	2018
<b>Number of Arrest for Selected Offenses</b>								
<b>Drug Violations</b>	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0
<b>Number of Judicial Referrals For Selected Offenses</b>								
<b>Drug Violations</b>	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0

Human Resources provides education on college policies/procedures on AOD through various professional development trainings, annual trainings, and new employee orientation.

Columbus Technical College provides an Employee Assistance Program to assist eligible employees with alcohol and/or drug-related difficulties. An employee may also seek assistance through his/her health insurance provider.

## Evaluation of Procedures and Programs

### Strengths:

- Columbus Technical College has procedures that are aligned the Technical College System of Georgia's Alcohol and Drug-Free Campus Policy. These procedures are reviewed and updated annually.
- The procedure is readily available electronically on the College's website. The Student Code of Conduct and the Alcohol and Drug-Free Campus procedures are published in the online Student Handbook and Catalog.
- The College is dedicated to providing students with assistance to address substance abuse as evident in its purchase of the AlcoholEdu online course and the Esyr Counseling program.
- The Offices of Student Affairs, Academic Affairs, the Library, and Campus Police work collaboratively to support student success.
- Students have the ability to raise flags through TEAMS to self-identify that they need assistance.

### Weaknesses:

- There is a need to increase student participation in campus prevention and awareness activities.
- Increase faculty involvement in prevention programs.

## Recommendations

- Increase awareness of student support services and prevention programs by having the faculty members place a prepared statement encouraging students to read, understand, and abide by the Student Code of Conduct and a list of support services and programs in their syllabi.
- Increase student involvement in planning the National Alcohol Awareness Week and Red Ribbon/Wellness Week activities.
- E-mail a link to the policy to student email accounts at the start of each term. All students are provided a free student e-mail account at the time of initial registration. Student e-mail is an official means of communication at Columbus Technical College.
- As an effort to increase early intervention, the College's Behavior Intervention Team, which in Campus Police should have access to raise flags for students who exhibit threatening or unsafe behaviors utilizing the Technical College Early Alert Management System.
- Utilize features in Blackboard to provide students with information on resources available and prevention programs.

## Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes  No   
If yes, where is it located? The Student Handbook/Catalog online

---
  
2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: Yes  No       Staff and Faculty: Yes  No
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes  No       Staff and Faculty: Yes  No
  - c. A description of applicable legal sanctions under local, state, or federal law  
Students: Yes  No       Staff and Faculty: Yes  No
  - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: Yes  No       Staff and Faculty: Yes  No
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions  
Students: Yes  No       Staff and Faculty: Yes  No
  
3. Are the above materials distributed to students in one of the following ways?
  - a. Mailed to each student (separately or included in another mailing)  
Yes  No
  - b. Through campus post offices boxes    N/A  
Yes  No
  - c. Class schedules which are mailed to each student    N/A  
Yes  No
  - d. During freshman orientation  
Yes  No
  - e. During new student orientation  
Yes  No

f. In another manner (*describe*) Published in Student Handbook and on College website

---

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?  
Yes  No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes  No

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

a. Mailed

Staff: Yes  No  Faculty: Yes  No

b. Through campus post office boxes

Staff: Yes  No  Faculty: Yes  No

c. During new employee orientation

Staff: Yes  No  Faculty: Yes  No

d. In another manner (*describe*) College website and Annual Staff Trainings

---

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

Staff: Yes  No  Faculty: Yes  No

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

Staff: Yes  No  Faculty: Yes  No

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

a. Conduct student alcohol and drug use survey

Yes  No

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

Students: Yes  No  Staff and Faculty: Yes  No

c. Evaluate comments obtained from a suggestion box

Students: Yes  No  Staff and Faculty: Yes  No

d. Conduct focus groups

Students: Yes  No  Staff and Faculty: Yes  No

e. Conduct intercept interviews

Students: Yes  No  Staff and Faculty: Yes  No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees  
Students: Yes  No  Staff and Faculty: Yes  No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees  
Students: Yes  No  Staff and Faculty: Yes  No

h. Other (*please list*)

---

---

10. Who is responsible for conducting these biennial reviews?

Vice President of Student Affairs

---

---

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes  No

12. Where is the biennial review documentation located?

Name Dr. Tara W. Askew

Title Vice President of Student Affairs

Department Student Affairs

Phone 706-649-1820 E-mail taskew@columbustech.edu

13. Comments

---

---